

LANSDOWN HOCKEY CLUB

www.lansdownhockey.co.uk



CHILD WELFARE OFFICER ROLES & RESPONSIBILITIES

NAME:

REPORTING TO: Lansdown Hockey Club

Role Purpose

It is the responsibility of all Clubs providing hockey for children and young people under 18 years of age to have a nominated Club Welfare Officer (CWO).

To ensure that Lansdown Hockey Club's Child Protection Policy and Good Practice Procedures are adhered to. To act as first point of contact for coaches, volunteers, parents or children who have a concern about a child and/or poor practice/possible abuse by adults working with children, and to pass these concerns on to the appropriate person or organisation.

Main Duties

- Knowledge of core legislation, government guidance and national framework for child protection
- Awareness of equality issues and child protection
- To assist England Hockey (EH) to fulfil its responsibilities to safeguard children and young people
- Basic knowledge of roles and responsibilities of local statutory agencies (Social Services, Police and Area Child Protection Committees). The CWO should have full contact details for their local agencies
- To act as the first point of contact for coaches, volunteers, parents, children and young people in LHC where concerns about a child's welfare, poor practice or child abuse are identified
- To be the first point of contact with the EH Lead Child Protection Officer
- To implement EH's reporting and recording procedures
- To promote LHC and EH's best practice guidance/code of ethics and conduct within the Club
- To sit on LHC Committee and attend club meetings
- To promote and ensure adherence to EH's child protection training plan
- To promote and ensure confidentiality is maintained at all times

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- To promote anti-discriminatory practice
- To facilitate the Criminal Records Bureau Disclosure process within the club
- To ensure parents/careers are aware of the communication channels in the event of a welfare issue
- To keep an up to date record of any occurrences.
- To inform LHC and the Gloucestershire Hockey Association (GHA) of any development in past and present welfare cases

This role description is not to be regarded as exclusive or exhaustive and in consultation with EH, may be altered at any time

Special Conditions

- Attendance on the sports coach UK 'Safeguarding and Protecting Children' course -
- Attendance on the sports coach UK 'Equity in your Coaching' course -
- CRB Disclosure -

Signed (Chair Person) : Date

Print Name:

Signed (Club Secretary):.....Date

Print Name: