



# Role Description

## Welfare Officer

Everyone in fencing has a responsibility to safeguard and protect young people. The role of the Welfare Officer is to promote good practice within our Club, to be a named point of contact for young people, parents/carers, coaches and volunteers when they have concerns and to understand KSFC's/British Fencing's reporting procedures in case a concern is raised.

### ROLE

- To be the first point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse are identified
- Implement the Club's reporting and recording procedures
- Promote the Club's best practice guidance/code of ethics and behaviour within the Club
- Assist the Club to fulfil its responsibilities to safeguard young people and vulnerable adults
- Assist the Club to implement its child and vulnerable adult welfare plan
- Assist volunteers in keeping their certificates and qualifications up to date
- Sit on the Club's management committee
- Ensure confidentiality is maintained
- Promote anti-discriminatory practice
- Be the first point of contact with the British Fencing's Equality and Safeguarding Manager
- Maintain contact details for local social services, police and the Local Safeguarding Children Board (LSCB) in case of an emergency

### EXPERIENCE & KNOWLEDGE

**The Welfare Officer will have a detailed knowledge about the following:**

- The Club's and British Fencing's policy and procedures related to safeguarding and protecting young people
- The Club's role and responsibilities to safeguard the welfare of children and vulnerable adults
- Knowledge of British Fencing's Child and Vulnerable Adult Protection Policies
- Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Local Safeguarding Children Board (LSCB))
- Awareness of equality issues and child protection
- Basic knowledge of core legislation, government guidance and national framework for child protection

## **SKILLS**

- Approachable
- Child-focused
- Basic administration
- Basic advice and support provision
- Communication
- Maintaining records
- Ability to promote organisation's policy, procedures and resources
- Interpersonal

## **TRAINING**

The Welfare Officer must attend:

- sportscoach UK 'Safeguarding and Protecting Children in Sport' workshop.
- British Fencing's 'Time to Listen' (TTL) workshop
- British Fencing's En Garde Ready – Introduction to the Welfare Pack