

Welfare Team Guidelines

Mission Statement

The primary role of our Welfare Team is to safeguard all club members, ensuring a safe and supportive environment. We aim to promote welfare, address concerns regarding poor practice, and take action against any instances of abuse, especially concerning vulnerable individuals.

Key Responsibilities of all officers

1. First Point of Contact

Team members will be trained to handle concerns and reports related to welfare, poor practice, and potential abuse.

Maintain a nonjudgmental and empathetic approach while addressing members' concerns.

2. Promote AntiDiscriminatory Practices

Uphold the club's commitment to inclusivity and respect for diversity.

Actively challenge discriminatory behaviour and practices.

3. Best Practice and Ethics

Ensure compliance with the club's best practice guidance and code of ethics.

Engage in regular training updates to stay informed about best practices in welfare and safeguarding.

4. Confidentiality

Understand the importance of confidentiality in sensitive matters.

Clearly communicate when information must be shared to protect the welfare of individuals or comply with legal obligations.

5. Volunteer Commitment

Each team member is expected to volunteer at one club event and one production per year to maintain visibility and engage with members.

6. Assist designated Officer

Collaborate with the designated welfare officer to address any raised concerns and ensure appropriate actions are taken.

Be accessible for meetings with members to discuss any welfare concerns with other officers, management, members, parents or coaches. Report where required.

Participate in follow up discussions to assess the outcomes of raised issues.

7. Monthly Check Ins

Conduct one drop in session per month, engaging with members and coaches to gather feedback and monitor wellbeing.

Document feedback and observations using a standardised form for reporting back to the communications officer and management.

Reporting and Feedback Process

Feedback Form:

Team members will use a designated form to compile notes during the monthly check-ins. This form should be submitted to the communications officer within a week of each drop in.

Assembling Reports:

The communications officer will compile feedback into a report that highlights common concerns and suggestions for improvement to be discussed at management meetings.

8. Training and Development

Team members will undergo regular training on safeguarding, welfare practices, and communication skills to ensure they are equipped to handle various situations effectively.

Conclusion: The Welfare Team is a vital part of our club's structure, dedicated to fostering a safe and supportive environment for all members. By adhering to these guidelines and actively engaging with our community, we can make a positive impact on the welfare of every individual associated with our club.

Key roles and responsibilities for Event Officer

Event Planning and Coordination

- Organise and manage events aimed at raising awareness and promoting safeguarding, mental health, and overall well being among club members.
- Develop a calendar of events that includes fundraising, workshops, seminars, and social activities focused on welfare themes.

Safeguarding Promotion

- Implement and promote safeguarding policies and practices to ensure the safety and wellbeing of all members during club activities..

Foster Positive Wellbeing

- Create and facilitate activities that encourage positive mental health, social interaction, and community building within the club.
- Collaborate with mental health professionals and wellbeing experts to deliver informative events and support initiatives.

Communicate and Raise Awareness

- Develop communication strategies to promote events, ensuring all members are informed and encouraging engagement.
- Liaise with social media officers and club communication channels to disseminate information about wellbeing resources and upcoming events.

Support and Guidance

- Serve as a point of contact for members seeking support or guidance related to safeguarding and wellbeing concerns at events.
- Offer advice and referral to appropriate resources for members in need of additional support.

Gather Information for Monthly Meetings

- Collect data and feedback from event participants regarding their experiences, concerns, and suggestions for improvement.
- Prepare reports and summaries of this information to present to the team during monthly meetings, highlighting trends, successes, and areas for development.

Feedback and Evaluation

- Analyse participant input and feedback to assess the effectiveness of programs and make improvements for future events.
- Use insights from gathered information to identify areas of need and evolve the club's welfare initiatives accordingly.

Collaborate with Stakeholders

- Establish partnerships with local organisations, mental health services, or other entities that can support wellbeing initiatives.

Provide Resources and Information

- Create and distribute educational materials on safeguarding, mental health, and wellbeing for club members during your events.