

Role description: Welfare Officer (Non committee role)

Name of Welfare Officer: Kate Hughes

Responsible to: Colebridge Management Committee


Core Skills

- ➔ Be a good listener, execute 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.
- ➔ 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.
- ➔ 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: 13th November 2025