Club Welfare Officer

Role Description

To be clear about the Clubs responsibilities when running activities for children and young people. To help Club personnel understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis.

Commitment

Up to 3 hours per week (but maybe more if incident occurs). Attending meetings at weekends and evening. Attendance at Coach Meetings and Committee Meetings

Responsibilities

As detailed in FA Document 'Club Welfare Officer Roles and Responsibilities'.
To be clear about the Clubs responsibilities when running activities for children and young people. This involves:

1. Ensuring these responsibilities are well understood by others.
2. Working with the Youth League Welfare Officer
3. Working with the West Riding County FA Welfare Officer
4. Promoting the FA's Respect Programme and helping to develop best practice processes.
5. To help Club personnel understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis. In order to carry out your responsibilities you need to follow these five simple steps:
    a. Put in place:
        i. a safeguarding children policy, anti bullying policy and equality policy
        ii. a Safer Recruitment Process
        iii. the Respect Programme codes of conduct
    b. Understand:
        i. what the Respect Programme aims to do
        ii. the benefits of implementing the Respect code
        iii. the quick wins to be gained by using The FA's Safeguarding Children best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Policy Template)
        iv. Why certain roles require an FA DBS check and how the FA DBS process works.
        v. How to refer a concern about the welfare of a child.
    c. Communicate with:
        i. Club officials about the Respect programme and its aims.
        ii. Parents/spectators and get them to sign up to the Respect Code
        iii. Parents and new players by getting involved with running 'start of season' welcome sessions for members.
        iv. Coaches and managers about the importance of being consistent role models for their players.
        v. Your Youth League Welfare Officer - introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club.
        vi. Your West Riding County FA Welfare Officer if you need help or advice.
        vii. The FA by taking part in surveys, questionnaires, focus groups as and when asked.