CLUB WELFARE OFFICER (CWO)

ROLE DESCRIPTION
To be responsible for the implementation and management of good practice and child protection policies within the club.

SKILLS/QUALITIES REQUIRED
- Is approachable
- Good communication skills
- Discretion
- Has a positive mentality and integrity
- Previous experience of working with children
- Has an understanding of Child Protection issues
- Knowledge and commitment to equal opportunities
- Has attended the Sports Coach UK Safeguarding & Protecting Children in Sport (or willingness to attend within 6 months of appointment)
- Willing to partake in CPD
- Completion of Volleyball England CRB process and acceptance of outcome

MAIN DUTIES
- Help the club to follow the guidelines laid down by Volleyball England in the Child Protection Policy and Good Practice document.
- Ensure that Good Practice & Child Protection is an item on the club management committee agenda.
- Ensure that all club personnel working with young people have received child protection training.
- To ensure all appropriate documentation and forms are completed in accordance with Volleyball England Child Protection Policies and Procedures.
- To ensure that any persons including coaches, officials and volunteers working with or acting on behalf of the club, who will come into contact with young people under 18 complete a Personal Disclosure Form.
- Keep confidential records of all documentation in a secure manner so it can be produced should it be required for reference at a later date by the Chief Executive of Volleyball England.
- Refer any concerns and/or allegations to the Chief Executive of Volleyball England immediately using the Child Protection referral form.
- Ensure coaches, officials, volunteers, parents/carers and juniors have access to Volleyball England Child Protection Policies and Procedures documents.