



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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