

Role description: Welfare Officer

Name of Welfare Officer: Kate Hughes

Responsible to: Colebridge Management Committee


Core Skills

- Be a good listener, exercise discretion and have a child focused approach.
- Good administration and computer skills.
- Good communication skills including a knowledge of social media.
- The ability to maintain records.
- An ability to promote Table Tennis England's policies and procedures.

Main duties

- Agree to implement, promote, and uphold Colebridge's and TTE's Safeguarding Guidelines, policies, reporting and recording procedures.
- Assist Colebridge to fulfil its responsibilities to safeguard children and adults at risk at club level.
- Manage the DBS certificates for coaches and other club volunteers, where applicable. Ensure coaches are licensed and attend relevant safeguarding training as required.
- Attend safeguarding training to ensure an understanding and knowledge in relation to child protection issues.
- Assist Colebridge to implement its safeguarding children and adults at risk plan at club level.
- The first point of contact for everyone (volunteers, parents, adults, and young people) where concerns about a child's or adult at risk's welfare, poor practice or abuse are identified.
- Sit on the Colebridge committee to ensure that all young people are provided with a child centred environment in which to play and compete.
- Promote open relationships with all members and others ensuring that confidentiality is always maintained.
- Maintain contact details for the local Children's Services and Police.
- Act as the first point of contact for the TTE's Designated Safeguarding Lead & Deputy Designated Safeguarding Lead.
- Promote the Colebridge's & TTE's best practice, guidance, and code of conducts within the club, including anti-discriminatory practices.

Welfare Officer - Adopted in Club Committee Meeting minutes.

Signed: 

Club Chair

Dated: 30th June 2023