Role Description – Welfare Officer

Everyone in fencing has a responsibility to safeguard and protect young people. The role of the Welfare Officer is to promote good practice within our club, to be a named point of contact for young people, parents/carers, coaches and volunteers when they have concerns and to understand British Fencing’s reporting procedures in case a concern is raised.

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 and vulnerable adults
* Assist the club to implement its child and vulnerable adult welfare 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 British Fencing’s Equality and Safeguarding Manager
* Maintain contact details for local social services, police and the Local Safeguarding Children Board (LSCB) in case of an emergency

EXPERIENCE & KNOWLEDGE

The Welfare Officer will have a detailed knowledge about the following:

* The club’s and British Fencing’s policy and procedures related to safeguarding and protecting young people
* The club’s role and responsibilities to safeguard the welfare of children and vulnerable adults
* Knowledge of British Fencing’s Child and Vulnerable Adult Protection Policies
* Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board (LSCB)).
* Awareness of equality issues and child protection
* Basic knowledge of core legislation, government guidance and national framework for child protection.

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**

The Welfare Officer must attend:

* sportscoach UK ‘Safeguarding and Protecting Children in Sport’ workshop.
* British Fencing’s ‘Time to Listen’ (TTL) workshop
* British Fencing’s En Garde Ready – Introduction to the Welfare Pack