

COUNTY WELFARE OFFICER - JOB DESCRIPTION

1 CORE TASKS

- Assist OLCGA to establish a Safeguarding and Child Protection Policy and Procedures.
- Assist OLCGA to implement child protection plans.
- Be the first point of contact for County coaches, volunteers, young people and parents for any issue concerning safeguarding children, poor practice or potential/alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant County coaches and volunteers have the opportunity to access appropriate child protection training.
- Ensure that appropriate procedures for recruitment of coaches and volunteers are in place and that all existing coaches or volunteers working with children have an up to date CRB disclosure/self disclosure.
- Maintain local contact details for Child Social Care, the Police and NGB (National Governing Bodies) Lead Child Welfare Officers.
- Ensure that Codes of Conduct are in place for OLCGA volunteers, coaches and children, and that there are guidelines for parents. Ensure that these are communicated to the relevant parties.
- Advise the County Junior Committee and OLCGA Executive Committee on child protection issues and be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

2 CORE SKILLS

- Basic administration and record maintenance.
- Communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.

3 TRAINING REQUIRED

- Child Protection awareness, Safeguarding and Protecting Children training.
- NSPCC "Time to Listen" workshop designed for Welfare Officers in golf.

