

County Welfare Officer

Role Description Template

Are you...

- Someone who always puts children's welfare first?
- Someone who wants children and young people to be safe and have fun?
- Passionate about County Golf and feel that we could benefit from your skills and experience?

If so, please consider applying to volunteer as County Welfare Officer help everyone to have a great experience at our events.

Who makes a good County Welfare Officer?

A good County Welfare Officer is someone who is:

- Able to work with a team to ensure that golf is a fun, enjoyable and safe experience for all.
- Passionate about creating an environment that enables Children and Young People to thrive within the County.
- Accessible and approachable for children and adults (Ideally not the coach or volunteer with direct responsibility for delivering the junior programmes in the County).

Personal attributes of a good County Welfare Officer include:

- Friendly, approachable and enthusiastic.
- Reliable and committed.
- An ability to maintain records.
- Caring and compassionate.
- A child focused approach with good communication and listening skills.

- An understanding of safeguarding, poor practice and abuse.

The Roles and Responsibilities of a County Welfare Officer

Whilst everyone is responsible for safeguarding the County Welfare Officer is the person within the County with primary responsibility for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures.

Policy and Procedures

1. To assist the County Body to put Safeguarding Policy and Procedures in place.
2. To assist the County Body to put implementation plans in place for child safeguarding.
3. To promote awareness of the Codes of Conduct for staff, volunteers, coaches, players (juniors and adults) and parents.
4. To ensure that safe recruitment procedures for staff and volunteers are followed.
5. To ensure that all appropriate existing staff or volunteers have an up-to-date DBS Enhanced Disclosure via England Golf. These should be updated every 3 years.

Referrals

1. To be the first point of contact for volunteers, young people and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.
2. To ensure that all incidents are reported correctly and referred in accordance with Policy guidelines.
3. To act independently and in the best interests of a child, putting the child's needs above those of others.

4. To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
5. Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board.
6. Be the first point of contact with the England Golf Lead Safeguarding Officer.

Education and Training

1. To advise the County Body on appropriate training for coaches and volunteers based on the England Golf recommended training requirements.
2. To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

General

1. Work with others to ensure a positive child-centred environment
2. Assist England Golf to fulfil its responsibilities to safeguard children, young people and adults at risk at County level.
3. To attend management committee meetings as necessary to advise on child safeguarding issues.

Some Top Tips for the County Welfare Officer

1. Be approachable. Make yourself known to players and others in the County Body and ensure all are aware that you are available to advise any person who has a concern of a child safeguarding nature.
2. Raise awareness of Safeguarding at committee meetings and use recommended templates for Policies and Procedures that promote best practice. Assist the County Body with putting these in place.
3. Be knowledgeable and clear about how to make a referral. Follow the guidance and flow charts provided by England Golf.

4. Get to know your England Golf Partnership Manager, Club Support Officer and Lead Safeguarding Officer - they will help support you in your role. It will also help if you know who are the club welfare officers within the County

Time Commitment

NB : This will vary from but will include attendance at some committee meetings and dedicated time should any child protection concerns be raised.

Knowledge

1. An awareness of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people.
2. An awareness of the roles and responsibilities of statutory agencies (Children's Social Care, the Police and the NSPCC) and the Local Safeguarding Children Board.
3. An awareness of equality issues, child protection and safeguarding adults at risk.
4. An understanding of poor practice and abuse – behaviour that is harmful to children or adults at risk.
5. An understanding of England Golf's recommended procedures relating to safeguarding children, young people and adults at risk.

Training

The following training is required:

- A. Attendance at a UK Coaching Safeguarding and Protecting Children Workshop
- B. Attendance at a NSPCC Child Protection in Sport Unit "Time to Listen" child safeguarding training for designated persons.

NB : Please contact England Golf for advice and details on recommended training for your County Welfare Officer.

How to apply

If you are interested in volunteering for this role, please contact Darragh for more details:

Email: secretary@middlesexgolf.co.uk

Telephone: 07518406264

Thank you for your continued support, volunteers are vital to sustaining our golf clubs.