



# Respect



## Club Welfare Officer Roles and Responsibilities

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

