



# Winnersh Rangers FC Child Welfare Officer

## Purpose of the Role

The purpose of the Child Welfare Officer role is to ensure that children and young people associated with the football club are provided with a safe environment in which to train and play organised football. All children and young people have a right to be safe and to be treated with dignity and respect. The Child Welfare Officer will administer and disseminate procedures of good practice within the football club and represent the club in matters concerning child abuse.

## Roles & Responsibilities

As the club Child Welfare Officer you will support and adhere to the club's Child Protection Policy, Procedure and Practice. You will represent the club in all matters concerning the protection and welfare of children and young people associated with the football club.

You must have Enhanced Criminal Record Bureau clearance and attended the FA's Child Welfare Officer course.

The responsibilities of the Winnersh Rangers Football Club Child Welfare Officer are:

- Collect and administer all CRB disclosure details.
- Ensure that to the best of their ability all children and young people associated with the football club are protected against possible child abuse.
- Ensure that all club members are aware of the club child protection policy and that you are the club representative for matters concerning child abuse.
- Adhere to the County FA, The FA and Berkshire Sports Partnership rules and guidelines for club Child Protection and Welfare Officers.
- Bring all matters concerning child abuse within the club to the club Committee.
- Ensure that all new recruits complete the relevant job application and criminal disclosure forms as required by the club Child Protection Policy, Procedures and Practice guidelines.
- Provide support to club volunteers in matters concerning child protection and welfare.
- Ensure that all cases concerning child abuse are correctly documented and followed up as detailed in the club Child Protection Policy, Procedures and Practice guidelines.

## Skills and experience

- An understanding of the CRB disclosure procedure is required in order to administer the collection of CRB disclosure details.
- Be confident, sympathetic and approachable.
- Must have completed the FA Child Welfare Officer course
- Must have FA CRB clearance