Role: Welfare Officer

**Name of club:** Club Name

**Role:** Welfare Officer

**Responsible to:** Club Committee

**Application deadline: XX/XX/XXXX**

**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, the police and local safeguarding children board
* 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
* Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

*Please send a short supporting statement about why you think you would be successful in this role to ………………………..*

*These are some examples of responsibilities – please change this to fit your club/organisation*