



# Buckinghamshire County Ladies Golf Association

## COUNTY WELFARE OFFICER – ROLE DESCRIPTION

<b>Responsible to:</b>	BCLGA Executive Committee
<b>Purpose of post:</b>	Whilst everyone is responsible for safeguarding the County Welfare Officer is the person within the County with primary responsibility for managing and reporting concerns about children or adults at risk.

<b>Key Tasks</b>
<p>To be the first point of contact for volunteers, young people and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.</p> <p>To ensure that all incidents are reported correctly and referred in accordance with Policy guidelines.</p> <p>To act independently and in the best interests of a child, putting the child's needs above those of others.</p> <p>To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.</p> <p>Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board.</p> <p>Be the first point of contact with the England Golf Lead Safeguarding Officer.</p> <p>To advise the County Body on appropriate training for coaches and volunteers based on the England Golf recommended training requirements.</p> <p>To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.</p> <p>To attend committee meetings as necessary to advise on child safeguarding issues.</p>

<b>The County Welfare Officer must:</b>
<p>Read and understand BCLGA Safeguarding Children and Young People Policy and Procedures.</p> <p>Obtain an enhanced DBS and have it updated every three years.</p> <p>Attend a UK Coaching Safeguarding and Protecting Children workshop and update online every three years.</p> <p>Attend a NSPCC Child Protection in Sport Unit Time to Listen child safeguarding training for designated persons.</p> <p>Have an awareness of the following:</p> <ul style="list-style-type: none"><li>• Core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people.</li><li>• Roles and responsibilities of statutory agencies (Children's Social Care, the Police and the NSPCC) and the Local Safeguarding Children Board.</li><li>• Equality issues, child protection and safeguarding adults at risk.</li></ul>