

## **Aim:**

This document outlines the role of the Welfare Officer and details the Job Description to enable them to fulfil their role to the best of their ability.

## **Content:**

The role of the Welfare Officer is a voluntary one supporting the work of Table Tennis England's (TTE) Safeguarding Team at a local level. They do not need to be a table tennis player.

TTE recommends that every club, league and county have a Welfare Officer in place.

## **Core Skills:**

- Be a good listener, discrete and have a people centred/child focused approach.
- Good administration and computer skills.
- Good communication skills including a knowledge of social media.
- The ability to maintain records.
- An ability to promote TTE's policies and procedures.

## **Responsibilities:** (this list is not exhaustive)

- Agree to implement, promote, and uphold SafeTT Guidelines, policies, reporting and recording procedures.
- Assist TTE to fulfil its responsibilities to both safeguard children and support adults involved in table tennis.
- Maintain an up to date list of all coaches associated with the organisation and ensure that they are licensed so will have an up to date DBS check and attended relevant safeguarding training.
- Attend safeguarding training to ensure an understanding and knowledge of the most up to date information with relation to child protection issues. The Safeguarding Team deliver regular training online and annual update briefings. All information is on the TTE training plan.
- Encourage all personnel and coaches to attend the appropriate safeguarding training.
- Ensure that all safeguarding updates from TTE are communicated.
- Sit on the committee to ensure that all young people are provided with a child centred environment in which to play and compete.
- Promote open relationships with all members and others ensuring that confidentiality is maintained at all times.

- Check that the Welfare Officer's contact details are readily available to all members.
- Maintain local contact details for local Children's/Adult Services and Police.
- Act as the first point of contact for the TTE's Safeguarding Team
- Act as the first point of contact for volunteers, parents, adults, and young people where concerns about welfare in respect of anyone at risk are identified.
- Promote anti-discriminatory practices.
- Promote TTE's best practice, guidance, and codes of conduct.

**Knowledge:**

- The roles and responsibilities of the club in terms of safeguarding the welfare of all its members.
- The roles of the statutory agencies.
- Local arrangements for managing and safeguarding all members including the reporting procedures.
- TTE's SafeTT Guidelines, policies, and reporting processes.
- Government guidance and core legislation.

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

**TTE's Safeguarding Team can be contacted on 01908 208860 option 3.**

**Sports England Welfare Officers:**

From March 2024 Sport England are rolling out a new initiative to recruit sports welfare officers to sit within Active Partnerships (counties) to support all sports with their safeguarding responsibilities. The role will be to support club welfare officers, with safeguarding knowledge and experience. They will not make decisions on case management or outcomes of allegations but offer support to TTE club welfare officers for low level concerns and advice. All concerns/ allegations must be reported to the TTE safeguarding team.

[SafeTT Policy](#)

[SafeTT Guidelines](#)