



Club/League Welfare Officer Role Description

The role of the Club/League Welfare Officer is a voluntary one supporting the work of Table Tennis England's Safeguarding Manager at a local level and should not take more than 15 to 30 minutes per week. The person needs to have good listening skills, be diplomatic and discreet. They do not need to be a table tennis player.

Responsibilities:

- Agree to, act on, promote and uphold Table Tennis England's Safeguarding Guidelines.
- Ensure that club/league officials follow application and disclosure procedures as set out in Table Tennis England's Safeguarding Guidelines during the appointment of coaches to work with young people.
- Attend Safeguarding Workshops as appropriate to ensure an understanding and knowledge of the most up to date information with relation to child protection issues.
- Encourage all club/league personnel and coaches working with young people to attend a safeguarding workshop.
- Ensure that all safeguarding updates from Table Tennis England are communicated to the club/league and its members.
- Support and advise the club/league committee to ensure that all young people are provided with a safe environment, which maximises benefits and minimises risks to them.
- Promote relationships with all club/league members and others that are based on openness, honesty, trust and respect and ensure that confidentiality is maintained at all times.
- Check that the Club/League Welfare Officer's contact details are readily available to all club/league members.
- Maintain contact details for local Children's Services and Police.
- Be the first point of contact for the Table Tennis England's Safeguarding Manager,
- Be the first point of contact for volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.

The Club/League Welfare Officer is **NOT** expected to make judgements on whether child abuse has or has not taken place but to ensure that Table Tennis England's Safeguarding Manager and the relevant statutory agencies (if appropriate) are informed of any issues as soon as possible.

Supporting Information:

Table Tennis England's Safeguarding Guidelines

Table Tennis England Safeguarding Manager can be contacted on 07507860034.

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