

## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: Welfare Officer**

**Name of Welfare Officer:** Kate Hughes

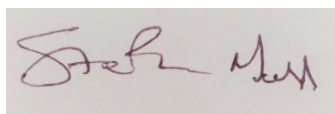
**Responsible to:** Colebridge Management Committee

### **Main duties**

- Assist Colebridge to fulfil its responsibilities to safeguard children and vulnerable adults at club level.
- Assist Colebridge 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 Colebridge'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 Colebridge's best practice guidance/code of conducts within the club.
- Ensure adherence to the Colebridge'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.
- Arranging handover or succession planning for the position.

Welfare Officer - Adopted in Club Committee Meeting minutes

Signed:



Club Chairman

Dated: 3<sup>rd</sup> August 2017