



# ASSOCIATION WELFARE OFFICER Roles and Responsibilities

**You must be clear about the clubs responsibilities when running activities for children and young people:**

This involves:

- ✓ ensuring these responsibilities are well understood by others
- ✓ working with your ESFA National Welfare Officers
- ✓ promoting The FA's Respect Programme and helping to develop best practice

**Your role is to help Association personnel understand what their 'duty of care' towards children and young people actually means and entails on a day-to-day basis.**

In order to carry out your responsibilities you need to follow these five simple steps:

## **Put in place:**

- A safeguarding children policy, anti-bullying policy and equality policy
- Responsible recruitment processes including the taking up of references and submitting FA DBS checks (getting the right people into the game)
- The FA Respect Programme codes of conduct

## **Understand:**

- The aims benefits of implementing the FAs Respect Programme
- The quick wins to be gained by using ESFA's safeguarding children best practice guidance (e.g. Anti-bullying Policy and Safeguarding Children Policy Templates)
- Why certain roles require an FA DBS check and how The FA DBS process works
- How to refer a concern about the welfare of a child

## **Communicate with:**

- Association officials about the Respect Programme and its aims
- Parents and new players by getting involved with running 'start of season' welcome sessions for members and implementing Respect Codes
- Coaches and managers about the importance of being consistent role models for their players
- Your ESFA National Welfare Officer if you need help or advice

## **Encourage:**

- Coaches, managers and first aiders to attend The FA's Safeguarding Children Workshop
- Coaches and team managers to listen to their players' thoughts, ideas and views

## **Monitor:**

- Repeated incidents of poor behaviour and liaise with your committee (and where necessary the ESFA Welfare Officer)
- Your Association's compliance with FA DBS checks