



The Role and Responsibilities of the Stoolball England Welfare Officer

Applicable to:	Stoolball England Volunteer Workforce
Date of Origination:	June 2005
Effective From:	November 2005
Lead Officer:	Stoolball England Welfare Officer
Status:	CURRENT
Approved by the Management Committee on:	January 2018
For Review (Annually): Next review:	January 2019

APPENDIX 1

The Role and Responsibilities of the Stoolball England Welfare Officer

The Stoolball England Welfare Officer should ensure that he/she is knowledgeable about child protection and that he/she undertakes appropriate training both to equip them to fulfil the role and to keep their knowledge and skills up to date.

The Stoolball England Welfare Officer does not have sole responsibility for the governing body's response to child protection. It is the responsibility of Stoolball England's Committee to ensure that proper arrangements are made to ensure the organisation fulfils its 'duty of care' towards children and young people. Equally, all adults working with children have a responsibility to ensure that their welfare is Stoolball England's top priority. The Stoolball England Welfare Officer is a formal role in the Stoolball England Management Committee.

A minimum requirement is that the Stoolball England Welfare Officer should have attended a basic **recognised** Child Protection Awareness Course. This should be followed by undertaking a course specifically designed to develop their knowledge and skills to equip them to fulfil the role and responsibilities of the Stoolball England Welfare Officer.

Stoolball England Welfare Officer:
Last Updated: January 2018

STOOLBALL ENGLAND (SE) WELFARE OFFICER

KNOWLEDGE	SKILLS	TASKS
<ul style="list-style-type: none"> · Legislation, government guidance. National framework for child protection · Role and responsibilities of statutory agencies and Area Child Protection Committees · Planning processes – children ‘in need’ – child protection enquiries/investigations · Behaviour which is harmful to children – thresholds ‘poor practice’ – ‘abusive behaviour’ · Own organisation’s role and responsibilities. Boundaries of the Stoolball England Welfare Officer’s role · SE’s policy and procedures related to child protection · Core values/principles of work with children · Equalities issues and child protection · How abusers target and groom organisations in order to abuse children. · Best practice in prevention. • Keep up to date with own knowledge and skills. 	<ul style="list-style-type: none"> · Child-focused approach · Administration and systems (records) management · Ability to promote and demonstrate antidiscriminatory practice · Advice and support provision – all levels within Stoolball England · Communication skills · Ability to develop and produce national level guidance and resources · Influencing skills and ability to work with conflict and with emotionally distressing matters. <p><u>Recommended</u></p> <ul style="list-style-type: none"> · Ability to delivery core child protection training through different levels within Stoolball England. 	<ul style="list-style-type: none"> · Lead role in development and establishments of Stoolball England’s approach to safeguarding children and young people. Key role with organisation · Management of cases of poor practice/abuse reported to SE – including records system · Management of referrals to Social Services and Police · Central point of contact for internal and external individuals/agencies · Represent Stoolball England at external meetings related to child protection · Co-ordinate dissemination of policy, procedures and resources throughout Stoolball England · Provide advice and support to County Welfare Officers and a lead role in their recruitment, selection and training · Advise Stoolball England’s child protection training needs and development of its training strategy. Provision of training where appropriate · Maintain confidentiality re cases · Lead role in maintaining and reviewing Stoolball England’s child protection Implementation plan· Ensure ‘Cross Sport Standards’ are met

STOOLBALL ENGLAND/COUNTY WELFARE OFFICER

<p>KNOWLEDGE TO BE ACQUIRED THROUGH TRAINING</p>	<p>SKILLS</p>	<p>TASKS</p>
<ul style="list-style-type: none"> · Primary legislation, government guidance and national framework for child protection. · Roles and responsibilities of statutory agencies and Area Child Protection Committees. · Local arrangements for managing child protection and reporting procedures. · Poor practice and abuse – behaviour which is harmful to children. · Stoolball England's role and responsibilities to safeguard the welfare of children, boundaries of welfare officer's role. · Own SE's policy and procedures Related to safeguarding children. · Core values and principles underpinning good practice. · Awareness of equalities issues and child protection. <p><u>Recommended Knowledge</u></p> <p>Basic knowledge of how abusers 'target and groom' organisations to abuse children. Best practice in prevention.</p>	<ul style="list-style-type: none"> · Administration. · Advice and support provision. · Child-focused approach · Administration and systems (records) management · Ability to promote and demonstrate antidiscriminatory practice · Advice and support provision – all levels within Stoolball England · Communication skills · Ability to develop and produce national level guidance and resources · Influencing skills and ability to work with conflict and with emotionally distressing matters. <p><u>Recommended</u></p> <ul style="list-style-type: none"> · Ability to delivery core child protection training through different levels within Stoolball England. 	<ul style="list-style-type: none"> · Assist Stoolball England to fulfil its responsibilities to safeguard children at local level. · Assist Stoolball England to implement its child protection plan at local level. · Maintain contact details for local statutory agencies. · Make links with local statutory agencies (Police and Social Services) and Area Child Protection Committee/s. · Liaise with Social Services and Police on individual cases – where this is not done by SE. · Provide advice and support to local clubs regarding child protection and poor practice. · Maintain locally held records related to poor practice/child abuse cases, (where these are not held nationally). · Ensure confidentiality is maintained. · Advise Stoolball England regarding local contacts/procedures during child protection investigations. · Provide support networks for local Club Welfare Officers. · Provide resources and (where appropriate) child protection training for local clubs and coaches. · Promote anti-discriminatory practice.