



..... is a Welfare Officer of Lichfield Hockey Club

## **ROLE DESCRIPTION**

Everyone in hockey has a responsibility to safeguard and protect young people.

The key role of the Welfare Officer is to support the organisation to promote good safeguarding practice across the organisation, to be the named point of contact for all members of the Hockey Family, to implement the club's Safeguarding and Protecting Young People in Hockey Policy & Procedures where a concern has been raised.

## **EXPERIENCE AND KNOWLEDGE**

- Own organisation's role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role
- Knowledge of England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures and Lichfield Hockey Club's policy and procedures
- Basic knowledge of core legislation and government guidance through training
- Basic knowledge of roles and responsibilities of local statutory agencies (children's services, police, Local Safeguarding Children Board (LSCB) and Local Authority Designated Officer (LADO) through training. The Welfare Officer must have full contact details for their local agencies.
- Awareness of equality and safeguarding issues.

## **SKILLS**

- Child-focussed
- Good listener and being non-judgmental of any issues or concerns that are raised
- Basic administration
- Basic safeguarding advice and support
- Communication (with all members of the organisation including young people and adults)
- Interpersonal skills and being calm and approachable at all times
- Maintaining accurate records of issues and concerns that have been raised
- Ability to promote the club's policy, procedures and resources

## **ADMINISTRATION – DBS (this role could be undertaken by a separate person working with the Welfare Officer)**

- Administration is an essential skill where the Welfare Officer is fulfilling the role of administrating the DBS check.
- All England Hockey DBS checks are now completed online, so a basic level of IT skills is required.
- Liaising with relevant members of the organisation regarding the completion of their DBS check
- Verification of identity documents for relevant members completing their DBS check
- Maintaining an accurate register of in progress/completed DBS checks and coaching qualifications

## **TRAINING**

It is a requirement that Welfare Officers attend the Sports Coach UK 'Safeguarding and Protecting Children in Sport' workshop.

England Hockey deliver 'Time to Listen' (TTL) workshops. The Sports Coach UK workshop is a prerequisite for attending the TTL workshop. It is a requirement that Welfare Officers attend TTL as part of the ClubsFirst accreditation process.

This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the role.