

Darwen Dashers Running Club – Welfare Officer

Role Description

Our Club Welfare Officer (CWO) within Darwen Dashers Running club ensures that members have a trained and trusted person to speak to about a concern either within the club or at times outside of Athletics. A Welfare Officer is the lead person who has the right skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly.

By the CWO completing the England Athletics online safeguarding and Time to Listen training, the Club can be confident that the Welfare Officer has the right level of knowledge for the role that is specific to Athletics. This includes how to raise a concern and who to speak to within the sport.

Our CWO with the support of the Committee has the following responsibilities:

- Implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up to date.
- Promote safeguarding at the club and encourage good practice.
- Respond appropriately to safeguarding concerns.
- Regularly report to the Committee on safeguarding matters.
- Ensure that members of the club/volunteers who are working with vulnerable adults are recruited safely and in line with legal requirements.
- Maintain records of safeguarding training attended by club members.
- Maintain records of club team leaders and DBS Checks.
- Make sure the volunteers and members are aware of:
 - how to contact the CWO
 - the codes of conduct for working with vulnerable adults
 - how to respond to safeguarding concerns
- Deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse.
- Keep up to date with developments in safeguarding.
- Attend the relevant safeguarding courses for the role of CWO.
- Complete a DBS Check through the relevant home country procedures.
- Maintain confidential records of reported safeguarding concerns and action taken.
- Liaise with the HCAF Welfare Officer and/or statutory agencies if/when required.