



Role Description: Welfare Officer

Club Welfare Officers are essential roles within all England Athletics affiliated clubs. They provide members with a trained and trusted individual to approach regarding any concerns. This could be a concern within the club environment or an external matter that is affecting a club member or having an impact on the club.

Responsibilities:

Lingfield Running Club Welfare Officers, with support from the club committee, are responsible for

- **Adhering to the UK Athletics Club Safeguarding Code of Conduct:** Ensuring that all aspects of the Club Safeguarding Code of Conduct are effectively implemented across the club.
- **Implementing UKA Safeguarding Policies:** Ensuring that the UKA Safeguarding Policies and Procedures for Children and Adults are effectively applied and kept current.
- **Promoting safeguarding awareness:** Advocating for safeguarding and member welfare throughout the club and encouraging best practices among members.
- **Providing Opportunities** for members to have a voice. Being accessible and providing a safe space for members to share their concerns without fear of victimisation or reprisals
- **Responding to concerns:** Addressing safeguarding and welfare issues appropriately and in a timely manner, seeking advice and guidance from EA Welfare Team when necessary, and referring all serious concerns to UKA immediately in line with UKA Safeguarding policy
- **Keeping safeguarding as a priority within the club:** Having regular discussions with the wider committee regarding welfare and safeguarding, considering pro-active measures and providing updates, while maintaining confidentiality and sharing information only on a need-to-know basis
- **Safe recruitment practices:** Overseeing the recruitment of volunteers and helpers working regularly with children and/or adults at risk to ensure compliance with legal safeguarding standards.
- **Safeguarding Training Records:** Maintaining accurate records of safeguarding training completed by club members.
- **Licences and Criminal Record Checks:** Verifying that all coaches and officials have current licences and criminal record checks in compliance with club and regulatory standards.
- **Ensuring any other roles which come into contact with children** have completed a self-declaration and DBS if required.
- **Awareness and Accessibility:** Ensuring that volunteers, staff, parents/carers, and all club members are informed of:
 - Who the Welfare Officer is and how to contact them.
 - The codes of conduct for their role.
 - Procedures for responding to safeguarding concerns.



- **Staying Informed:** Keeping up to date with developments in safeguarding protocols and best practices.
- **Mandatory Training:** Completing and updating the Club Welfare Officer training.
- **Criminal Record Check:** Undergoing an Enhanced DBS check through UK Athletics.
- **Confidential Record-Keeping:** Maintaining confidential records of all reported safeguarding concerns and any actions taken in response.

Training required

- Online safeguarding module
- Virtual Welfare Officer Course
- Valid DBS