**JOB DESCRIPTION:**

**CLUB WELFARE OFFICER**

***[INSERT NAME OF CLUB]***

***THE PERSON***

The Club Welfare Officer should be well known in the club and have a strong safeguarding focus. The Club Welfare Officer needs to be accessible and approachable for children and adults but should ideally not be the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club.

***WHAT ARE YOU EXPECTED TO DO?***

To provide information and advice on safeguarding and protecting children and adults at risk within the Club. To ensure that the club adopts and follows the NISA Safeguarding Children and Young People and Adults at Risk Policies and Procedures. To ensure that all club members are made aware of and clearly informed about the role of the Welfare Officer and know how to contact them for advice, support and resources.

***WHAT MAKES A GOOD CLUB WELFARE OFFICER?***

* The post holder should also have basic administration skills
* Be able to maintain records
* Be able to provide basic advice and support provision
* Must have a child focused approach and good communication skills
* Understand the NISA Safeguarding Children and Young People Policies and Procedures and be committed to promoting the welfare of children and adults and their continued enjoyment and participation within the Club
* Have an awareness of equity issues, safeguarding and child /adult protection
* Have an understanding of poor practice and abuse – behaviour that is harmful to children and adults at risk or has a potentially negative impact upon their welfare and enjoyment of ice skating.
* Have undertaken the sports coach UK Safeguarding and Protecting Children workshop or an equivalent recognised direct delivery training course within the past three years. They must also be committed to receive further training as necessary and directed by the NISA Lead Safeguarding Officer.

***ROLES AND RESPONSIBILITIES***

**Policy and Procedures**

* To promote awareness of the NISA Codes of Conduct and to support the implementation of safe recruitment and induction procedures within the club.

**Referrals**

* To receive information from club staff, volunteers, children or parents and carers who have any concerns relating to the welfare of children and young people, adults at risk and to maintain appropriate records.
* To clarify any information received carefully, ensuring that this is referred on promptly to enable assessment to be undertaken, and support offered, by the NISA Lead Safeguarding Officer
* To follow the NISA reporting concerns flow chart.
* To ensure that the referral is confirmed in writing using the NISA Safeguarding incident report form.

**Education and Training**

* To advise the Club on appropriate training for coaches and volunteers based on the NISA recommended training requirements.
* To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

**General**

* Assist NISA to fulfil its responsibilities to safeguard children, young people and adults at risk at Club level;
* Assist NISA to implement its child protection plans at Club level;
* The first point of contact for staff, volunteers, parents and children/young people and adults at risk where concerns about children’s welfare, poor practice or child abuse are identified;
* Be the first point of contact with the NISA Lead safeguarding Officer;
* Sit on the club’s management group;
* Promote and ensure confidentiality is maintained;
* Facilitate DBS and Enhanced DBS and barred checks within the club.