



# Role and Responsibilities of Club Welfare Officer (& Deputy)



ENGLAND  
HOCKEY

Policy no AFHC CWO 2021

Role & Responsibilities of the Club Welfare Officer (& Deputy)

## Who will I be responsible to?

The Club Committee

It is the responsibility of all Clubs providing hockey for children and young people under 18 years of age to have a nominated Club Welfare Officer.

## EXPERIENCE & KNOWLEDGE

The Club Welfare Officer is expected to have knowledge of the following:

1. The England Hockey Child Welfare Policy & Procedures
2. The Equality Policy
3. Core legislation, government guidance and national framework for child protection
4. Basic knowledge of roles and responsibilities of local statutory agencies (social services, police and Area Child Protection Committees). The CWO should have full contact details for their local agencies
5. Own club's role and responsibilities to safeguard the welfare of children and young people – boundaries of the club welfare officer role
6. Own club's policy and procedures related to safeguarding children and young people
7. Awareness of equalities issues and child protection.
8. Attendance of England Hockey Safeguarding & Protecting Young People Course and NSPCC Time to Listen Course

## SKILLS

1. Basic administration
2. Basic advice and support provision
3. Child focused approach
4. Communication
5. Maintain records
6. Ability to provide information about local resources
7. Ability to promote club policy, procedures and resources

## ROLES

1. Assist the club to fulfil its responsibilities to safeguard children, young people and adults



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2. Assist the club to implement its child welfare implementation plan
3. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified
4. Be the first point of contact with the England Hockey Child Welfare Officer
5. Implement the club's reporting and recording procedures
6. Maintain contact details for local social services, police and the Area Child Protection Committee
7. Promote the club's best practice guidance/code of conduct within the club
8. Sit on the club's management committee
9. Ensure adherence to the club's child welfare training
10. Ensure confidentiality is maintained
11. Promote anti-discriminatory practice