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| **Role** | **Welfare Officer** |
| **Role purpose** | Be responsible for acting as a source of advice about safeguarding and protecting children and vulnerable adults, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals. |
| **Responsible to** | Club committee through the chairperson |
| **Duties** | 1. **Policy and Procedures**    1. Provide information and advice on child protection within the Club and promote a child focus.    2. Ensure the Club adopts and follows the BC Child Protection Policy and Procedures.    3. Promote awareness of the BC Codes of Conduct and Paddlesafe documents.    4. Implement recruitment and screening procedures within the club.    5. Be a confirmation signatory, verifying the identity of individuals completing disclosures. 2. **Referrals**    1. Receive information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it.    2. To follow the British Canoeing Responding and Reporting Concerns flow chart.    3. Assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.    4. Ensure that the referral is confirmed in writing using the BC Safeguarding and Protecting Children Recording Concerns Report Form. 3. **Education and Training**    1. Advise the club about appropriate training for coaches and volunteers based on the BC recommended training requirements.    2. Advise the Club about Child Protection training opportunities. 4. **Knowledge**    1. Be aware of the local statutory child protection network, including the contact details for the local Police and Children’s Social Care Services, the role of the Local Safeguarding Children’s Board (LSCB) and the awareness of local inter-agency child protection procedures.    2. Understand the BC Child Protection Policies and Procedures and the requirement to safeguard and protect children in sport.    3. Awareness of Equity issues and Child Protection.    4. Understanding of poor practice and abuse – behaviour that is harmful to children. |
| **Qualities** | * Ability to relate to and communicate with youngsters. * Be well known in the club and have a strong child focus. * Be accessible to and approachable for children and young people but not the coach or volunteer with direct responsibility coordinating or delivering the junior programs at the club. |

Appropriate Training: Sports Coach UK – Safeguard and Protecting Children workshop or equivalent training. / Committed to attending British Canoeing Time to Listen Workshop that has been developed specifically for Club Welfare Officers with the NSPCC; which will support them in this important role.