



English Schools' FA – Welfare Officer Roles & Responsibilities

You must be clear about the Association's 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 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