



## Club welfare officer

Alternative titles: Club safeguarding officer

### About the role

The designated person/s within the club with the primary responsibility for managing and reporting concerns about children and young people, and for putting into place safeguarding procedures in the club.

### Duties and responsibilities:

- work with others in the club to ensure a positive child-centred environment
- assist the organisation in fulfilling its responsibilities to safeguard children at club level
- assist the organisation in implementing its safeguarding children plan at club level
- act as the first point of contact for staff, volunteers, parents/carers, children and young people where concerns about children's welfare, poor practice or abuse are identified
- work with the Association and Lead Safeguarding Officers to ensure best safeguarding practice
- implement the organisation's reporting and recording procedures
- maintain contact details for the local children's social care department, the police, Designated Officer (formerly LADO), and the Local Safeguarding Children Board
- promote the organisation's best-practice guidance and/or code of conduct within the club
- sit on the club's management committee (if applicable)
- ensure adherence to the organisation's safeguarding training plan
- ensure appropriate confidentiality is maintained
- promote inclusive and anti-discriminatory practice

### Required skills and abilities:

- child-centred approach
- basic administration and computer skills
- basic advice and support-provision skills
- communication skills, including use of social media
- ability to maintain records
- ability to provide information about local resources
- ability to promote organisation's policy, procedures and resources

## Required knowledge:

- how to recognise and respond to allegations of abuse
- own organisation's role and responsibilities to safeguard the welfare of children and young people
- boundaries of the role of club welfare officer, and of other staff/volunteers at the club
- basic knowledge of the roles and responsibilities of statutory agencies such as children's social care, the police, Designated Officer (formerly LADO) and the NSPCC, and the Local Safeguarding Children Boards
- local arrangements for managing safeguarding children and reporting procedures
- ability to recognise and define poor practice and abuse
- Aikido Alliance's policy and procedures relating to safeguarding children and young people
- core values and principles that underpin the club's practice
- awareness of contextual safeguarding and current affairs that impact the welfare of children and young people
- basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people

Training should be provided to support the person in this role with their safeguarding knowledge. Please note that this level of knowledge would be expected from a qualified social worker, police officer, etc. However, a volunteer would not be expected to have the same level of safeguarding knowledge.

## Further information

### NSPCC Child Protection in Sport Unit (CPSU)

Information and resources related to this topic are available at:  
[the cpsu.org.uk/help-advice/topics/safer-recruitment](https://the cpsu.org.uk/help-advice/topics/safer-recruitment)