



WARWICK BOAT CLUB - Welfare Officer Role Description

The Welfare Officer is responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved.

The Welfare Officer must not be a member of the venue's coaching team and should not be related to a member of the coaching team (for example, their spouse). The Welfare Officer should be someone over the age of 18.

Ideally each sporting section should have their own Welfare Officer.

Main Duties

- • Work with others in the club to promote safeguarding, diversity and inclusion and ensure compliance with their appropriate sporting body's minimum standards for venue registration
- • Work with others in the club to ensure safeguarding and diversity and inclusion information, including policies, reporting procedures and details of the venue Welfare Officer are visible and available
- • Work with others in the club to promote the venue's Code of Conduct(s)
- • Ensure safeguarding and diversity and inclusion is on the agenda at committee meetings
- • Act as the first point of contact for all children and adults where concerns about welfare, discrimination, poor practice or abuse are identified
- • Work with the appropriate sporting body's Safeguarding Team when concerns arise within the venue
- • Maintain contact details for the appropriate sporting body's Safeguarding Team and key statutory agencies
- • Contact the Local Authority children's or adults' social care teams and the police about concerns where appropriate
- • Work with the appropriate sporting body's Safeguarding Team to facilitate audits of the venue in relation to the minimum standards
- • Work with others in the venue to ensure the relevant people at the venue have completed a satisfactory criminal records check

Skills and Traits

- • Tactful and discrete
- • Able to resolve conflict
- • Engaging and supportive
- • Approachable and trustworthy
- • Good listener and friendly
- • Caring and understanding
- • Professional and helpful

Key relationships

- • Chairperson and management committee
- • Coaches
- • Volunteers at the venue
- • All members – junior and senior, plus parents/carers of junior members

Time Commitment

- • Attendance at key venue events, such as open days
- • Attendance at management committee meetings

Training

As advised by the appropriate sporting body

Safeguarding training – annual online update – 3yrly face to face update or as per their Governing Sporting Body

Criminal Record Check – enhanced DBS