

## **Task Description for The Club Welfare Officer (CWO)**

The CWO shall be a full or elected honorary member of the club and shall be elected to the Executive Committee. This is a major role in the Duty of Care obligation to junior club members.

### **EXPERIENCE & KNOWLEDGE**

The Club Welfare Officer is expected to have knowledge of the following:

- Knowledge of the England Hockey Child Welfare Policy & Procedures
- Knowledge of core legislation, government guidance and national framework for child protection.
- Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees). The CWO should have full contact details for their local agencies.
- Own club's role and responsibilities to safeguard the welfare of children and young people –boundaries of the club welfare officer role.
- Own club's policy and procedures related to safeguarding children and young people.
- Awareness of equalities issues and child protection.

### **REQUIRED SKILLS**

1. Basic administration and computer literacy
2. Basic advice and support provision
3. Child focused approach
4. Communication through verbal, written & data transmission skills
5. Maintain records
6. Ability to provide information about local resources
7. Ability to promote the club's policy, procedures and resources

Gloucester City Hockey Club

## Task Description for The Club Welfare Officer (CWO) cont'd

### ROLES

1. To assist the club to fulfil its responsibilities to safeguard children and young people.
2. To assist the club to implement its child welfare implementation plan.
3. To be the first point of contact for staff, volunteers, parents and juniors where concerns about children's welfare, poor practice or child abuse are identified.
4. Be the first point of contact with the England Hockey Child Welfare Officer.
5. Implement the club's reporting and recording procedures.
6. Maintain contact details for local social services, police and the Area Child Protection Committee.
7. Promote the club's best practice guidance / code of conduct within the club.
8. Ensure adherence to the club's child welfare training.
9. Ensure confidentiality is maintained.
10. Promote anti-discriminatory practice.

Approved by

Chairperson Paddy Hanrahan

Secretary A. Rogers

Date: 5-10-05