Role & Responsibilities of the

**WELFARE OFFICER**

**Who will I be responsible to?**

The Club Committee

**Who will I be responsible for?**

All club members under 18 (including players, umpires, volunteers and coaches). **It is the responsibility of all Clubs providing hockey for children and young people under 18 years of age to have a nominated Club Welfare Officer.**

**What is my role?**

1. Assist the club to fulfil its responsibilities to safeguard children and young people
2. Assist the club to implement the child welfare section (including training) of the development plan
3. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse are identified
4. Be the first point of contact with the ENGLAND HOCKEY’s Child Welfare Officer
5. Implement the ENGLAND HOCKEY’s reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote ENGLAND HOCKEY’s best practice guidance/code of ethics & behaviour within the club and anti-discriminatory practice
8. Ensure confidentiality is maintained

**What else can you tell me about the role?**

The Club Welfare Officer is expected to have knowledge of the following:

1. Knowledge of the ENGLAND HOCKEY’s ‘Proud to Protect’ Child Welfare Policy & Procedures
2. Knowledge of core legislation, government guidance and national framework for child protection
3. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees).
4. ENGLAND HOCKEY’s and the club’s role and responsibilities to safeguard the welfare of children and young people and the boundaries of the club welfare officer role
5. Awareness of equalities issues and child protection.

The post holder should also have basic administration skills, be able to maintain records, be able to provide basic advice and support provision. They must have a child focused approach and good communication skills.

**Training needed**

Attendance on ScUK’s Safeguarding and Protecting Children workshop and ENGLAND HOCKEY Time to Listen Workshop

**How much time will I need to give to the role?**

Approximately 2 – 3 hours per week.

Role & Responsibilities of the

**DBS LIAISON – Included in the Welfare Officer Role**

**Who will I be responsible to?**

The Club Committee through the Welfare Officer (This role could be included in the Welfare Officer role)

**What is my role?**

1. To be the main contact with ENGLAND HOCKEY regarding to DBS checks.
2. To ensure the club is registered with ENGLAND HOCKEY’s DBS checking service
3. To support the Welfare Office to ensure all relevant volunteers new volunteers are DBS checked and existing volunteers every 3 years
4. To sign off volunteer evidence for DBS checks

**What else can you tell me about the role?**

1. You will need an understanding of ENGLAND HOCKEY’s ‘Proud to Protect’ Safeguarding and Protecting Children policies
2. Knowledge of DBS processes
3. Be DBS checked through ENGLAND HOCKEY

**How much time will I need to give to the role?**

Approximately 6 - 8 hours per month.

**Training needed/recommended**

Completion of ENGLAND HOCKEY online Safeguarding and Protecting Young People in Hockey Course, it is advisable for you to attend a Sports Coach UK Safeguarding and Protecting Children workshop.

**What tasks are involved?**

Tasks will include:

1. Registration with ENGLAND HOCKEY’s DBS checking service
2. Be the lead contact with ENGLAND HOCKEY for DBS checking and updates
3. Update the Welfare Officer/Club with updates from ENGLAND HOCKEY
4. Update DBS records
5. Ensure checks are carried out on new volunteers and existing volunteers every 3 years

Sign off volunteer evidence for DBS checks