

MOUNTAIN WARRIORS LIMITED



Child Welfare Officer Role Description

26th April 2007

Main purpose of role

To act as a point of contact in all issues relating to the welfare of young people and to ensure all appropriate documentation and forms are in place and completed in accordance with the Mountain Warriors Ltd policy and procedures for the welfare of young people in all Mountain Warrior associated clubs.

Duties include:

- To ensure the club has a Child Protection Policy and implementation plan,
- To ensure Codes of Conduct are well publicised and followed;
- To ensure that all adults at the Club in contact with children are preferably CRB checked or have as a minimum completed a Self Declaration Form as in accordance with the clubs Child Protection Policy;
- To ensure that the Child Protection Policies and procedures are kept up to date with current requirements of the NGB and the Criminal Records Bureau;
- To maintain an awareness and vigilance of activities taking place at the Club and to maintain familiarity with those in contact with children;
- In consultation with the NGB and Constituency Body Welfare Officers ensure all reported incidents are managed at the appropriate level in line with NGB procedures;
- Ensure all parents are aware of the club policy on Child Protection and that the correct protocol for voicing concerns is maintained and disseminated to parents;
- Be aware of local Social Services and Area Child Protection Committee contacts;
- To keep up to date with child protection issues and to act as a source of reference within the Club for any matters concerning child welfare.

Liase with:

- All directors, coaches, referees, volunteers taking responsibility for young people and parents of juniors.
- Local Social Services and Area Child Protection Committee contacts.

Responsible to:

- Child Welfare Officer, Mountain Warriors Ltd.

Meetings to attend:

- As required and quarterly review meetings.

Estimated time commitment:

- 1 hour per month.

Term of role:

- Annual appointment, although continuity in the role is desirable.

Recommended training:

- NGB or other recognised and approved Child Protection Course.

Document History

Author	Version	Date	Description
Richard Gillies	1	26/04/07	

Reviewers and authorisers

Name	Position	Date agreed	Version	Description
David Clark	Director			Authorisor
Richard Gillies	Director			Authorisor
Wayne Earle	Chief Coach			Reviewer

Distribution Lists

Distribution lists (See separate distribution lists)
Officials
Coaches
Assistant Coaches
Volunteers