



Role Outline: Child Welfare Officer

NAME OF CLUB: Whipton Youth Football Club
ROLE: Child Welfare Officer
RESPONSIBLE TO: Club Committee

Typical Responsibilities:

- Assist the club to fulfil and implement its responsibilities to safeguard children and vulnerable adults at club level
- The first point of contact for everyone where concerns about children's or vulnerable adults welfare, poor practice or abuse are identified
- To arrange DBS disclosures and ensure they are up-to-date
- Update committee with new guidelines advised by the FA
- Implement the club's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the club's best practice guidance/code of conducts within the club
- Ensure adherence to the club's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately