

## **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: 13<sup>th</sup> November 2025