



NORTH HOCKEY ASSOCIATION

WELFARE OFFICER

Role Description

Everyone in hockey has a responsibility to safeguard and protect young people. The role of a welfare officer is primarily to promote good practice within North HA, to be a named point of contact for young people, parents, coaches and volunteers and to understand England Hockey's reporting procedures in case a concern is raised.

England Hockey has templates that are available to assist with all aspects of safeguarding and protecting young people. Candidates for this post will need to have attended or be willing to undertake training in the following courses; Safeguarding & Protecting Children & Time to Listen. In addition must be or willing to be DBS checked.

ROLE

- Role model best safeguarding practice
- Support the North to put into practice its safeguarding implementation plan.
- Be the key contact with England Hockey Ethics and Compliance Team (includes Lead for Safeguarding)
- Be the first point of contact for coaches, volunteers, parents and young people where concerns about welfare, poor practice or child abuse are identified.
- Support the North to implement good safeguarding practice and challenge poor practice and breaches of the England Hockey Code of Ethics and Behaviour.
- Support the North to implement England Hockey's and its own safeguarding policy and procedures
- Be the first point of contact with the England Hockey Lead Child Welfare Officer
- Be aware of how to contact the relevant local social services, police and the Local Safeguarding Children Boards (LSCB) in case of an emergency.
- Be the point of contact for members of the North regarding the administration of the Disclosure and Barring Service (DBS); including verifying identity documents for those members completing their DBS.
- Support the North to ensure volunteers' relevant qualifications and DBS checks are up to date.
- Be a Member of the North Council to advise on organisational safeguarding matters and DBS non-compliance.
- Support the North Council to review safeguarding practices and processes following the completion of an issue or concern that has been investigated
- Ensure confidentiality is maintained

EXPERIENCE & KNOWLEDGE

- Be aware of the role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role.
- Knowledge of England Hockey's Safeguarding and Protecting Young People in Hockey Policy & Procedures and the North's policy and procedures.
- Basic knowledge of core legislation and government guidance. (*This can be gained through welfare officer training*).
- Basic knowledge of roles and responsibilities of statutory agencies (children's services, police, Local Safeguarding Children Board (LSCB) and Local Authority Designated Officer (LADO)). (*This can be gained through welfare officer training*).
- Awareness of equality and safeguarding issues.

SKILLS

- Child focused.
- Good listener and being non-judgmental of any issues or concerns that are raised.
- Basic administration.
- Basic safeguarding advice and support.
- Communication (with all members of the North including young people and adults).
- Interpersonal skills and being calm and approachable at all times.
- Maintaining accurate records of issues and concerns that have been raised.
- Ability to promote the North's policy, procedures and resources.

Note: This role description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the role.