



### **Main purpose of role**

The role of a welfare officer is primarily to promote good practice within Winchester HC; to be a named point of contact for young people, parents, coaches and volunteers and to understand England Hockey's reporting procedures in case a concern is raised.

### **Actual Duties Involved:**

- To be the first point of contact for staff, volunteers, parents and young people where concerns about welfare, poor practice or child abuse are identified.
- Implement the club's reporting and recording procedures.
- Promote the club's best practice guidance/code of ethics within the club.
- Assist the club to fulfil its responsibilities to safeguard young people.
- Assist the club to implement its child welfare implementation plan.
- Assist volunteers in keeping their certificates and qualifications up to date.
- Sit on the club's management committee
- Ensure confidentiality is maintained.
- Promote anti-discriminatory practice.
- Be the first point of contact with the England Hockey Lead Child Welfare Officer
- Maintain contact details for local social services, police and the Local Safeguarding Children Boards (LSCB) in case of an emergency.

### **Experience and Knowledge**

- Own club's policy and procedures related to safeguarding and protecting young people.
- Own club's role and responsibilities to safeguard the welfare of young people – boundaries of the club welfare officer role.
- Knowledge of the England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures
- Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board). *This can be gained through training.* The Welfare Officer should have full contact details for their local agencies.
- Awareness of equalities issues and child protection.
- Basic knowledge of core legislation, government guidance and national framework for child protection - *This can be gained through training - SCUK Good Practice & child protection workshop; EH & NSPCC "Time to Listen" course*
- Will need to be CRB cleared, and registered with EH as the Winchester HC CWO.

**The post holder will be responsible to:** the Exec Committee & Youth Chairman.

**Estimated time commitment:** time commitment will vary; on average 5 hours a month

**Term of Role:** Ideally this role benefits from continuity wherever possible, so it is hoped the post holder will retain the position on an ongoing basis but to be reviewed regularly

### **Benefits:**

- Associated expenses will be paid for by the club, as directed by the Treasurer, inclusive of travel where required by the Club or England Hockey, and postage / phone calls as required.
- Increase profile within Winchester Hockey Club, and the wider hockey community.

**Other information:** the individual must be approachable, discrete, have good communication and listening skills. Must ensure strict confidentiality is maintained.

**The Deputy role** has been created to provide back-up to the CWO, and to act as a reference source when required, and to provide cover during absence, and to ensure the knowledge of the role is maintained within the Club during continuity changes.