

## **Role of Club Welfare Officer**

### **Skills:**

- Basic administration
- Basic advice and support provision
- Child-focused approach
- Communication skills
- Maintenance of records
- Ability to provide information about local resources
- Ability to promote Angling Cymru policy, procedures and resources

### **Tasks:**

- Assist Angling Cymru to fulfil its responsibilities to safeguard children at club level
- Assist Angling Cymru to implement its safeguarding children plan at club level
- The first point of contact for staff, volunteers, parents, children/young people where concerns about a children's welfare, poor practice or abuse are identified.
- The first point of contact with the NGB Welfare officer and National Lead Child Protection Officer
- Implement Angling Cymru's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote Angling Cymru's best practice guidance/code of conduct within the club
- Work closely with club coaches and volunteers to assist them in understanding their safeguarding role and responsibilities and to ensure procedures for the prevention of risk are followed.
- Ensure adherence to Angling Cymru safeguarding children training requirements
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice, the welfare of children and the importance of safeguarding.

### **Training required:**

- 1<sup>st</sup>4sport Safeguarding & Protecting Children entry level course to be updated every three years.

### **Recommended additional training:**

- 1<sup>st</sup>4sport Safeguarding & Protecting Children 2 course.