



Club Welfare Officer

As a Club Welfare Officer, you will oversee welfare and safeguarding matters at your club. The role is significant as it ensures that members have a trained and trusted person to speak to should they have a concern either within the club or at times outside of the sport. A Welfare Officer is the lead person with the right skills and knowledge to manage any concern raised in a suitable way, which includes; acting appropriately and in a way that would not hamper any potential future investigation and sharing information accordingly. To carry out the role as effectively as possible, the individual will be required to undertake appropriate welfare and safeguarding training (as set out by Welsh Athletics and in line with Club Affiliation Standards). As such clubs can be confident that all Welfare Officers have the right level of knowledge for the role, specific to the sport of athletics.

Ideally, you'll need to:

- have an interest in safeguarding and welfare matters.
- Be empathetic, friendly and approachable with the ability to communicate well with adults and children.
- be objective, understanding and willing to challenge opinion, where necessary.
- have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- have an understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child or an adult at risk.
- have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child or an adult at risk and know when to ask for support.

What you will do:

A Club Welfare Officer (CWO) with the support of the club committee has the responsibility to:

- provide leadership in the safeguarding of children and vulnerable adults within the club and act as a key point of contact for anyone needing support or guidance.
- implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up to date.
- implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date.
- respond appropriately to safeguarding concerns.
- be visible and approachable to all club members, promote safeguarding at the club and encourage good practice.
- regularly report to the club's organising committee on safeguarding matters.
- ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in line with both the sport and the legal requirements.
- maintain records of safeguarding training attended by club members.
- maintain records of club coaches and officials' licences and criminal record checks.
- make sure the sports volunteers/staff, parents/carers, adults and children are aware of:
 - how to contact the CWO
 - the Codes of Conduct for working with children/adults at risk
 - how to respond to safeguarding concerns
- deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse.
- keep up to date with developments in safeguarding.
- attend the relevant safeguarding & welfare courses and any development opportunities available for you as the Club Welfare Officer.
- complete a criminal record check through the relevant Welsh Athletics / UK Athletics procedures.

- maintain confidential records of reported safeguarding concerns and action taken.
- liaise with the Home Country Athletics Federation Welfare Officers and/or statutory agencies if/when required.

How much time will it take?

This role in most cases will take about 2 to 3 hours per week.

What you'll get out of it:

This is both a significant and vital role, not only within the club but within the sport of athletics in Wales. As such the role is highly valued and respected at all levels. You can be confident that this role is contributing towards creating safe environments for people to enjoy the sport. Naturally there are training and development opportunities that are available to you. The role can potentially be demanding however, it can also be incredibly rewarding.