As a Club Welfare Officer you have two key responsibilities these are:

1. **To be clear about the clubs responsibilities when running activities for children and young people. This involves:**
   - ensuring these responsibilities are well understood by others
   - working with the Youth League Welfare Officer (YLWO)
   - working with your County FA Welfare Officer
   - promoting The FA’s Respect Programme and helping to develop best practice processes

2. **To help club personnel understand what their ‘duty of care’ towards children and young people actually means and entails on a day-to-day basis.**

   In order to carry out your responsibilities you need to follow these five simple steps:

   a) **Put in place:**
   - a safeguarding children policy, anti-bullying policy and equality policy
   - responsible recruitment processes including the taking up of references and submitting FA CRB checks (getting the right people into the game)
   - The FA Respect Programme codes of conduct

   b) **Understand:**
   - what the Respect Programme aims to do
   - the benefits of implementing the Respect codes
   - the quick wins to be gained by using The FA’s safeguarding children best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Policy Template)
   - why certain roles require an FA CRB check and how The FA CRB process works
   - how to refer a concern about the welfare of a child

   c) **Communicate with:**
   - club officials about the Respect Programme and its aims
   - parents/spectators and get them to sign up to the Respect codes
   - parents and new players by getting involved with running ‘start of season’ welcome sessions for members
   - coaches and managers about the importance of being consistent role models for their players
   - your Youth League Welfare Officer – introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club
   - your County FA Welfare Officer if you need help or advice
   - The FA by taking part in surveys, questionnaires, focus groups as and when asked

   d) **Encourage:**
   - parents to complete the Respect education programme
   - coaches, team managers, first aiders/medics to complete The FA’s Safeguarding Children Workshop
   - coaches and team managers to listen to their players thoughts, ideas and views
   - the committee to make use of the Respect Programmes designated spectator area at all games

   e) **Monitor:**
   - repeated incidents of poor behaviour and liaise with your committee (and where necessary Youth League Welfare Officer or County FA Welfare Officer)
   - compliance with FA CRB checks through The FA CRB Unit for those who require one using The FA Safeguarding Online System

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**Let’s make football safe – not sorry**