

3. CLUB ADULT PROTECTION CO-ORDINATOR ROLE DESCRIPTION

Affiliated Club Welfare Officer Role Outline

For clubs that cater specifically for adults with higher risk factors – such as disability clubs, it is recommended that the position of Welfare Officer is a separate role and not covered as part of another club role.

N.B. for the majority of clubs these duties can be carried out by another role within the club committee structure as part of a bigger role such as convener, secretary, vice president, president etc.

The affiliated Club Adult Protection Officer will:

- Ensure all persons working either paid or unpaid with adults and young people at the club are fully aware of what is required of them within the guidelines of the club, the adult protection policy and codes of conduct
- Conduct the administrative work associated with processing of information on volunteers/staff (PVG Scheme Applications, Self Declarations see toolbox section 1)
- Liaise closely with club volunteers/staff ensuring that agreed procedures for the prevention of risk are followed
- Counsel/advise the club on matters of policy relating to adult protection
- Advise/circulate details of opportunities for volunteers/staff to undertake training
- Act as the contact person for coaches, helpers, club volunteers, parents and participants on any issues concerning the wellbeing of club members, (poor practice or alleged abuse) as well as matters relating to adult protection at the club
- Ensure all incidents are correctly recorded and reported in accordance with the RCCC policy and procedures
- Attend the RCCC - and other CPD - training relevant to this role at least once per year

