

The Main Responsibilities of the Welfare Officers are:

- Be the club's first point of contact for anyone where concerns about a young person's or adult's welfare, poor practice, or abuse are identified.
- Be the first point of contact with the Archery GB Safeguarding Team ensuring Sport 80 is up to date.
- Represent welfare on the Club Committee, reporting safeguarding updates.
- Understand the Archery GB/Club Disciplinary Procedures and report to the Chairperson regarding disciplinary and safeguarding matters.
- Promote club's best practice guidance and codes of conduct within the Club.
- Familiarise themselves with Archery GB's safeguarding policies, guidance, and codes of conduct.
- Communicating with the Club Secretary to ensure Enhanced DBS or PVG background checks are carried out for those with regulated activity.
- Communicating with the Club Secretary to follow sound recruitment process to ensure those working with vulnerable members are suitable.
- Provide members with safeguarding and wellbeing guidance including junior members and parents.
- Work with the club committee to ensure a positive child-centred club environment.
- Keep up to date with safeguarding training and continual professional development.
- Maintain contact details for local Children's/Adults Social Services & Police Safeguarding Children Board is always up to date.
- Ensure confidentiality is maintained.