



NSSA

Role of the Welfare Officer

Acts as first point of contact for concerns regarding safeguarding of children

Implements the NISA Safeguarding Children Policy and Procedure

Liaises with NISA safeguarding lead, including but not limited to:

- Seeking advice and support
- Agreeing action
- Reporting concerns and/or incidents – completion of NISA reports
- Delivery of joint training
- Accessing training for committee members, volunteers and coaches
- Promoting best practice

Liaises with NIC safeguarding lead, including but not limited to:

- Reporting concerns and/or incidents – completion of NIC report
- Accessing additional information e.g. CCTV
- Delivery of joint training
- Accessing training for committee members, volunteers and coaches
- Management of events
- Review of NIC and NSSA risk assessments
- Promoting best practice

Liaises with Nottinghamshire County Council to facilitate DBS checks for all committee members, chaperones, other volunteers and coaches - maintenance of DBS spreadsheet with dates and certificate numbers

Supports other committee members to understand their roles

Delivers annual safeguarding briefing for all committee members

Supports the principles of equality of opportunity and promotes anti-discriminatory practice

Assists in the production and review of NSSA Club Development Plan

Produces report for AGM

Has due regard for the NSSA Confidentiality and Data Protection Policy and Procedures

Assists in other tasks as delegated by the Chair

Actively plans succession, induction and handover for new Welfare Officer