



# Whitburn Golf Club

## Club Safeguarding & Welfare Officer Roles & Responsibilities

Whilst everyone is responsible for safeguarding, the Club Safeguarding and Welfare Officer here at Whitburn Golf Club has the primary responsibility of managing and reporting concerns about children or adults at risks and putting into place safeguarding procedures.

### General

- Work with others in the club to ensure a positive child-centred environment.
- Assist England Golf to fulfil its responsibilities to safeguard children, young people and adults at risk at club level.
- To sit on the club management committee to advise on child safeguarding issues or to be in attendance if necessary.

### Policy and procedures

- Assist the club to put safeguarding policies and procedures in place
- To assist the club to put implementation plans in place for child safeguarding.
- To promote awareness of the Codes of Conduct for staff, volunteers, coaches, members (junior and adults) and parents.
- To ensure that safe recruitment procedures for staff and volunteers are followed.
- To ensure that all appropriate existing staff or volunteers have an up to date DBS Enhanced Disclosure. These should be updated every 3 years.

### Referrals

- To be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare/adults at risk, poor practice and potential or alleged abuse.
- To ensure that all incidents are reported correctly and referred in accordance with policy guidelines.
- To act independently and in the best interests of a child at the club, putting the child's needs above those of others and the club itself.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
- Maintain contact details for the local children's social care department, the police and local safeguarding children board.

### Education and Training

- To advise the club on appropriate training for coaches and volunteers based on the England Golf recommended training requirements.
- To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.