

ENGLISH BOWLING FEDERATION/ENGLISH WOMENS BOWLING FEDERATION

DUTIES OF A CLUB WELFARE OFFICER

Requirements

Must be **willing** to act as the Club **Welfare Officer**

Must have received official notification from CRB that the Disclosure Procedure has been successfully completed

Duties

To be aware of the EBF/EWBF Code of Behaviour and willing to ensure that the Code is followed at his/her club

To be aware of the procedures to be followed should there be any complaints raised regarding the treatment of young people and vulnerable adults. To record the facts and pass them on to the County Bowling Association and EBF/EWBF Welfare Officer

To ensure that his/her club follow EBF/EWBF procedures with regard to ensuring that when young people or vulnerable adults travel to any clubs events, permission is secured in writing from the parent or guardian

To liaise closely with the County Association and EBF/EWBF Welfare Officer in the event of an incident occurring

Club Requirements

Must ensure that the Club information on Child Protection is prominently displayed within the Club premises along with details of his/her name as Welfare Officer

Must ensure that his/her Club Rules and Constitution contain direct reference to Child Protection

Requirements

Must be a good communicator

Must be well organised

Must know of and possess the relevant forms made available by EBF/EWBF in connection with his/her role

Must be willing to make reports to the Club Committee when desired.

Must be willing to undertake training in Child Protection procedures