

MOUNTAIN WARRIORS LIMITED



Child Welfare Officer
Terms of Reference

26th April 2007

Post Title: Child Welfare Officer (Voluntary)

Responsible To: The Board of Mountain Warriors Ltd

Estimated time commitment: Time commitment will vary on average 1 –3 hours a month

Skills/Qualities Required:

- Attended or willing to attend a Sports Coach UK, “Good Practice and Child Protection” workshop
- Good communication skills
- Be approachable
- Discretion
- An understanding of child protection issues

Expenses Reimbursed:

- Reasonable travel
- Reasonable Telephone Calls
- Reasonable Postage

These reimbursements will be in line with Mountain Warriors expenses policy

Term of role:

The Child Welfare Officer will be appointed initially for a one-year period. However, this role requires continuity wherever possible, so it is hoped the post holder will retain the position on an ongoing basis but to be reviewed regularly.

Main duties:

- Ensure the club has a Child Protection Policy and implementation plan.
- Ensure Codes of Conduct are well publicised and adhered to.
- Ensure all reported incidents are managed at the appropriate level in line with Mountain Warrior procedures.
- Ensure all relevant club members are aware of training opportunities.
- Ensure all parents are aware of the club policy on Child Protection and the correct protocols for voicing concerns.
- Be aware of local Social Services and Area Child Protection Committee contacts.
- Sit on relevant committees.
- Liaise with all committee members, all coaches, referees and volunteers taking responsibility for young people, all parents of juniors.
- Sign a Personal Disclosure Form and forward to Mountain Warriors Ltd.
- Help the club follow the guidelines laid down in the Mountain Warriors Child Protection Policy.
- Ensure that Good Practice and Child protection is an item on the club management committee agenda.
- Ensure that all club personnel working with young people have received Child protection training.
- To ensure all appropriate documentation and forms are completed in accordance with Mountain Warriors Child Protection Policies and Procedures.
- Ensure that any persons including coaches, officials and volunteers, working within or acting on behalf of the club, who will come into contact with juniors (including Under 18 groups), complete a Personal Disclosure Form.

- Forward a copy of an individuals Personal Disclosure Form to Mountain Warriors Board of Directors for immediate consideration should any issues or concerns arise.
- Keep confidential records of all documentation in a secure manner so it can be produced should it be required for reference at a later date by Mountain Warriors Board of Directors.
- Refer any concerns and/or allegations to the Police or social services.
- Ensure coaches, officials, volunteers, parents/guardians and juniors have access to Mountain Warriors Board of Directors Child Protection Policies and Procedures documents
- Undertake relevant training as required

I have read the Mountain Warriors Code of Conduct related to this post Yes No

I have read the Mountain Warriors Child Protection Policy Yes No

I have or intend to attend a Sports Coach Workshop UK Child Protection Yes No

As the Club Child Welfare Officer I agree to the above conditions.

Signature

Date

A Criminal Records Bureau Enhanced Disclosure process applies to this post.

Appointment of this position will be dependent upon the outcome of this process.

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