



## **CHILD WELFARE OFFICE ROLE DESCRIPTION**

### **CORE TASKS**

- Assist the organisation in establishing a Safeguarding and Child Protection Policy
- Assist the organisation to implement child protection plans
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate child protection training
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place and all existing staff or volunteers working with children have an up to date DBS disclosure
- Maintain contact details for Child Social Care (CSC), the Police and NGB CPO
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA Professionals, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties
- Advise on child protection issues or be in attendance as necessary on Club Management Committees
- Maintain confidentiality

### **CORE SKILLS**

- Basic administration and record maintenance
- Communication skills
- Confidence to refer cases externally
- Ability to implement effectively a Child Protection Policy and Procedures

### **RECOMMENDED TRAINING**

- Child Protection awareness training e.g. Safeguarding and Protecting Children Workshop.
- NSPCC "Time to Listen" Workshop specifically designed for CWOs