

GREAT BARR GOLF CLUB

CHILD WELFARE OFFICER ROLE DESCRIPTION

ROLE PURPOSE

- Advising the Club Management Committee on how to implement strong safeguarding procedures;
- Receiving or hearing any concerns about a child's welfare or an adult's behaviour towards children;
- Responsibility for checking that everyone who has significant access to children is suitable and has been vetted

REPORTING TO

- The Chairman of the Board of Directors, via the Handicaps and Competitions Committee

CORE TASKS

- Assist the organisation in establishing a Safeguarding and Child Protection Policy and Procedures
- Assist the organisation to implement child protection plans
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access
- Appropriate child protection training
- Ensure that appropriate procedures for recruitment of staff and volunteers are
- In place and all existing staff or volunteers working with children have an up to date
- DBS disclosure/self disclosure
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB CPO
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA Professionals, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees
- Maintain confidentiality

RECOMMENDED TRAINING

- Child Protection awareness training e.g. Safeguarding and Protecting Children Workshop.
- NSPCC “Time to Listen” Workshop specifically designed for GWOs