

## **OTLEY ATHLETIC CLUB**

### **WELFARE OFFICERS**

Otley Athletic Club has two fully trained Welfare Officers

Helen Hey - Lead Welfare Officer

Matt Langdon - Welfare Officer

Both Helen and Matt have completed their UK Athletics Safeguarding in Adults Course and Adult Welfare Course and Helen has also completed the Child Welfare Course.

Helen and Matt are your Welfare Officers and have the right skills and knowledge to manage any concern raised in an appropriate way and will only share information in accordance with safeguarding requirements. They both have their pictures on the club website and they attend club and our events very regularly so hopefully you will be able to easily identify them.

### **WELFARE OFFICER RESPONSIBILITIES**

The Welfare Officer (WO) with support from the club committee has the responsibility to:

- 1 Implement effective current Child and Adult Safeguarding Policies and Procedures
- 2 Promote safeguarding at the club and encourage good practice
- 3 Respond appropriately to safeguarding concerns
- 4 Regularly report to the club committee on safeguarding matters
- 5 Ensure that members of the club / volunteers / staff who are working with children and / or adults at risk are recruited safely and in accordance with legal requirements
- 6 Ensure the club volunteers / staff, parents / carers, adults and children know how to contact the club WO
- 7 Ensure the club committee / run leaders / volunteers understand the codes of conduct for working children / adults at risk
- 8 Ensure the club committee / run leaders / volunteers know how to respond to a safeguarding concern
- 9 Deal effectively with breaches of the code of conduct, poor practice or any allegations of abuse
- 10 Keep up to date with developments in safeguarding
- 11 Attend relevant courses for the role of WO

12 Complete a criminal record check

13 Maintain confidential records or reported safeguarding concerns and action taken

14 Liaise with statutory agencies when required

#### WELFARE OFFICER SPECIFICATION

1 Be friendly and approachable with the ability to communicate well with adults and children

2 Be willing to challenge opinion, where necessary, and to drive the safeguarding agenda

3 Have good listening skills and the ability to deal with sensitive information with empathy and integrity

4 Have an understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child or an adult at risk

5 Have the confidence and ability to manage situations relating to poor conduct or behaviour of others towards a child or an adult at risk and know when to ask for support.

Your welfare and enjoyment at the club is the responsibility of the whole committee with Helen and Matt being your contact should you need to raise a concern.

Either Helen or Matt can deal with any concerns, but if it is gender specific please state this on your contact information.

To contact a Welfare Officer email [info@otleyac.org.uk](mailto:info@otleyac.org.uk) and say you'd like contacting by a Welfare Officer, let us know your preferred contact method (email / phone / text / in person). Helen or Matt will be in touch, but please remember they undertake this role on a voluntary basis so you may have to wait a short while for a response.

If you think you need support very urgently there are several very useful organisations listed on the English Athletic website.