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# Assistant Club Welfare Officer (None Committee Role)

## Role Description

To support the Club Welfare Officer in their role

To be clear about the clubs responsibilities when running activities for children and young people.

To help club personnel understand what their ‘duty of care’ towards children and young people actually

means and entails on a day-­‐to-­‐day basis.

## Commitment

Approximately 2 hours per week, and attending meetings and meeting teams and managers at weekends and evenings. Must be willing to undertake a DBS check, FA safeguarding children workshop 3 hours course and FA welfare officers workshop 3 hours course.

## Responsibilities

1. Assisting the Club Welfare Officer in the execution of their duties
2. Covering the Club Welfare Officer in times of absence
3. Training as Club Welfare Officer to be in a position to succeed the existing CWO.
4. Liaise with the kit & equipment officer to ensure all first aid kits are fully stocked and regular checks are made at random, and a register is made to support this.

## Constraints

1. None identified

## Accreditation Criteria

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DBS | Safeguarding  Children | First Aid | Club  Welfare | FA Level  1 | FA Level  2 | FA Youth  Module | Licenced  Coach | Other |
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