

Welfare officer

NAME OF CLUB: *Kingston Kayak Club*

ROLE: WELFARE OFFICER

RESPONSIBLE TO: *CLUB COMMITTEE*

NAME OF VOLUNTEER *Nikki Rudkin & Gareth Jones*

START DATE: 01.04.13 **END DATE: 31.03.15**

-  Assist the club to fulfill its responsibilities to safeguard children and vulnerable adults at club level
 -  Assist the club to implement its safeguarding children and vulnerable adults plan at club level
 -  The first point of contact for everyone where concerns about a children's or vulnerable adults welfare, poor practice or abuse are identified
 -  Implement the club's reporting and recording procedures
 -  Maintain contact details for the local children's social care department, the police and local safeguarding children board
 -  Promote the club's best practice guidance/code of conducts within the club
 -  Represent welfare on the club's management committee
 -  Ensure adherence to the club's safeguarding children training
 -  Ensure appropriate confidentiality is maintained
 -  Promote anti-discriminatory practice
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