######  Role and Responsibilities

######  Welfare Officer

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| **Knowledge** | **Skills** | **Tasks** |
| * Understanding of the legislation, government guidance and national framework for child protection
* Understanding of the role and responsibilities of statutory agencies and Local Safeguarding Children Boards
* Local arrangements for managing child protection and reporting procedures
* Understanding of the types of behaviour which is harmful to children
* Understanding of Rounders England’s role and responsibilities to safeguard the welfare of children and young people - boundaries of the Welfare Officer role
* Understanding of Rounders England’s policy and procedures related to child protection
* Understanding of the core values and principles of working with children
* Understanding of equality and diversity issues and child protection
* Understand how abusers target and groom organisations in order to abuse children
* Understand and demonstrate best practice in prevention
 | * Child-focused approach
* Administration and systems (records) management
* Advice and support provision
* Communication skills
* Ability to promote Rounders England’s policy, procedures and resources
* Ability to provide information about local resources
 | * Assist Rounders England to fulfil its responsibilities to safeguard children and young people at team level
* Assist Rounders England to implement its child protection plan at team level
* The first point of contact for staff, volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse are identified
* Be the first point of contact with the National Child Protection Officer
* Implement Rounders England’s reporting and recording procedures
* Maintain contact details for local Children’s Social Care Services, Police and know how to obtain LSCB guidelines
* Promote Rounders England’s best practice guidance/code of practice within the team
* Sit on the team’s management committee
* Promote and ensure adherence to the organisation’s child protection training plan
* Promote and ensure confidentiality is maintained
* Promote anti-discriminatory practice
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