



# LONDON VOLLEYBALL ASSOCIATION

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## WELFARE OFFICER

### ROLE & DESCRIPTION

Ensure all persons working with children, young people and vulnerable adults at Association events are fully aware of what is required of them within the protocols of the policy / of good practice.

Everybody in volleyball has a responsibility to safeguard and protect young people and vulnerable adults. The role of the Welfare Officer is primarily to promote good practice across member clubs, to be the named contact for young people, parents/carers, coaches and volunteers for advice about safeguarding and understanding Volleyball England's reporting procedures if a concern is raised.

The information below outlines the role, knowledge and personal skills to look for when recruiting a Welfare Officer.

### MAIN DUTIES

- To promote safeguarding best practice across the LVA membership
- To provide information and advice on safeguarding and protecting young people within clubs and promote a child-focused approach
- To be the first point of contact for young people, parents/carers, coaches and volunteers where concerns about welfare, poor practice or child abuse are identified and not being addressed by the club.
- To support clubs to adopt and follow the Volleyball England Safeguarding and Protecting Young People Policy and Good Practice Guidance
- Ensure that Safeguarding and Good Practice is an item on the agenda at all times.
- To ensure that all Association members are made aware of, and clearly informed about, the role of the Welfare Officer and have access to Volleyball England Child Protection Policies and Good Guidance Practice
- To promote awareness of the LVA Codes of Conduct, Volleyball England's safe recruitment policy and DBS policy across the member clubs
- To Ensure that any concerns are referred promptly to the Volleyball England Lead Safeguarding Officer and to follow the Volleyball England Recognising, Responding and Reporting Concerns procedures
- To ensure that all referrals are confirmed in writing in accordance with the Volleyball England Safeguarding Incident Report Form

- To oversee the planning and procedures and ensure good practice at all London junior events.
- Ensure confidentiality is maintained
- Promote anti-discrimination practice
- To advise the member clubs on appropriate training for coaches and volunteers based on the Volleyball England's recommended safeguarding training requirements

#### **SKILLS/QUALITIES REQUIRED**

- Excellent communication skills
- Discrete positive mentality and integrity
- Accessible and approachable
- Willing to go on courses and keep abreast of information
- Ability to handle sensitive information
- Ability to promote policies, procedures and resources
- Have attended an appropriate child protection course.
- Knowledge of current child protection policies is essential
- Time to Listen qualification

#### **COMMITMENT**

- Attend Executive Committee meetings and General meetings (approx. 7 annually).
- Available to attend courses
- Ongoing liaison with member clubs

#### **Revision History**

23 Apr 20: Version 0.1

14 Jun 20: Version 0.2