

## WELFARE OFFICER – ROLE DESCRIPTION AT MOUNT PLEASANT GOLF CLUB

- Assist the organisation in establishing a Safeguarding and Child Protection Policy and Procedures.
- Assist the organisation to implement child protection plans.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate child protection training.
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place and all existing staff or volunteers working with children have an up to date CRB disclosure/self disclosure.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB CPO.
- Ensure that Codes of Conduct are in place for staff, volunteers, PGA Professionals, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties.
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality.