

# CPSU job description template

## Adopted by WW



### Club welfare officer

Alternative titles: Club safeguarding officer

#### About the role

The person within a sports club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the club.

#### Duties and responsibilities

- Work with others in the club to ensure a positive child-centred environment
- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Assist the organisation to implement its safeguarding children plan at club level
- Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified
- Act as the first point of contact with the lead safeguarding officer
- Implement the organisation's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board
- Promote the organisation's best-practice guidance and/or code of conduct within the club
- Sit on the club's management committee
- Ensure adherence to the organisation's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

#### Skills and abilities

Required:

- Child-focused approach
- Basic administration and computer skills
- Basic advice and support-provision skills
- Communication skills, including use of social media
- Ability to maintain records
- Ability to provide information about local resources
- Ability to promote organisation's policy, procedures and resources

#### Knowledge

Required:

- Own organisation's role and responsibilities to safeguard the welfare of children and young people
- Boundaries of the role of club welfare officer
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police and the NSPCC) and Local Safeguarding Children Board I
- Local arrangements for managing safeguarding children and reporting procedures
- Poor practice and abuse – behaviour that is harmful to children

(CPSU 2016)



Wales Weightlifting Federation Ltd  
Company Number 08704264



[www.weightlifting.wales](http://www.weightlifting.wales)

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- Own organisation's policy and procedures relating to safeguarding children and young people
- Core values and principles underpinning practice
- Awareness of equality issues and protecting children from abuse
- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people
- How adults groom children for abuse



(CPSU 2016)

