



# Club Welfare – Children and ‘Adults at Risk’

## Important Information

The welfare of children and adults at risk at your golf club is the responsibility of everybody. However, it is important that the management and those ultimately accountable take an active role in ensuring the right policies, procedures and checks are in place.

It is required that all clubs have a Club Welfare Officer, but they **SHOULD NOT** be the only person looking after this area of the business. [SafeGolf](#) accreditation will become part of the England Golf affiliation process from 2021.

## Club Welfare Officer: Role Description Template

Are you...

- Someone who always puts children’s welfare first?
- Someone who wants children and young people to be safe and have fun?
- Passionate about our Golf Club and feel that we could benefit from your skills and experience?

If so, please consider applying to volunteer as a Club Welfare Officer at our Golf Club and help everyone to have a great experience here.

NB1: It is not recommended for the coach or volunteer with direct responsibility for delivering the junior programmes at the Golf Club to undertake this role.

## Who makes a good Club Welfare Officer (CWO)?

*A good CWO is someone who is:*

- Able to work with a team to ensure that golf is a fun, enjoyable and safe experience for all.
- Passionate about creating an environment that enables Children and Young People to thrive at the golf club.
- Accessible and approachable for children and adults.



*Personal attributes of a good CWO include:*

- Friendly, approachable, and enthusiastic.
- Reliable and committed.
- Caring and compassionate.
- A child focused approach with good communication and listening skills.

## The Roles and Responsibilities of a Golf Club & Welfare Officer

Whilst everyone is responsible for safeguarding, the Club Welfare Officer is the person within a Golf Club with primary responsibility for reporting concerns about children or adults at risk.

Putting in to place safeguarding procedures is the responsibility of those responsible for managing the golf club, including the Board.

### Primary Responsibilities

1. To be the first point of contact for club staff, volunteers, young people and parents, adults at risk and carers for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.
2. To be visible around the golf club, ensuring that children and 'adults at risk' know who you are and feel they can come and chat to you.
3. To ensure that all incidents are reported correctly and referred, in accordance with Policy guidelines.
4. To act independently and in the best interests of a child/adult at risk, putting their needs above that of others and the club itself.
5. To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
6. To help promote awareness of the Codes of Conduct for staff, volunteers, coaching, members (juniors and adults) and parents.
7. To attend relevant training and checks to comply with SafeGolf Accreditation. This includes having an up-to-date DBS check and to have attended a Safeguarding and Protecting Children Course in the last 3 years and a Time to Listen Course.
8. To maintain an up-to-date knowledge of the golf clubs Safeguarding Policies and Procedures.
9. To attend meetings as and when required.



### Time Commitment

NB2: This will vary from club to club but will include attendance at club meetings and dedicated time should any child protection concerns be raised.

All CWO's must attend a Safeguarding & Protecting Children Course and a Time to Listen Course. Additionally, England Golf require all nominated Club Welfare Officers to apply for an enhanced DBS check through England Golf. This is part of the criteria for clubs to be Safe Golf Accredited. E Mail: [compliance@englandgolf.org](mailto:compliance@englandgolf.org)

### How to apply

If you are interested in volunteering for this role, please contact Eleanor Walton for more details:

Email: [clubmanager@flemptongolfclub.co.uk](mailto:clubmanager@flemptongolfclub.co.uk) Telephone: 07850830084

*Thank you for your continued support, volunteers are vital to sustaining our golf club.*