



GUIDANCE NOTES NO:

10.2

APPOINTING CLUB AND LEAGUE WELFARE OFFICERS (OPEN-AGE ADULT DISABILITY)

FOR OPEN-AGE ADULT DISABILITY CLUBS & LEAGUES

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FOR ALL

APPOINTING CLUB AND LEAGUE WELFARE OFFICERS (OPEN-AGE ADULT DISABILITY FOOTBALL TEAMS)

All The FA Guidance Notes referred to in this document are available by clicking [here](#).

THE ROLE

With the support of the relevant Committee – and working closely with other Welfare Officers in the Club or League – the Welfare Officer should:

- Become familiar with **Guidance Notes 10.1: Safeguarding Adults in Open-age Adult Disability Football**;
- Ensure the club adopts The FA's **Safeguarding Adults: Policy and Procedures' Template (Guidance Notes 10.5)**;
- Complete The FA's 'Safeguarding Adults' free online course (see **Guidance Notes 10.4**):
- Sit on the committee and put safeguarding adults on every agenda;
- Communicate the Safeguarding Adults Policy throughout the club/league;
- Promote safeguarding awareness and encourage relevant people to complete The FA's 'Safeguarding Adults' free online course (see **Guidance Notes 10.4**):

- Review existing practices and strengthen as necessary;
- Promote a culture that empowers, listens to and consults with all members;
- Attend any network meetings hosted by the County FA for Welfare Officers (Adult Disability Teams);
- Work collaboratively with the County FA Designated Safeguarding Officer;
- Ensure everyone knows how to recognise and report safeguarding concerns;
- Address poor practice in a consistent way, track repeated incidents and seek advice from the County FA Designated Safeguarding Officer as required;
- Report any allegations or suspicions that an adult is at risk in a swift and effective way;
- Follow **Guidance Notes 5.2: Welfare Officers' Code of Conduct**.

In addition, clubs and leagues must ensure that where there are under-18s in adult open-age disability teams and that the guidance for all adult open-age football is followed. For more information on this, please see Appendix 5 in **Guidance Notes 10.1: Safeguarding Adults in Open-Age Disability Football**.

THE RECOMMENDATION

Appointing a Welfare Officer (Adult Disability Teams) and following the above steps above are strongly recommended. The appointment may become mandatory in the future.

SKILLS AND EXPERIENCE

The role is best suited to someone who:

- Believes safeguarding adults is important;
- Is a good communicator;
- Has time to listen to people;
- Has a common-sense approach;
- Understands the rights of adults;
- Is willing to provide two references;
- Is willing to learn and seek advice.

THE RECRUITMENT PROCESS

An open recruitment process is often the best:

- An open recruitment process is often the best:
- Make it known you wish to appoint a Club or League Welfare Officer (Adult Disability Teams) – for example, communicate this on the club website;

- Provide clear information about the role;
- Ask if anyone in the club/league has any experience or training in safeguarding adults;
- Ensure you have a fair and open recruitment process in line with your club constitution and rules;
- Use the volunteer application form in **Guidance Notes 10.8: Safer Recruitment of Volunteers in Open-age Adult Disability Football**.

Please note: The FA is currently considering the circumstances in which DBS Checks are, or may be, required for people working with adults in open-age adult disability football. Further guidance will be provided in due course.

Club Welfare Officer (Adult Disability Teams) must have a DBS Check if there are under-18s in the open-age adult disability team(s). For more about DBS Checks for those working with under-18s, please see Appendix 5 in **Guidance Notes 10.1: Safeguarding Adults in Open-Age Disability Football**.

APPOINTING CLUB AND LEAGUE WELFARE OFFICERS (OPEN-AGE ADULT DISABILITY FOOTBALL TEAMS)

Before you appoint, check the suitability of individuals, using the person specification and checklist below:

PERSON SPECIFICATION AND SUITABILITY CHECKLIST

PERSON SPECIFICATION

Essential:

- At least 18 years old;
- A good communicator with a range of people;
- Experience of working with adults with care and support needs;
- Knowledge and understanding of safeguarding adults issues;
- Committed to and ability to promote safeguarding adults;
- Empathy in dealing with people in potentially demanding situations;
- Ability to listen and assess situations fairly;
- Ability to handle confidential information sensitively and with integrity;
- Reasonable experience of administration and how to deal with confidential documentation;

- Regular access to the internet;
- Positive approach to or proven experience in diversity and inclusion.
- **Desirable:**
- Knowledge and understanding of the aims and structure of disability football;
- Experience in email and IT systems;
- Committed to promoting The FA's Respect programme.

SUITABILITY CHECKLIST

Essential:

- Willing and able to provide relevant references;
- Willing and able to complete The FA's 'Safeguarding Adults free online course (see **Guidance Notes 10.4**);
- Previous experience of supporting or working with adults with care and support needs;
- Knowledge of and positive attitude to equality and inclusion;
- Commitment to treating everyone with respect and as individuals;
- Ability to act with integrity;

- Understands the need for confidentiality when dealing with issues;
- Reasonable level of administration experience and how to deal with confidentiality;
- Willingness to work collaboratively with the County FA Designated Safeguarding Officer;
- Willing to undertake a DBS Check if there are under-18s in an open-age adult disability team.

Desirable:

- Knowledge of safeguarding adults' issues;
- Knowledge of safeguarding adults' legislation;
- Knowledge of disability football.

Important: If anyone feels an unsuitable person has been appointed they should contact their County FA Designated Safeguarding Officer.





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