Role Outline: Welfare Officer

**NAME OF CLUB:** Club Name

**ROLE:** Welfare Officer

**RESPONSIBLE TO:** Normally the Club Committee

**NAME OF VOLUNTEER:** Name

**START DATE:** XX/XX/XX **END DATE:** XX/XX/XX

Typical Responsibilities:

* Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level
* Assist the club to implement its safeguarding children and vulnerable adults plan at club level
* The first point of contact for everyone where concerns about a children’s or vulnerable adults welfare, poor practice or abuse are identified
* Implement the club’s reporting and recording procedures
* Maintain contact details for the local children’s social care department, County FA and the police
* Promote the club’s best practice guidance/code of conducts within the club
* Represent welfare on the club’s management committee
* Ensure adherence to the club’s safeguarding children training
* Ensure appropriate confidentiality is maintained
* Promote anti-discriminatory practice and promote the FA RESEPCT Programme
* Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

*These are example responsibilities – please adapt this template to suit your club’s needs.*