

## Welfare



Putting children, young people and vulnerable adults' welfare first

### What you might be doing

- First point of contact for staff, volunteers, parents/carers and young people where concerns about welfare, poor practice or child abuse is identified
- Refining the clubs reporting and recording procedures
- Promoting best practice/code of conduct within the club
- Arranging training on safeguarding and child protection in club
- Liaising with BC and other club leads on welfare and safeguarding matters
- Using excel to maintain club records

### Commitment/time

- On going time commitment for being a positive role model, point of contact
- Welfare working group meetings (bi-monthly)
- Attend appropriate British Canoeing Safeguarding training (ad hoc)
- Less than 0.5 hr a week administrative support – may peak and trough over year

### Skills, experience or qualities required

- Excellent communication skills
- Approachable
- Absolute discretion
- Good level of administration/ spreadsheets/email skills
- Assist volunteers in keeping their certificates and qualifications up to date
- Knowledge of the club and its athletes
- Experience of working with young people or vulnerable (e.g Education, Youth/Social Work, Health Services or Charities)
- HR expertise

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