



OLTON GOLF CLUB

Est. 1893

## The Roles and Responsibilities of a Club Welfare Officer

Whilst everyone is responsible for safeguarding the Club Welfare Officer is the person within a Golf Club with primary responsibility for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures.

### Policy and Procedures

1. To assist the club to put Safeguarding Policy and Procedures in place.
2. To assist the club to put implementation plans in place for child safeguarding.
3. To promote awareness of the Codes of Conduct for staff, volunteers, coaches, members (juniors and adults) and parents.
4. To ensure that safe recruitment procedures for staff and volunteers are followed.
5. To ensure that all appropriate existing staff or volunteers have an up-to-date DBS Enhanced Disclosure. These should be updated every 3 years.

### Referrals

1. To be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.
2. To ensure that all incidents are reported correctly and referred in accordance with Policy guidelines.
3. To act independently and in the best interests of a child at the club, putting the child's needs above those of others and the club itself.
4. To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

5. Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board.
6. Be the first point of contact with the England Golf Lead Safeguarding Officer.

## Education and Training

1. To advise the club on appropriate training for coaches and volunteers based on the England Golf recommended training requirements.
2. To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

## General

1. Work with others in the club to ensure a positive child-centred environment.
2. Assist England Golf to fulfil its responsibilities to safeguard children, young people and adults at risk at club level.
3. To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.

## Some Top Tips for the Club Welfare Officer

1. Be approachable. Make yourself known to members of the club and ensure all members are aware that you are available to advise any person in the club who has a concern of a child safeguarding nature.
2. Raise awareness of Safeguarding at committee meetings and use recommended templates for Policies and Procedures that promote best practice. Assist the club with putting these in place.
3. Be knowledgeable and clear about how to make a referral. Follow the guidance and flow charts provided by England Golf.
4. Get to know your County Welfare Officer, Club Support Officer and England Golf Lead Safeguarding Officer - they will help support you in your role.