The FA Charter Standard Club Programme Appointing a Welfare Officer

To become an FA Charter Standard Club you are required to appoint a Club Welfare Officer (CWO). It is essential that you seek someone who has experience of dealing or working with young people. They will need to meet the Person Specification and Suitability Checklist detailed below:

1. Person Specification

Essential

- Experience of dealing or working with young people
- Knowledge and understanding of safeguarding children issues[1]
- A good communicator in a variety of situations with people from diverse backgrounds
- Committed to and ability to promote **Respect** and safeguarding children
- Empathy when dealing with individuals, sometimes in demanding situations
- Ability to listen and assess situations fairly
- Ability to handle confidential information sensitively and with integrity
- Reasonable level of administration experience and how to deal with confidential documentation
- Willingness to attend any in-service training facilitated by either The FA or the local CFA.

Desirable

- Knowledge and understanding of grassroots football
- Access to the internet
- Ability to use emails.

2. Suitability Checklist

Essential

- Willing and able to provide relevant references
- Previous experience of dealing or working with children
- Knowledge of and positive attitudes to equal opportunities
- Commitment to treat all children as individuals and with equal concern
- Physical health - appropriate to carry out tasks
- Integrity and flexibility
- At least 18 years of age
- Completion of The FA CRB Enhanced Disclosure process[2] and acceptance by The FA of the outcome[3]
- Understanding of the need for confidentiality when dealing with issues
- Reasonable level of administration experience and how to deal with confidential documentation
- Completion of The FAs Safeguarding Children and Welfare Officer Workshop
- Willingness to update skills and knowledge and attend in-service training facilitated by The FA or the local CFA.

1. This can be gained through The FA's Safeguarding Children Education Programme, see www.TheFA.com/Footballsafe for further information.
2. The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act, 2006 due to come into effect in October 2009. Further information will be provided on this via TheFA.com and the County FA Welfare Officers.
3. Some people with a history of offending can still be considered for this role. If you wish to find out more about this visit the CRB FAQ on www.TheFA.com/Footballsafe or email crb@TheFA.com or call 0845 210 8080. The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the

The FA Charter Standard Club Programme Appointing a Welfare Officer

Desirable

- Knowledge of child protection issues
- Knowledge of safeguarding children legislation
- Relevant football knowledge and understanding.

NB If anyone is known to be unsuitable to work with children, his/her application should be refused by the Club. If in doubt about an applicant contact your County Welfare Officer.

Where to start

- Ensure that you inform all of members about the need to fill this position. You may find that one of the parents/carers is willing to take on the CWO role. If a current member of your committee wishes to take on this role it is suggested that they relinquish their previous committee role
- Ensure the applicants comply with 1 and 2 above
- Give them 'The Role of the CWO' guidance sheet contained in this pack
- Introduce them to the all of the committee members and advise them as to how this committee operates and when you are next meeting.

Advice and support

- If you need any additional advice about appointing a CWO please contact your CFA Welfare Officer
- Visit **www.TheFA.com/footballsafe** and look at the Club Welfare Officer Frequently Asked Questions (FAQs) this will give you further information about the role and type of person that is best suited to this role.

Once selected your welfare officer is advised to:

- Contact the CFA Welfare Officer for information on Safeguarding Children and Welfare Officer Workshops and to request a copy of the CFA's Welfare Officer Information Pack
- Visit www.TheFA.com/footballsafe where they will be able to access current FA Safeguarding policy, best practice guidance and FAQs
- Make contact with the Youth League Welfare Officer
- Speak with other FA Charter Standard Welfare Officers to gain an understanding of the role.