**TEMPLATE 8**

**Role Description for Welfare & Safeguarding Officer(including DBS)**

**Name of Welfare & Safeguarding Officer: …………………………………………………………………………………………………..**

**At ………………………………………………………………………………………………… Lacrosse Club**

***T*he role description below incorporates the role of administering the Disclosure and Barring Service (DBS), this function could be separated from the general Welfare Officer role. Organisations may want to consider having more than on Welfare Officer, to share the responsibility and combine people with a mix of the skills/experience below.**

**Role Description**

Everyone in lacrosse has a responsibility to safeguard and protect young people. The key role of a Welfare & Safeguarding Officer is to support the organisation to promote good safeguarding practice across the organisation, to be the named point of contact for all members of the Lacrosse Community, to implement England Lacrosse’s Safeguarding and Protecting Young People in Lacrosse Policy and Procedures where a concern has been raised.

**ROLE**

* Role model best safeguarding practice
* Support the organisation to put into practice its safeguarding implementation plan
* Be the key contact with England Lacrosse’s Lead Safeguarding Consultant
* To be the first point of contact for the Lacrosse Community where concerns about the welfare of a young person have been identified
* Help the organisation to implement good safeguarding practice and challenge poor practice and breaches of England Lacrosse’s Code of Ethics and Behaviour
* Support the organisation to implement England Lacrosse’s and their own Safeguarding policy and procedures
* Be the point of contact for members of the Lacrosse Community regarding the administration of the Disclosure and Barring Service (DBS) at a local level; including verifying identification documents for those members completing DBS.
* Support the organisation to ensure staff and volunteers relevant qualifications and DBS checks are up to date.
* Be a member of the organisation’ management committee to advice on organisational safeguarding matters and DBS non-compliance.
* Support the organisation’s management committee to review safeguarding practices and processes following the completion of an issue or concern that has been investigated
* Ensure confidentiality is maintained.
* Maintain contact details for local children’s social care services and police in case of an emergency.

**EXPERIENCE & KNOWLEDGE**

* Knowledge of England Lacrosse’s Safeguarding and Protecting Young People in Lacrosse Policy & Procedures and own organisations policy and procedures
* Own organisations role and responsibilities to safeguard the welfare of young people – boundaries of the Welfare Officer role.
* Basic knowledge of roles and responsibilities of local statutory agencies (social services, police, and Local Safeguarding Children Board (LSCB) and Local Authority Designated Officer (LADO). This can be gained through welfare officer training. The Welfare Officer must have full contact details for their local agencies.
* Awareness of equality and safeguarding issues

**SKILLS**

* Child-focused
* Basic administration
* Basic safeguarding advice and support provision.
* Communication
* Maintaining accurate records of issues and concerns that have been raised
* Ability to promote organisation’s policy, procedures, and resources.
* Interpersonal and being calm and approachable always

**ADMINISTRATION – (the DBS role could be undertaken by a separate person working wit the Welfare Officer)**

* Administration is an essential skill where the Welfare and Safeguarding Officer is fulfilling the role of administrating the DBS check. England Lacrosse’s DBS checks are now completed online.
* Liaising with relevant members of the organisation regarding completion of their DBS check
* Verification of identity documents for relevant members completing their DBS check
* Maintaining an accurate register of in progress/completed DBS checks and coaching qualifications.

**TRAINING**

* It is a requirement that Welfare & Safeguarding Officers with no previous safeguarding experience attend the UK ‘Safeguarding and Protecting Children in Sport’ workshop. For details go to:

[www.sportscoachuk.org](http://www.sportscoachuk.org)

* England Lacrosse deliver ‘Time to listen’ (TTL) workshops. These workshops are aimed specially at Welfare and Safeguarding Officers and are a bolt on to the Sports Coach UK and NSPCC training. For further details please email [safeguarding@Englandlacrosse.co.uk](mailto:safeguarding@englishlacrosse.co.uk)
* England Lacrosse also allows Welfare & Safeguarding Officers to attend multi-sport TTL workshops, you will be required to inform the Lead Safeguarding and Welfare Consultant of your intention to attend a multi-sport TTL and send a scan of your certificate after you have completed the workshop

This role description (July 2022) is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the role.