

Radley AC

Welfare Officer

Job description

Main Duties

- Ensure that all club helpers/officers/coaches complete a volunteer recruitment form in line with the Clubs Volunteer Support policy, Welfare Policy and any other relevant policy and send a copy of any such forms to UKA/Home Country on request.
- Ensure CRB process is in place within the Club and all those within the Club adhere to the requirements.
- Maintain up to date knowledge of welfare and child protection issues with support from UKA/Home Country.
- Provide advice, guidance and support to the Committee, coaches, parents and athletes as required.

Additional Requirements

- Attend Committee meetings as required
- Work with UKA and partners when requested regarding Safeguarding processes.

In the event of a welfare issue

- Receive and advise Committee, on Child Protection or welfare reports, disclosures or issues from club members in line with Policy.
- Initiate action, with Committee support, in line with Policy, ensuring that all appropriate persons have been contacted.
- Inform the UKA/Home Country Welfare Officer of any cases of misconduct that may involve child abuse.
- Refer all media enquiries about suspected or reported abuse or poor practice to UKA/Home Country.

Based on UKA Template
March 2010