Welfare Supervisor

OVERVIEW

The Welfare Supervisor is responsible for promoting safeguarding within the club and working with others to assure a safe and inclusive environment.

The Welfare Supervisor(s) is a Committee appointment, subject to appropriate qualification and checks, to maintain impartiality. They may be invited to attend Committee meetings at the discretion of the Chairperson.

DUTIES & RESPONSIBILITIES

- Maintain, develop and ensure the club's welfare policies are implemented.

- Ensure the Club upholds its duty of care to its members (including Juniors) and ensure they all receive fair and equal treatment at all times.

- Assist the Club to implement its safeguarding children and vulnerable adults plan.

- Be the main point of contact for reporting and recording procedures for any cases of misconduct or poor practice (including potential ones).

- Initiate action in the event of any cases of misconduct, initially through the Chair and Secretary, and then ensuring that all appropriate persons are contacted.

- Keep the Management Committee informed of all issues affecting Club members especially reported cases of misconduct or poor practice Maintain an up to date knowledge of all relevant welfare and child protection policies published by the Club and England Athletics and ensure that the Club adheres to them.

- Maintain a record of all club members and coaches that hold a current DBS disclosure and ensure a continuing supply of suitably checked individuals is in place.

- Ensure appropriate confidentiality is maintained.

- Promote anti discriminatory practice.

- Take responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.

COMMITTEE LINKS

All committee members

SKILLS

- Appropriate qualifications and training.

- Tactful and discrete with good listening ability and clear care and understanding for individuals.Must be able to engage with people and be considered trust worthy.

- Engaging and supportive with conflict resolution capability