

COLEBRIDGE TABLE TENNIS CLUB

Role description: Welfare Officer

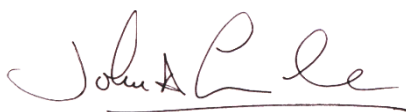
Name of Welfare Officer: Kate Hughes

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.
- Manage the DBS certificates for coaches and other club volunteers, where applicable.
- 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 safeguarding 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; including own DBS and safeguarding qualifications.
- Coordinate activities to maintain and enhance the standard achieved for the Club mark Accreditation.
- Ensure appropriate confidentiality is maintained.
- Arranging handover or succession planning for the position.

Welfare Officer - Adopted in Club Committee Meeting minutes

Signed: 

Club Chairperson

Dated: 17th August 2020