

## Welfare Officer(S) Role Description

### 1. Purpose of the Role

The welfare office is responsible for ensuring that the club has the procedures, policies and training in place to ensure that all club members are safeguarded against harm.

### 2. Roles and Responsibilities

- 2.1. Stay up to date with relevant British Rowing policy and guidance on Safeguarding and Protecting members.
- 2.2. Make relevant club members, coaches and parents aware of the latest best practice in welfare issues identified by the national governing body (BR) and relevant legislation
- 2.3. Act as the Club contact with British Rowing regarding all welfare and safeguarding issues
- 2.4. Act as the central contact point for all Club members for welfare issues
- 2.5. Ensure appropriate action is taken where concerns are raised.
- 2.6. Ensure that club policies and procedures are kept up to date with best practice and latest guidance.

### 3. Key Activities

- To provide information and guidance on protection of children and vulnerable adults within the club
- Ensure the club adopts and follows British Rowing Safeguarding and Protecting Children Policy and procedures and promote awareness of the policy within the club
- To administer the club's DBS checks alongside the Membership Secretary and Volunteering Coordinator.
- To ensure adequate child protection measures are taken by junior squads on trips to regattas and training camps and to liaise with the Club Safety Advisor in this regard (NB coaches retain the ultimate responsibility for their athletes at these events)
- To receive information from athletes, coaches, young people or their parents who have concerns about the welfare of young people or vulnerable adults
- To ensure the club follows its own, and British Rowing's, policies and procedures to deal with any welfare or safeguarding issues that are raised.
- To ensure information is readily available to all club members as to actions they can take in the event of a breach of welfare guidelines or safeguarding concern.
- To advise club officers and coaches on appropriate levels of child protection training and advise on further training opportunities
- To organise relevant training for coaches and other club members as required
- To ensure Welfare information and appropriate forms and procedures are available on the Club website
- Promote Exeter Rowing Club at all times
- Commitment to devoting time and attention to the role
- Adhere to all relevant Policies of Exeter Rowing Club

#### 4. Committee and Reporting Positions

Meeting	Participation
Board of Directors	By Invitation Only
Management Committee	Voting
Rowing Committee	May Attend If Appropriate (Non Voting)
Annual General Meeting	
Other Meetings	

#### 5. Training Requirements

- British Rowing - Safeguarding and Protecting Children
- First Aid
- British Rowing - Time To Listen

#### 6. Expected Workload

- 3-4 hours per month, plus meetings.
- From time to time additional time may be required to address specific issues or concerns. This may be in the form of supporting other club officials to address safeguarding concerns or dealing with the concerns directly.

#### 7. Desired Skills, Qualifications and Experiences

- Experience of working in a safeguarding environment.
- Basic administration skills.

#### 8. Recruitment and Selection

This role is appointed by the Directors. Where there is a vacancy, expressions of interests will be invited by the Directors in a manner of their deciding.

#### 9. Term of Office

1 year, but may be re-appointed with no maximum term of office.

#### 10. Payment

This is a voluntary position and is therefore unpaid. Exeter Rowing Club will pay reasonable out of pocket expenses incurred by a volunteer carrying out duties outlined in this role description

#### 11. Evaluation

There is no formal evaluation process for this role.

#### 12. Review & Approval Dates

The board reviews the role descriptions annually to ensure appropriate assignment of duties and responsibilities.