

Club Welfare Officer Roles & Responsibilities



We have a responsibility to ensure that Flixton Juniors AFC is a safe and fun environment for children and young people. Through the “Every Child Matters: Change for Children” programme, the government makes it very clear that sport has to put safeguards in place. Football accepts it has a clear responsibility towards young people. Making sure everyone knows how to report concerns about a child’s welfare is essential. Knowing how to deal with poor practice issues is also vital.

Our Welfare Officers have key roles within the Club:

- To be informed and aware of the league or Club’s responsibilities when running football activities for children and young people i.e. ensuring these responsibilities are well understood by others developing best practice processes
- Helping league and Club personnel understand their duty of care towards children and young people. i.e. ensuring all relevant people complete The FA’s ‘Safeguarding Children’ training programme
- To ensure adherence by all to the Club’s policies and procedures as supported by the executive committee. This includes acting as Course Liaison Officers for applications submitted for any coaching courses. These will be approved on an individual basis based on the present and future needs of the club.
- To open communication channels with all stakeholders, including players, parents, officials, spectators and coaches.
- Having links to, and working with our League Welfare Officer and County FA Welfare Officer to ask advice or to escalate a concern where appropriate
- By promoting The FA’s Respect Programme, we collectively support the implementation of:
 - safeguarding children policy,
 - anti-bullying policy and
 - equality policy
- Responsible for recruitment processes, including the taking up of references and submitting FA DBS checks (getting the right people into the game)
- The FA Respect Programme and Flixton Juniors AFC’s own Codes of Conduct

We are poised to ensure:

- Adherence to the FA’s Respect Programme
- That volunteers have appropriate FA DBS checks, safeguarding, first aid training certificates and Level 1,2 or 3 qualifications where appropriate
- That concerns about the welfare of a child are reported without delay
- That teams are introduced to the Welfare Officers and know who to report their concerns to and that these concerns will be dealt with respect
- A pledge to investigate any concerns as a team and will respond to these concerns by telephone or email with an outcome of our investigation



We continually communicate with:

- Club officials about the Respect Programme and its aims
- Parents/spectators and ask them to sign up to Flixton Juniors AFC's Code of Conduct at the start of each season.
- Coaches and managers about the importance of being consistent role models for their players
- Our committee members to ensure that they inform parents, players and other members of the club of the role of the Welfare Team and the importance of involving us in any decision that involves the welfare of a child.
- The League Welfare Officer about any concerns that may require further help or guidance
- Our County FA Welfare Officer if further help or advice is required

We encourage:

- Volunteers to enrol onto the FA endorsed coaching courses after their application has been considered carefully
- Parents to make contact with the Welfare Team should they have any concerns that they do not feel able to discuss with their coach / manager
- Coaches and team managers to listen to their players thoughts, ideas and views and to involve the Welfare Team at the earliest opportunity if they have any concerns or concerns are raised to them
- All spectators to make use of the Respect Programme's designated spectator area at all games
- Whistleblowing / reporting by anyone affiliated with the club, be it player, parent, coach, official, if there are any concerns regarding a child's welfare

We continually monitor

- Repeated incidents of poor behaviour, be it by a coach, parent, player or spectator, and liaise with fellow Welfare Officers and League Welfare Officer if necessary
- Compliance with FA CRB checks through The FA's Whole Game System
- For more information on what is expected of sport in terms of safeguarding children, go to www.thecpsu.org.uk or to www.everychildmatters.co.uk
- To contact the Welfare Team at Flixton Juniors AFC, please email s.jennings17@ntlworld.com or lynnfaz@aol.com

Kind Regards,

Cara Jennings and Lynn Denison

Club Welfare Officers