



Coventry Godiva Harriers Club Welfare Officer

Description of Role

The Club Welfare Officer (CWO) is the person with primary responsibility for managing and reporting welfare and safeguarding concerns regarding children and young people. The CWO role will also include responsibility for the general welfare of all club members including vulnerable adults. At Coventry Godiva Harriers we have both a male and female Welfare Officer.

Responsible to: The Club Chair

Responsibilities

- Advise and support the club officers and committee to implement safeguarding and welfare policies and procedures and to support the club to adhere to codes of conduct and good practice.
- To act as the first point of contact for coaches, officials, volunteers, parents/carers and children and young people, where there are concerns about the children/young people's welfare, poor practice or abuse is identified.
- Report any concerns about child abuse to the UKA Lead Safeguarding Officer and or the Coventry Multi-Agency Safeguarding (MASH) hub.
- Establish a link and contact with the Coventry Multi-Agency Safeguarding (MASH) hub, West Midlands Police and Coventry Partnership Board.
- Ensure that all club coaches, officials, helpers and volunteers have completed a volunteer recruitment process which includes volunteer reference forms and DBS checks (where required).
- Undertake an annual audit of DBS checks and UKA Licences of all relevant coaches, officials and volunteers to ensure they are regularly updated (every three years).
- Ensure coaches, officials and volunteers adherence to Coventry Godiva Harriers mandatory Safeguarding Training.
- As a member of the club committee you will act as advisor and report on all welfare matters and be involved in decision making on appropriate courses of action.
- As CWO you will be expected to respond to suspected breaches of the Safeguarding and Welfare Policies and Procedures and to advise and support other club officers or committee members on how to respond appropriately in accordance with the procedures.
- As CWO you may be expected to be involved in disciplinary matters where there are concerns about safeguarding issues.
- Ensure appropriate confidentiality is maintained in respect of welfare and safeguarding concerns. This will include the safe storage and access to information in relation to safeguarding concerns.

Skills and abilities

- Hold an up to date Enhanced DBS check and have completed mandatory Safeguarding Training.
- Ability to engage with children, young people and vulnerable adults and offer advice and support where required.
- Excellent communication skills, including use of social media.
- Basic administration and computer skills and ability to maintain records.
- Able to engage with partners and stakeholders such as Warwick University, Coventry Safeguarding Children Partnership (Local Safeguarding Board), Coventry Multi-Agency Safeguarding Hub (MASH).

Knowledge

- Understanding of Coventry Godiva Harriers policy and procedures and roles and responsibilities, in safeguarding the welfare of children, young people and vulnerable adults.
- Basic knowledge of the roles and responsibilities of statutory agencies (Children's Social Care, the Police and the NSPCC) and Local Safeguarding Children Board.
- Knowledge of reporting procedures in respect of safeguarding concerns, and how to refer to statutory agencies and UKA and support children, young people and vulnerable adults who have raised a concern.
- Have an understanding of poor practice and behaviour that is harmful to children.
- Have an understanding of core values and principles underpinning welfare and safeguarding practice.
- Have an awareness of equality issues and protecting children, young people and vulnerable adults from abuse.
- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children, young people and vulnerable adults.

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