



Golf Club Welfare Officer

Role Description Template

Are you...

- Someone who always puts children's welfare first?
- Someone who wants children and young people to be safe and have fun?
- Passionate about our Golf Club and feel that we could benefit from your skills and experience?

If so, please consider applying to volunteer as a Club Welfare Officer at our Golf Club and help everyone to have a great experience here.

Who makes a good Club Welfare Officer?

A good Club Welfare Officer is someone who is:

- Able to work with a team to ensure that golf is a fun, enjoyable and safe experience for all.
- Passionate about creating an environment that enables Children and Young People to thrive at the golf club.
- Accessible and approachable for children and adults (Ideally not the coach or volunteer with direct responsibility for delivering the junior programmes at the Golf Club)

Personal attributes of a good Club Welfare Officer include:

- Friendly, approachable and enthusiastic.
- Reliable and committed.
- An ability to maintain records.

- Caring and compassionate.
- A child focused approach with good communication and listening skills.
- An understanding of safeguarding, poor practice and abuse.

The Roles and Responsibilities of a Club Welfare Officer

Whilst everyone is responsible for safeguarding the Club Welfare Officer is the person within a Golf Club with primary responsibility for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures.

Policy and Procedures

1. To assist the club to put Safeguarding Policy and Procedures in place.
2. To assist the club to put implementation plans in place for child safeguarding.
3. To promote awareness of the Codes of Conduct for staff, volunteers, coaches, members (juniors and adults) and parents.
4. To ensure that safe recruitment procedures for staff and volunteers are followed.
5. To ensure that all appropriate existing staff or volunteers have an up-to-date DBS Enhanced Disclosure. These should be updated every 3 years.

Referrals

1. To be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.
2. To ensure that all incidents are reported correctly and referred in accordance with Policy guidelines.
3. To act independently and in the best interests of a child at the club, putting the child's needs above those of others and the club itself.
4. To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

5. Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board.
6. Be the first point of contact with the England Golf Lead Safeguarding Officer.

Education and Training

1. To advise the club on appropriate training for coaches and volunteers based on the England Golf recommended training requirements.
2. To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

General

1. Work with others in the club to ensure a positive child-centred environment.
2. Assist England Golf to fulfil its responsibilities to safeguard children, young people and adults at risk at club level.
3. To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.

Some Top Tips for the Club Welfare Officer

1. Be approachable. Make yourself known to members of the club and ensure all members are aware that you are available to advise any person in the club who has a concern of a child safeguarding nature.
2. Raise awareness of Safeguarding at committee meetings and use recommended templates for Policies and Procedures that promote best practice. Assist the club with putting these in place.
3. Be knowledgeable and clear about how to make a referral. Follow the guidance and flow charts provided by England Golf.
4. Get to know your County Welfare Officer, Club Support Officer and England Golf Lead Safeguarding Officer - they will help support you in your role.

Time Commitment

NB : This will vary from club to club, but will include attendance at club meetings and dedicated time should any child protection concerns be raised.

Knowledge

1. An awareness of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people.
2. An awareness of the roles and responsibilities of statutory agencies (Children's Social Care, the Police and the NSPCC) and the Local Safeguarding Children Board.
3. An awareness of equality issues, child protection and safeguarding adults at risk.
4. An understanding of poor practice and abuse – behaviour that is harmful to children or adults at risk.
5. An understanding of England Golf's recommended procedures relating to safeguarding children, young people and adults at risk.

Training

The following training is required:

- A. Attendance at a UK Coaching Safeguarding and Protecting Children Workshop
- B. Attendance at a NSPCC Child Protection in Sport Unit "Time to Listen" child safeguarding training for designated persons.

NB : Please contact England Golf for advice and details of training for your Club Welfare Officer.