



Bunbury Youth Football Club

Bunbury Playing Fields
Hurst Close
Bunbury
Cheshire
CW6 9QP

Roles and Responsibilities of: Club Welfare Officer

Bunbury Youth Football Club takes its responsibilities very seriously towards operating a safe environment for all its players, officials and supporters and those of visiting organisations.

General

- Always place children's welfare first, escalate any concerns to the Club Welfare officer
- Operate within the rules and spirit of the clubs constitution, code of conduct and active policies
- Consistently behave as a positive role model, gaining the respect and trust of the children and people you work with
- Ensure training and qualifications are relevant and current for the role being performed
- Undertake a risk assessment of all activities undertaken
- Work Proactively with other club officials to develop a first class club
- Promote the clubs policies and those of the FA
- Be an elected member of the clubs Executive Committee

Role Specific

- Ensure you are clear about the club's responsibilities when running activities for children and young people
- Help club personnel understand what their duty of care towards children and young people actually means and entails on a day to day basis.
- Work closely with the Club's Chairperson, Treasurer and Welfare Officer and other appointed Officers in ensuring the smooth running of the club
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children procedures are implemented and complied with
- In conjunction with the club committee, club officers and head coaches ensure the club programme of activities is exciting and varied
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions
- Monitor all training sessions on an occasional basis

Club & FA policies

- Implement and maintain the clubs safeguarding children policy, anti-bullying policy and equality policy and the clubs Code of Conduct
- Ensure that the recommended FA recruitment processes are in place and submit FA CRB checks
- Understand the benefit of using the FA's safeguarding best practice guidance (e.g. Travel, Trips and Tournaments, Photography guidelines, Anti-bullying and Safeguarding children Policy template)
- Understand why certain roles require a FA CRB check and how the FA CRB process works
- Monitor compliance with the FA CRB checks through the FA CRB unit for those who require one using The FA Safeguarding Online system
- Maintain child (player) contact sheets and injury sheets in a safe and secure location



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RESPECT Programme

- Understand and promote within the club the Respect programme aims and benefits and help to develop best practice processes
- Ensure the club's code of conduct meets or surpasses the FA Respect Programme Code of Conduct
- Communicate with Club officials about the Respect Programme and its aims
- Communicate with parents/ spectators and get them to sign up to the Respect codes
- Encourage parents to complete the Respect education programme
- Encourage the Committee to make use of the Respect Programme designated spectator area at all games

Communications

- Communicating to all members of the Club, especially team managers and coaches their responsibilities when running activities for children and young people.
- Ensure everyone understands their responsibilities
- Communicate with parents and new players by getting involved with running "start of season" welcome sessions for members and mid-year "parents meeting"
- Communicate with coaches/ managers about the importance of being consistent role models for their players
- Encourage coaches, teams managers, first aiders/medics to complete the FA's Safeguarding Children workshop
- Encourage coaches and team managers to listen to their player's thoughts, ideas and views

External Relationships & Escalations

- Work with the Youth league welfare officer (if applicable)
- Build working relationship with the County Welfare officer understand how they can support you
- Liaise with your County FA welfare officer if you need help or advice
- Understand how to refer a concern about the welfare of a child
- Work with the FA by taking part in surveys, questionnaires, focus groups as and when asked
- Monitor repeated incidents of poor behaviour and liaise with your committee (and where necessary Youth League welfare officer or county Welfare Officer
- Attendance at League/ County Football Association meetings as required