

Working Context

The role of the club welfare officer is crucial in ensuring that the organisation’s approach to children’s welfare and protection works in practice. This level of role and responsibilities applies to all British Taekwondo clubs and the club welfare officer should have a formal role on the club’s management committee.

The club welfare officer acts as the first point of contact for anyone in the club (staff, volunteer, parents or children) who has a concern about a child and about poor practice or possible abuse towards children. The club welfare officer therefore needs to be perceived as being approachable and as having a child-focused approach.

The club welfare officer does not need to be a child protection ‘expert’. That is the role of the statutory services (Police and social services). Ideally, they should have a background in working with children, e.g., teachers, child-minders, social workers, police child protection team officers and child health workers.

The club welfare officer must not be the club contact, nor can this person be a Coach, related to a Coach or in a relationship with a Coach. The club welfare officer needs to be supported by their club management committee who will adopt British Taekwondo’s safeguarding policy and procedures. The club welfare officer is provided with basic safeguarding awareness training through British Taekwondo and/or one of its partners.

Core Values and Principles

- The welfare of children in sport is the paramount consideration
- Children and young people have the right to participate in sport in a safe environment
- Working in partnership with parents/carers, children and young people
- The importance of listening to the child’s voice and promoting forums where they can be listened to
- Sharing information and confidentiality
- Commitment to standards of good practice as outlined in the organisation’s code of practice
- Commitment to equity and anti-discriminatory practice.

Responsible to:

Chair of the Committee at Club Level

& Rachel Smith, BT Safeguarding Officer (07568 503791)

| Main Duties | Knowledge & Skills Required |
|---|--|
| <ul style="list-style-type: none"> • Assist BT to fulfil its responsibilities to safeguard children and young people at club level. • Assist BT to implement its safeguarding plan at club level. • First point of contact for staff, volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse are identified | <p>Knowledge Required</p> <ul style="list-style-type: none"> • Basic knowledge of core legislation, government guidance and national framework for child protection • Basic knowledge of role and responsibilities of statutory agencies and local safeguarding children boards • Local arrangements for managing child protection and reporting procedures |

Role Outline: Club Welfare Officer

- First point of contact with BT's Safeguarding Lead Officer
- Implement BT's reporting and recording procedures
- Maintain contact details for local social services, police, know how to obtain Local Safeguarding Children Board guidelines
- Promote the organisation's best practice guidance/code of conduct within the club
- Sit on the club's management committee
- Promote and ensure adherence to the BT's training plan
- Promote and ensure confidentiality is maintained
- Promote anti-discriminatory practice.

- Behaviour which is harmful to children; thresholds of 'poor practice'; 'abusive behaviour'
- British Taekwondo's role and responsibilities
- British Taekwondo's policies and procedures related to safeguarding and child protection
- Awareness of equalities issues and child protection
- How abusers target and groom organisations in order to abuse children
- Best practice in prevention

Skills Required

- Basic administration: maintaining records
- Basic advice and support provision
- Child focused approach
- Communication
- Ability to promote organisation's policy, procedures and resources
- Ability to provide information about local resources

The commitment we are looking for:

Club Meetings are held (give details of when/where meetings are held). The Club AGM is held in (month) each year. The term of office is (eg one year, three years) starting (or ending) on (date). Financial information and reports are required from you (monthly/quarterly). You will need your own IT equipment.

Our commitment to you:

The Club will pay (or do not pay) your expenses in accordance with our expense policy (give details). Where possible, mentoring and/or training is made available via British Taekwondo's National Lead Safeguarding Officer (please contact Liz Behnke for specific details).

Other organisations worth checking out:

The Child Protection in Sport Unit.....<https://thecpsu.org.uk/>

NSPCC<http://www.nspcc.org.uk/>

End.