

County Welfare Officer

Alternative titles: County welfare officer; Regional safeguarding officer; County safeguarding officer

About the role

The person within a sports organisation with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the county structure, and supporting club welfare officers where relevant.

Duties and responsibilities

- Working with others to create a positive child-centred environment
- Assist the organisation in fulfilling its responsibilities to safeguard children and young people at local level
- Assist the organisation in implementing its safeguarding plan at local level
- Maintain contact details for local statutory agencies
- Make links with local statutory agencies (police and children's social care) and Local Safeguarding Children Boards
- Liaise with statutory agencies on individual cases in an urgent situation and/or where this is not done by the national organisation or where it is an operational role at county/regional level
- Provide advice and support to local clubs regarding concerns about poor practice and abuse
- Maintain locally held records related to poor practice and child-abuse cases where these are not held nationally
- Ensure confidentiality is maintained
- Advise their national organisation of local contacts and procedures during child-protection investigations
- Provide support networks for local club welfare officers
- Provide resources and (where appropriate) relevant training for local clubs, coaches and people working with children in sport
- Promote anti-discriminatory practice

Skills and abilities

Required:

- Child-focused approach
- Administration skills
- Advice and support-provision skills
- Communication skills
- Recording skills
- Ability to take responsibility for providing information about local resources, such as written material
- Ability to promote the organisation's policies, procedures and resources

Recommended:

- Ability to provide basic training on safeguarding at club level, where supported and suitably trained by the organisation
- Attention to detail
- Computer skills

Knowledge

Required:

- National framework for safeguarding children
- Roles and responsibilities of statutory agencies and Local Safeguarding Children Boards
- Local arrangements for managing safeguarding and reporting procedures
- Poor practice and abuse – behaviour that is harmful to children
- Own organisation's role and responsibilities to safeguard and promote the welfare of children and young people
- Organisation's policy and procedures related to safeguarding children and young people
- Core values and principles underpinning good practice
- Awareness of equality issues and safeguarding
- Core legislation and government guidance
- How adults groom children for abuse