



# MERIDIAN JUDO CLUB

**Name of Welfare Officer:** Debbi Wood

**Responsible to:** Management Committee

All British Judo Association Clubs need to have a Club Welfare Officer. Everyone in the club should know who the Club Welfare Officer is and how to contact them.

The Club Welfare Officer needs to be well supported by the club and have a formal role on the clubs management committee. It is the whole club's responsibility to ensure children's welfare and everyone has a role to play.

The Club Welfare Officer has a key role in advising the committee on its approach and ensuring that this is monitored and reviewed.

Due to the nature of this role all Club Welfare Officers will need to complete an Enhanced CRB check before the BJA Child Protection Working Party confirms their appointment.

## Main Duties

- Assist the club to fulfil its responsibilities to safeguard children and young people at club level.

The Club Welfare Officer can expect guidance from the British Judo Association Child Protection Working Party.

*The BJA will provide appropriate training and resources for the Club Welfare Officer to fulfil their role.*

- Assist the club to implement its child protection plan at club level.
- Be the first point of contact for staff/volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse.

The Club Welfare Officer is responsible for following the British Judo Association's policy and procedures, in particular the reporting procedures.

This means ensuring that the appropriate records are maintained. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.

Consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible.

- Make a formal referral to a statutory child protection agency e.g. social services department or the police without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the social services department and the police or NSPCC.



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- Report the concerns to the British Judo Association Lead Child Protection Officer.
- Be the first point of contact with the National Lead Child Protection Officer.
- Maintain contact details for local Social Services, Police and how to obtain the Area Child Protection Committee's policy/procedures. Contact details for local/national help lines should also be maintained and publicised within the club.
- Promote the club's best practice guidance/code of conduct within the club in line with the club's plans. This may involve working with children/young people and parents on developing the club's approach to expected behaviour of everyone at the club or developing an anti-bullying policy for example.
- Promote and ensure adherence to the club's child protection-training plan.

The Club Welfare Officer will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.

- Ensure confidentiality is maintained alongside the club's management committee.
- Promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare. The club should also have an Equity policy.

### **Training Requirements:**

Safeguarding & Protecting Children – 3hr workshop. – BJA or Sports Coach UK delivered

NSPCC A Time to Listen - BJA delivered