



County Welfare/Safeguarding Officer Role Description

The County Welfare Officer, supported by the Committee, has primary responsibility for safeguarding children, young people, and adults at risk at county level. The role involves providing guidance to local clubs, promoting good safeguarding practice in the area, and managing reports of concerns appropriately.

Duties and responsibilities:

- Be the first point of contact for welfare concerns at county level
- Work with others in the county to create an open, transparent, and welcoming environment
- Provide support for local Club Welfare Officers
- Represent welfare on the county committee reporting safeguarding updates
- Be the point of contact for Archery GB on matters relating to safeguarding at county level by ensuring the role is on the County Association's Sport 80 profile page
- Promote best practice guidance, and anti-discrimination
- Promote the County Association's and Archery GB's codes of conduct
- Be familiar with the County Association's and Archery GB's safeguarding policies, procedures and guidance
- Understand the Archery GB and County Association's Disciplinary Procedures and report to the county Chairperson with disciplinary and safeguarding matters
- Keep a record of poor practice allegations which occur in the county so that patterns of behaviour are documented
- Communicate with the County Association's secretary to ensure all those working in regulated activity have completed the appropriate vetting check e.g. DBS, PVG, Access NI
- Communicate with the County Association's secretary to follow a sound recruitment process to ensure those working with children, young people and adults at risk are suitable
- Contact the Archery GB safeguarding team as soon as an allegation of child abuse or grooming has been received.
- Keep up to date with safeguarding training and continual professional development

- Maintain contact details for local children and adult social services, police, local Safeguarding Children Board and Archery GB
- Ensure confidentiality is maintained

Note: Conflict of Interest

If an allegation is made against you, whether in your Welfare Officer role or in another role i.e. a coach, the complaint should be dealt with by your County Secretary and Chairperson. This will remove any conflict of interest.

Knowledge

The role will require:

- An understanding of Archery GB's safeguarding policies and procedures for young people and adults at risk
- An awareness of equality and discrimination issues
- Knowledge of core legislation and government guidance for child protection and adults at risk
- An understanding of the roles and responsibilities of local statutory agencies (Children's/Adults social services, police and the Local Safeguarding Children Board)
- An understanding of the roles and responsibilities of both Archery GB and the County Association, in safeguarding the welfare of children, young people and adults at risk and the boundaries of the County Welfare Officer role

Attributes

- friendly and approachable
- ability to resolve conflict
- strong listening skills
- integrity and empathy
- have good written, recording, and communication skills
- have the ability to maintain confidentiality

Training

Welfare Officers should complete basic tutor led training followed by Time to Listen specialist training. Legislation and guidance changes rapidly and renewal of training is recommended every 3 years.

Basic Training

[Safeguarding in Sport](#) is a free basic training course for England and Wales.

Courses in Scotland are available from Sport Scotland and entitled [Child Well-Being and Protection in Sport Courses](#) and in Northern Ireland Designated Safeguarding Children Officer (DSCO) training is delivered by [Sport Northern Ireland](#)

Specialist Training

Following tutor led basic training, specialist training for safeguarding roles in a sports setting should be completed and these are entitled **Time to Listen (TTL)** and are available online from [CPSU](#), [Sport Structures](#) or through your [Active Partnership](#)

Continued Professional Development

Everyone who has previously received safeguarding training can benefit from additional training. CPD may consist of webinars, podcasts face-to-face or online courses. They can enhance learning or may be required for roles requiring specialised knowledge and skills. These are some examples:

[Keeping Deaf and Disabled Children in Sport Safe](#)

[Safeguarding Vulnerable Adults](#)

[Online Safety](#)