

Role Outline: Welfare Officer

ORGANISATION NAME: Plymouth and District Badminton League

ROLE: Welfare Officer

RESPONSIBLE TO: League Committee

NAME OF VOLUNTEER:

START DATE: **END DATE:**

Responsibilities:

- Assist the league to fulfil its responsibilities to safeguard children and vulnerable adults at league level
- Assist the league to implement its safeguarding children and vulnerable adults plan at league level
- Be the first point of contact for everyone where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified
- Implement the league's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the league's best practice guidance / code of conducts within the league
- Represent welfare on the league's management committee
- Ensure adherence to the league's safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice
- Arranging handover or succession planning for the position
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

Signed:

Date: