



CLUB WELFARE OFFICER TERMS OF REFERENCE

1. Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning safeguarding, poor practice or potential/alleged abuse
2. Ensure that all incidents are correctly reported and referred out in accordance with SCW guidelines
3. Maintain local contact details for Children's Social Care Services, the Police and Local Safeguarding Children Boards (LSCB)
4. Ensure that codes of conduct are in place for club staff and volunteers/officials, young people and parents
5. Advise SCW management on safeguarding issues
6. Ensure confidentiality is maintained and information is only shared on a genuine 'need to know' basis
7. Attendance to Team Wales meetings to provide an update on safeguarding within the club environment

CORE SKILLS

- Basic administration and record maintenance
- Child-centred approach
- Communication skills
- Confidence in relation to referring cases externally (Police/Children Services)
- Ability to ensure policy and procedures are effectively implemented

OTHER REQUIREMENTS

Must be DBS checked

Position will run until the team's return from ICU World Championships in April 2019.