



## Club/League Welfare Officer Role Description

The role of the Club/League Welfare Officer is a voluntary one supporting the work of Table Tennis England's Safeguarding Manager at a local level and county level. The person needs to have good listening skills, be diplomatic and discreet, preferably with some safeguarding knowledge but this is not essential. They do not need to be a table tennis player. Table Tennis England recommends that every club and league have a welfare officer in place.

### Responsibilities:

- Agree to, act on, promote and uphold Table Tennis England's Safeguarding Guidelines and policies.
- Assist Table Tennis England to fulfil its responsibilities to safeguard children in the sport.
- Maintain an up to date list of all coaches associated with the club/league and ensure that they are licensed, have an up to date DBS check, have attended relevant safeguarding, first aid and CPD training as required.
- Ensure that safer recruitment procedures as set out in Table Tennis England's Safeguarding Guidelines are followed during the appointment of coaches and volunteers who work with young people.
- Attend safeguarding training to ensure an understanding and knowledge of the most up to date information with relation to child protection issues. The recommended course is UK Coaching's Safeguarding and protecting Children initially attending the workshop and then every 3 years alternating with the e-learning refresher course. Once the workshop has been completed then to attend the Time to Listen training delivered via the officer's local CSP.
- Encourage all club/league personnel and coaches working with young people to attend safeguarding training.
- Ensure that all safeguarding updates from Table Tennis England are communicated to the club/league and its members.
- Support and advise the club/league committee by attending management meetings to ensure that all young people are provided with a child centred environment in which to play and compete.
- Promote open relationships with all members and others ensuring that confidentiality is maintained at all times.
- Check that the Club/League Welfare Officer's contact details are readily available to all club/league members.
- Maintain contact details for local Children's Services and Police.
- Act as the first point of contact for the Table Tennis England's Safeguarding Manager,
- Act as the first point of contact for volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.

The Club/League Welfare Officer is **NOT** expected to make judgements on whether child abuse has or has not taken place but to ensure that Table Tennis England's Safeguarding Manager and the relevant statutory agencies (if appropriate) are informed of any issues as soon as possible.

Table Tennis England Safeguarding Manager can be contacted on 07507860034.

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