Runcorn Hockey Club

Safeguarding and Protecting Young People Policy

Role Description for a Welfare Officer

Everyone in hockey has a responsibility to safeguard and protect young people. The role of a Welfare Officer is primarily to promote good practice within your organisation (club, county, region, etc), to be a named point of contact for young people, parents/carers, coaches and volunteers and to understand England Hockey's reporting procedures in case a concern is raised.

The information below outlines the role, and skills and knowledge to look for in a Welfare Officer. England Hockey will be offering training to people in this role.

ROLE

- To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
- Implement the club's reporting and recording procedures
- Promote the club's best practice guidance/code of ethics and behaviour within the club
- Assist the club to fulfil its responsibilities to safeguard young people
- Assist the club to implement its child welfare implementation plan
- Assist volunteers in keeping their certificates and qualifications up to date
- Sit on the club's management committee
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Be the first point of contact with the England Hockey Lead Child Welfare Officer
- Maintain contact details for local social services, police and the Local Safeguarding Children Board (LSCB) in case of an emergency

EXPERIENCE & KNOWLEDGE

- Own organisations policy and procedures related to safeguarding and protecting young people
- Own organisations role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role
- Knowledge of the England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures
- Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board (LSCB)). *This can be gained through training*. The Welfare Officer should have full contact details for their local agencies
- Awareness of equality issues and child protection
- Basic knowledge of core legislation, government guidance and national framework for child protection. *This can be gained through training*

SKILLS

- Approachable
- Child-focused
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal

TRAINING

- It is a requirement that Welfare Officers attend the Sports Coach UK 'Safeguarding and Protecting Children in Sport' workshop. For details of local workshops go to: www.sportscoachuk.org
- England Hockey offer 'Time to Listen' (TTL) workshops. These hockey specific workshops, aimed specifically at Welfare Officers, build on the awareness of the Sports Coach UK workshop and focus on implementation at local level. For details of workshops please contact your Regional Office. The Sports Coach UK workshop is a prerequisite for attending the TTL workshop.