WELFARE OFFICER ROLE DESCRIPTION

NAME OF CLUB: Club name
ROLE: Chair
RESPONSIBLE TO: Club committee
COMMITMENT: Approx. X hours per week/month

Typical responsibilities:

- To ensure the club's Safeguarding Policy and Procedures work in practice
- To assist the club to fulfil its responsibilities to safeguard children and young people
- To act as the first point of contact for coaches, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified, and to pass these concerns on to the appropriate person or organisation.
- To be the first point of contact with the Badminton England Lead Child Protection Officer.
- To implement Badminton England's reporting and recording procedures.
- To maintain contact details for local Social Services and the Police and know how to obtain Local Authority Designated Officer details.
- To promote Badminton England's Safeguarding Best Practice Guidelines and Codes of Ethics and Conduct within the club.
- To sit on the Club Committee and attend club meetings.
- To facilitate the Disclosure and Barring Service process within the club, including being a DBS document verifier.
- To promote and ensure adherence to Badminton England's safeguarding training plan which includes receiving appropriate training for the club role as directed by Badminton England and addressing the safeguarding training needs of other adults in the club.
- To register with Badminton England as a Welfare Officer in order to receive updates and relevant information direct from the governing body.
- To promote and ensure confidentiality is maintained.
- To have a commitment to, and promote equality and diversity.

Amend any responsibilities which are not relevant to your club.