



## Templates

# WELFARE OFFICER NEW STAR PATCHWAY

**NB.** Welfare Officer shall not be or a relative of any of the Chairman, Vice-Chair, Secretary, Treasurer, Coach(es), or the Junior Co-ordinator.

**Name of Welfare Officer: Anne Duke**

**Responsible to:** Chair / Parents forum

### Skills

- Approachable
  - Good listener
  - Good communication
  - Tactful and discreet
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### Role / Main Duties

- To be responsible for the implementation of good practice and child protection policies within the club
  - To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the BJA Child Protection Guidelines
  - To maintain, administer and manage the completion of the CRB check forms
  - To be aware of the child protection policies and procedures of the BJA and to receive all updates of this nature from the BJA
  - To raise awareness of good child protection practice with coaches through the Sports Coach UK Good Practice and Child Protection workshop.
  - To ensure volunteers (other than coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
  - To attend the Sports Coach UK Good Practice and Child Protection workshop.
  - To attend BJA "Time to Listen" workshop
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### Commitment

Dealing with issues as and when they arise plus club requirements .

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### Benefits to Self

Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

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### Further Development/Support

Sports Coach UK Good Practice and Child Protection  
NSPCC – Keeping Children Safe in Sport

*Written by the NSPCC, this distance-learning programme provides an introduction to keeping children safe. It is designed for anyone who comes into contact with children through sport. Available to complete online and also as a 'buy to share' resource for your club. Provided by the NSPCC Telephone: 020 7825 2500 Website:*

[www.nspcc.org.uk](http://www.nspcc.org.uk)

## Useful Websites

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)