



Gerrards Cross Hockey Club

Dukes Lane, Gerrards Cross, Bucks, SL9 7JZ T: (01753) 886610

Welfare Officer Role

- To be the first point of contact for staff, volunteers, parents, children and young people where concerns about child welfare, poor practice or child abuse are identified.
- To assist in the club's responsibilities to safeguard children and young people.
- To respond to any notifications of expected child abuse and liaise with the relevant authorities.
- Assist volunteers in keeping their certificates and qualifications up to date
- Sit on the club's management committee
- Promote anti-discriminatory practice
- Be their 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 Boards (LSCB) in case of an emergency.

Welfare Officer Experience & Knowledge

- Own club's policy and procedures related to safeguarding and protecting young people
- Own club's role and responsibilities to safeguard the welfare of young people – boundaries of the club 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).
- Awareness of equality issues and child protection
- Basic knowledge of core legislation, government guidance and national framework for child protection

Welfare Officer Skills

- Approachable and interpersonal
- Child focused
- Basic administration and organisation
- Communication
- Maintain records
- Ability to promote organisation's policy, procedures and resources
- Reliable and thorough