



Chorley Athletic and Triathlon Club Welfare Officer

Role Description

May 2022

Position Overview

The Club Welfare Officer (CWO) is a central point for supporting the well-being of everyone in the club, but particularly children, young people and adults at risk. The CWO will lead the efforts to ensure that the club is a safe and welcoming environment for everyone. Whilst wellbeing and safety is the responsibility of everyone in the club, the CWO will be the visible focal point for this. The CWO will need to be trained and make themselves available to listen to any concerns and will understand how to report any concerns to the appropriate bodies. The CWO will also need to ensure that everyone within the club has attended appropriate safeguarding training and has undertaken the correct recruitment checks.

Commitment

The main commitment is being a visible support for everyone in the club, being available and ready to listen to anyone that has concerns. Should any concerns or disclosures be voiced to the CWO, they will need to ensure that it is properly documented and recorded. The CWO will also need to take a lead on reviewing and updating the club's policies and procedures for safeguarding and they will be required to attend or report to club committee meetings.

What will you gain from the experience?

This is a pivotal and highly rewarding role. The success and impact on the club will be determined by the post holder's own ambitions and enthusiasm. As well as the ability to guide and engage with others, it is the opportunity to take on a new challenge and influence the direction of the Club.

Main Roles & Responsibilities

- Act as the first point of contact for individuals who have queries or concerns regarding safeguarding
- Ensure that all club personnel who work with children / young people have received appropriate safeguarding and welfare training
- Facilitate the process of DBS checks, when required
- Receive, record and report to the Triathlon England Lead Safeguarding Officer any concerns that are expressed to the CWO
- Keep confidential records of all related documents
- Ensure that the club has a safeguarding and child protection policy and procedures and that they are followed and accessible to all
- Be familiar with the British Triathlon safeguarding and child protection policy.

Training Requirements

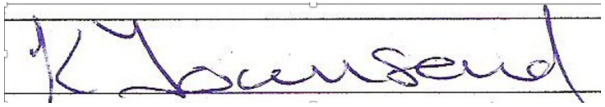
- Essential to attend the Child Protection in Sport Unit, Time to Listen workshop delivered by British Triathlon.
- Attend a sports coach UK Safeguarding and Protecting Children workshop

Relevant Skills and/or Aptitudes

- Approachable and a good listener
- Respect of confidentiality
- 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
- Tactful and discrete

Support available from British Triathlon

- Support from local [Regional Committee](#).
- Direct Access to, and support, through the local [Regional Manager](#).
- Access to [club support library](#)

NAME	Kathryn Townsend		
SIGNED		DATE	14/07/1964