

# MEDWAY & MAIDSTONE A.C.

## ROLE DESCRIPTION FOR WELFARE OFFICER

The role of the Welfare Officer within the Club is to:-

- Ensure all persons working with children and young people at the Club are fully aware of what is required of them in respect of the Club's welfare policies.

The Welfare Officer is expected to:-

- Liaise closely with Club coaches who work with athletes under 18, ensuring that agreed procedures for the control of risk are followed
- Maintain up to date knowledge of welfare and child protection issues with support from Sport's Governing Body
- Refer all media enquiries about suspected or reported abuse or poor practice to Sport's Governing Body
- Receive and advise on reports or disclosures from Club members
- Ensure that all Club helpers/officers/coaches complete a Volunteer Agreement Form and send a copy of such forms to Sport's Governing Body on request.
- Work with Sport's Governing Body and partners when requested to ensure CRB process is in place
- Prepare for and attend Management Committee meetings

The Welfare Officer is expected to take responsibility for:-

- Informing the Sport's Governing Body of any cases of misconduct that may involve child abuse