

Tri-Anglia Role Description



Role: Welfare and Safeguarding Officer

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Responsible to:

- Trustees
- Fellow committee officers
- Club members

Purpose:

- Implementation of good practice, safeguarding and child protection policies.

Commitment:

- Dependent upon on the needs of club members.
- Attend 90% of committee meetings during a club year.

Role Responsibilities

- Attendance at committee meetings and contribution to committee discussions and decisions.
- Contributes relevant appropriate content to club website and club newsletter.
- Act as the first point of contact for individuals who have queries or concerns regarding safeguarding.
- Ensure club coaches and other officers who have regular contact or overnight contact with juniors as a part of their roles within the club have a DBS check logged with our governing body the British Triathlon Federation.
- Facilitate the process of DBS checks when required.
- Receive, record and forward to the Lead Officer of your Home Nation 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 policies.

Skills and Qualities

- Essential to attend a sports coach UK Safeguarding and Protecting Children workshop – England, Scotland, Wales. Has a certificate to demonstrate completion.
- Desirable to attend the Child Protection in Sport Unit, Time to Listen workshop delivered via the county sports partnerships network.
- Has current DBS certificate logged through British Triathlon Federation.
- 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.
- Is a member of Tri-Anglia and complies with the club's Code of Conduct
- Is a Triathlon England member.

Recognition

- Following years club membership.

Role Appointment Acceptance – Welfare and Safeguarding Officer

Appointed Welfare and Safeguarding Officer

Signed: _____

Name: _____

Date: _____

Appointing on behalf of Trustees

Signed: _____

Name: _____

Date: _____