



Roles and Responsibilities of the Shrigley Hall Golf Club Safeguarding & Welfare Officer - **Jeff Charlwood**

Whilst everyone is responsible for safeguarding, the Club Welfare Officer is the person within a Golf Club with primary responsibility for reporting concerns about children or adults at risk.

Putting into place safeguarding procedures is the responsibility of those responsible for managing the golf club, including the Board.

Primary Responsibilities

1. To be the first point of contact for club staff, volunteers, young people and parents, adults at risk and carers for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.
2. To be visible around the golf club, ensuring that children and 'adults at risk' know who you are and feel they can come and chat to you.
3. To ensure that all incidents are reported correctly and referred, in accordance with Policy guidelines.
4. To act independently and in the best interests of a child/adult at risk, putting their needs above that of others and the club itself.
5. To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
6. To help promote awareness of the Codes of Conduct for staff, volunteers, coaching, members (juniors and adults) and parents.
7. To attend relevant training and checks to comply with SafeGolf Accreditation. This includes having an up-to-date DBS check and to have attended a Safeguarding and Protecting Children Course in the last 3 years and a Time to Listen Course.
8. To maintain an up-to-date knowledge of the golf clubs Safeguarding Policies and Procedures.
9. To attend meetings as and when required.

