



GUIDANCE NOTES NO:

10.2

APPOINTING CLUB AND LEAGUE WELFARE OFFICERS: OPEN-AGE ADULT FOOTBALL

FOR OPEN-AGE ADULT CLUBS & LEAGUES

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FOR ALL

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

INTRODUCTION

Safeguarding is **everyone's** responsibility and every adult deserves to participate in a safe and positive environment where they are treated with respect. Having a Welfare Officer ensures that safeguarding is actively promoted and appropriately overseen within the club or league.

Each club or league has at least one Welfare Officer (CWO/LWO). There are C/LWOs who focus on different areas of the game:

- Club/League Welfare Officer (Youth);
- Club/League Welfare Officer (Adult Disability Teams);
- Club/League Welfare Officer (Adult Teams)

In smaller clubs/leagues the same person may oversee all these functions. In large clubs there will be a team of CWOs and deputies. League Welfare Officers are sometimes also known as Competition Welfare Officers.

THE RECRUITMENT PROCESS

- Publicly advertise in the club or league and more widely if desired that you wish to appoint a CWO/LWO, to ensure the recruitment process is fair, transparent and open.
- Provide clear information about the role.
- Follow the step-by-step guidance on safer recruitment of volunteers as set out in [Guidance Note 10.6](#)

ROLE AND RESPONSIBILITIES

With the support of the relevant committee and collaborating with any other welfare officers, the CWO/LWO should:

- Ensure the Adult Welfare and Safeguarding in Affiliated Football Policy and Procedures is adopted;
- Review and strengthen current practices;
- Promote adult welfare and safeguarding awareness and training;
- Promote a culture that listens to and empowers everyone;
- Ensure everyone knows how to raise concerns;
- Work in collaboration with and seek advice from the County FA Designated Safeguarding Officer (CFA DSO), reporting concerns quickly and following their guidance about responding to lower-level concerns, poor practice or concerns relating to abuse.
- Remember that 16/17-year-olds participating in open-age football are legally children and therefore the safeguarding arrangements applicable to youth football must be followed. CWOs (Adult Disability / Adult Teams) are required to hold a current DBS check where any under-18s are involved in open-age teams.
- Ensure those working with under-18s in open-age football hold a current DBS check;
- Follow the Welfare Officers' Code of Conduct ([see Guidance Note 5.2](#))
- Commit to following and promoting the behaviour standards set out in [The FA's Grassroots Code for Adult Football](#)

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PERSON SPECIFICATION, SKILLS AND EXPERIENCE

Essential:

- At least 18 years old;
- A good listener, able to communicate well with a wide range of people, and treat everyone with respect;
- Commitment to and ability to promote adult welfare and safeguarding;
- Empathy in supporting people in potentially difficult situations;
- Ability to remain impartial when handling concerns or allegations;
- Ability to handle confidential information sensitively and with integrity;
- Knowledge of and positive approach to equity, diversity and inclusion;
- Basic IT skills and experience including email.

Desirable:

- Knowledge and understanding of adult welfare and safeguarding issues;
- Experience of working with adults with care and support needs (where relevant for disability football);
- Knowledge and understanding of the aims and structure of open-age football / open-age adult disability football if relevant.

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





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