

Last updated – 11th December 2024 – to be reviewed biannually

Portsmouth Triathletes : Club Welfare Officer Role Description

The main purpose of this role is to implement good practice, safeguarding and child protection policies within the club and act as the first point of contact for individuals who have queries or concerns.

Main Duties:

- Ensure that all club personnel who work with children / young people have received appropriate training
- Facilitate the process of DBS checks when required
- Receive, record and forward to the Lead Officer of your Home Nation any concerns that are expressed to you
- Keep confidential records of all related documents
- Ensure that the club has a safeguarding and child protection policy and that this is followed and accessible to all
- Be familiar with national safeguarding and child protection policies

Time Required – This will vary by club, but you can expect to attend 8-12 club meetings a year lasting approximately 1-2 hours.

Required Skills / Qualities:

- sports coach UK Safeguarding and Protecting Children workshop – England, Scotland, Wales
- Attend the Child Protection in Sport Unit, Time to Listen workshop delivered via the county sports partnerships network.
- Approachable and a good listener
- Respect of confidentiality
- Tactful and discrete
- Knowledge of Child Protection policies and DBS checks
- Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details
- Ability to manage issues if / when they occur