**Goalball UK – Club Minimum Standards**

4. Safeguarding

This guidance has been adapted from Sport England Club Matters (<http://www.sportenglandclubmatters.com/club-planning/governance/your-committee/>) as best practice for developing your club’s committee.

Role Outline: Welfare Officer

NAME OF CLUB: Club Name

ROLE: Welfare Officer

RESPONSIBLE TO: Normally the Club Committee

NAME OF VOLUNTEER: Name

START DATE: XX/XX/XX END DATE: XX/XX/XX

Typical Responsibilities:

* Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level
* Assist the club to implement its safeguarding children and vulnerable adults plan at club level
* 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 club’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 club’s best practice guidance/code of conducts within the club
* Represent welfare on the club’s management committee
* Ensure adherence to the club’s safeguarding children training
* Ensure appropriate confidentiality is maintained
* Promote anti-discriminatory practice
* Take responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately

These are example responsibilities – please adapt this template to suit your club’s needs.

**Should you need any additional information in relation to safeguarding please contact Tom Dobson at Goalball UK.**

Tom Dobson

Club and Competitions Development Officer

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