

Aberaeron Sports Club

Welfare Officer – description and requirements

The club committee will nominate a Welfare Officer as a standing member of the committee and review the position at least annually; sooner and immediately if there is a concern.

Welfare Officer Role Description

The Welfare Officer is responsible for supporting a safe and inclusive venue for everyone and should attend management committee. A DBS check is essential for the role.

The club may choose for this role to only focus on safeguarding, or also on Equality, Diversity and Inclusion (EDI).

Main duties

- To promote safe and inclusive tennis, empowering staff, volunteers, coaches, members and the committee to deliver a safe and inclusive venue and culture
- To ensure safeguarding and equality are on the agenda at committee meetings and to assist where required with safe and inclusive risk assessments
- To ensure safe and inclusive information, including policies, reporting procedures and Welfare Officer poster is clearly displayed
- To champion respect and Fair Play
- To be the main point of contact for all children and adults to report concerns and disclosures, handling concerns calmly and sensitively in line with the club's reporting procedure and prioritising the wellbeing of the child/adult at risk at all times
- To work with the LTA Safe and Inclusive Tennis teams when concerns arise within the club. To record concerns on the Reporting a Concern Form and forward to the Safeguarding Team
- To contact the Local Authority children's or adults' social care teams and the police where appropriate
- To ensure the relevant people at your club attend the LTA Safeguarding and Protection in Tennis training where relevant
- To support any young volunteers at the club, having regular check-ins and being aware of young volunteer guidelines
- To check the LTA safeguarding section online for updates and resources
- To advise on events where necessary and always if children or vulnerable adults are participating

Advised Skills

- Tactful and discrete
- Able to resolve conflict
- Engaging and supportive
- Approachable and trustworthy
- Good listener and friendly
- Caring and understanding
- Professional and helpful

Key relationships

- Chairperson and management committee
- Coaches
- Volunteers at the venue
- All members – junior and senior, plus parents/carers of junior members