**CODE OF CONDUCT FOR VOLUNTEER WELFARE OFFICERS**

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The role of the Welfare Officers is to:

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3Be clear about the Club’s/League’s responsibilities when running activities for children and young people

Help those actively involved with children and young people understand what their duty of care means on a day to day basis

As a Welfare Officer they will act as a role model to others in accordance with the roles and responsibilities of their position, in line with The Association’s Rules and Regulations, the Respect codes of conduct for officials and the laws of the game.

In fulfilling the role they accept that within the role of Welfare Officer they will:

Be child centered at all times and promote a fun safe environment for children and young people

Follow all of the The Association’s policies and in particular procedures for reporting safeguarding concerns including discrimination

Act appropriately in all situations brought to their attention

Champion Best Practice within their Club/League

Communicate and positively engage with the CFA WO on all poor practice/ safeguarding matters brought to the attention of CFA /The Association

Attend meetings as reasonably required by the Club Committee, Youth League and CFA

Manage and deal with poor practice issues in an appropriate and timely manner

Ensure appropriate levels of confidentiality and data security are maintained at all times

Implement and manage a responsible recruitment process in line with The Association’s policy and procedures

Attend continued personal development (CPD) opportunities as offered by their CFA and show a commitment to keeping their training up to date

If they do not follow the above code any/all of the following actions may be undertaken by their Club, League, County FA or The Association (This is not an exhaustive list):

Required to meet with the Club/League Committee, YLWO or CFA WO

Required to follow an action plan monitored by the YLWO/CFA WO

Required to complete an FA education course

Imposing a fine or suspension

Required to leave the Club/League they represent

Removed from role by the Club/League/County FA/The Association

On appointment, all League and Club Welfare Officers agree to uphold the Code of Conduct for volunteer Welfare Officers and understand the actions that may be taken should they fail to act in accordance with the Code. In agreeing to fulfil the role they confirm that they meet the criteria outlined within The Association’s Suitability Checklist for YLWO/CWOs.

B. WELFARE OFFICER PERSON SPECIFICATION AND SUITABILITY CHECKLIST TOGGLE SECTION AS FAVOURITE

Person Specification -

Experience of dealing or working with young people

Knowledge and understanding of safeguarding children issues¹

A good communicator in a variety of situations with people from diverse backgrounds

Committed to and ability to abide by The Association Rules and Regulations and promote The Association’s Respect programme and safeguarding children education

Empathy when dealing with individuals, sometimes in demanding situations

Ability to listen and assess situations fairly

Ability to handle confidential information sensitively and with integrity

Reasonable level of administration experience and how to deal with confidential documentation

Willingness to attend any in-service training facilitated by either The Association or the local County FA

Suitability Checklist -

Understanding of child protection issues and some knowledge of safeguarding legislation

Knowledge of and positive attitudes to equal opportunities

Willing and able to provide relevant current references

Previous experience of dealing or working with children

Commitment to treat all children as individuals and with equal concern

Physical health – appropriate to carry out tasks

Integrity and flexibility

 At least 18 years of age

Completion of The Association’s Criminal Records Checks (CRC) process and acceptance by The Association of the outcome

Understanding of the need for confidentiality when dealing with issues

Reasonable level of administration experience and how to deal with confidential documentation

Completion of The Association’s Safeguarding Children Workshop and Welfare Officer Workshop

Willingness to update skills and knowledge and attend in-service training facilitated by The Association or the local County FA

Has agreed to and agree to abide by the Code of Conduct for volunteer Welfare Officers

NB - If anyone is known to be unsuitable to work with children his/her application should be refused by the Club/League. If in any doubt about an applicant contact your County FA Welfare Officer.