



ENGLISH PARTNERSHIP FOR  
SNOOKER AND BILLIARDS

# Role Outline: Welfare Officer

<b>NAME OF CLUB:</b>	Club Name
<b>ROLE:</b>	Welfare Officer
<b>RESPONSIBLE TO:</b>	Normally the Club Committee
<b>NAME OF VOLUNTEER:</b>	Name
<b>START DATE:</b> XX/XX/XX	<b>END DATE:</b> XX/XX/XX

---

## Typical Responsibilities:

- Assist the club to fulfil its responsibilities to safeguard children and vulnerable adults at club level
- Assist the club to implement the EPSB Child & Vulnerable Adult Protection Policy at club level
- The first point of contact for everyone where concerns about a child's or vulnerable adult's 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
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

*These are example responsibilities – please adapt this template to suit your club's needs.*