###### Role and Responsibilities

###### Welfare Officer

|  |  |  |
| --- | --- | --- |
| **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 |