

This document outlines the role of the Club / League Welfare Officer and details the Job Description to enable them to fulfil their role to the best of their ability.

Detail:

The role of the Club/League Welfare Officer is a voluntary one supporting the work of Table Tennis England's Designated Safeguarding Lead at a local level. They do not need to be a table tennis player.

Table Tennis England (TTE) recommends that every club and league have a Welfare Officer in place.

Core Skills:

- Be a good listener, exercise discretion and have a child focused approach.
- Good administration and computer skills.
- Good communication skills including a knowledge of social media.
- The ability to maintain records.
- An ability to promote TTE's policies and procedures.

Responsibilities: (this list is not exhaustive)

- Agree to implement, promote, and uphold TTE's Safeguarding Guidelines, policies, reporting and recording procedures.
- Assist TTE 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 training as required.
- Attend safeguarding training to ensure an understanding and knowledge of the most up to date information with relation to child protection issues. The recommended workshop is Time to Listen training delivered by the TTE Safeguarding Manager via online workshops advertised on the website.
- Encourage all club/league personnel and coaches working with young people to attend safeguarding training.
- Ensure that all safeguarding updates from TTE are communicated to the club/league and its members.
- Sit on the club/league committee 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 local contact details for local Children’s Services and Police.
- Act as the first point of contact for the TTE’s Safeguarding Team
- Act as the first point of contact for volunteers, parents, adults, and young people where concerns about welfare in respect of young people or adults at risk are identified.
- Promote anti-discriminatory practices.
- Promote TTE’s best practice, guidance, and codes of conduct within the club/league.

Knowledge:

- The roles and responsibilities of the club in terms of safeguarding the welfare of young people and adults at risk.
- Knowledge of the roles of the statutory agencies.
- Knowledge of local arrangements for managing and safeguarding young people and adults at risk including the reporting procedures.
- TTE’s Safeguarding Guidelines, policies, and reporting processes.
- Knowledge of government guidance and core legislation.

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 TTE’s Designated Safeguarding Lead & Deputy Designated Safeguarding Lead and the relevant statutory agencies (if appropriate) are informed of any issues as soon as possible.

TTE’s Safeguarding Team can be contacted on 01908 208860 option 3.