

## Welfare Officer Role Profile

**Responsible to:** Triathlon England Lead Safeguarding Officer and Club Chair

**Reports to:** Triathlon England Lead Safeguarding Officer  
As appropriate: Chair and Committee

**Purpose:** Responsible for ensuring any welfare and safeguarding issues are dealt with correctly, through the implementation of good practice, safeguarding and child protection policies

### Roles and Responsibilities

- First point of contact for individuals who have queries or concerns regarding safeguarding.
- Ensure that all club personnel who work with children / young people have received appropriate training, and have completed required DBS checks.
- Receive, record and forward to the Triathlon England Lead Safeguarding Officer any concerns that are expressed to you.
- Keep confidential records of all related documents.
- Ensure that the club has a safeguarding and child protection policy and that this is followed and accessible to all.
- Be familiar with national safeguarding and child protection.

### Skills and Qualities

- Essential to attend a sports coach UK Safeguarding and Protecting Children workshop (England).
- Desirable to attend the Child Protection in Sport Unit, Time to Listen workshop delivered via the county sports partnerships network.
- Completion of DBS Check
- Approachable and a good listener.
- Respect of confidentiality.
- Tactful and discrete.
- Knowledge of Child Protection policies and DBS checks.
- Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details.
- Ability to manage issues if / when they occur

NAME	<i>Zoe HODDGE SMITH</i>		
SIGNED	<i>Zoe Hodge Smith</i>	DATE	<i>13/9/18</i>