



## Role & Responsibilities – Club Welfare Officer

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<b>Role:</b>	To implement the English Table Tennis Association policies relating to Child Protection and Equity.
<b>Status:</b>	Volunteer
<b>Appointed by:</b>	Club Committee
<b>Responsible to:</b>	Club Committee and ETTA Child Protection Officer
<b>Reports to:</b>	Club Chairman and ETTA Child Protection Officer
<b>Approximate time commitment:</b>	One hour per week
<b>Useful skills and experience:</b>	Diplomatic, discreet, good listening skills and must have attended ETTA recognised good practice in Child Protection and Equity workshops

### Responsibilities

- Agree to, act on and uphold both the ETTA and the club's Child Protection and Equity policies.
- Ensure that club officials follow application and disclosure procedures as set out in the ETTA's Child Protection Policy and Guidelines during the appointment of coaches and practice partners to work with young people.
- Attend child protection workshops as appropriate to ensure an understanding and knowledge of the most up-to-date information with relation to child protection issues.
- Ensure that all club personnel and coaches working with young people and vulnerable adults have attended child protection workshops.
- Ensure that all Child Protection and Equity Guideline updates and new initiatives from the ETTA are communicated to the club and its members.
- Check that Child Protection and Equity are items on all club committee meeting agendas.
- Demonstrate high standards of personal behaviour at all times promoting a positive role model for all young people who attend the club.
- Support and advise the club committee to ensure that all young people are provided with a safe environment, which maximises benefits and minimises risks to them.
- Promote relationships with all club members and others that are based on openness, honesty, trust and respect.
- Check that the Child Welfare Officer's contact details are readily available to all club members.

The Club Welfare Officer is **NOT** expected to make judgements on whether child abuse has or has not taken place but to ensure that the appropriate authorities are informed of any suspicions as soon as possible, and work in partnership with other organisations in the child's best interests. The Club Welfare Officer will be expected to advise the ETTA Child Protection Officer of any such reports and any local action taken.