



## TASK DESCRIPTION

### WELFARE OFFICER

*Welfare Officers: Victoria Elliot and Karen Pettitt -  
Safeguarding Coaches in Attendance*

**Responsible to:** Stars Gym Club Management

#### MAIN RESPONSIBILITIES

- To be a point of contact for Participants, Coaches or Parents to raise any concerns they might have.
- Receive any complaints regarding behaviour of Participants, Coaches or Officials and act upon them in an appropriate manner.
- Ensure appropriate risk assessments are in place and carried out on a regular basis.
- Attend Child Protection Awareness training and Policy Implementation training.
- Ensure all Gymnasts, Coaches and Parents are aware of Child Protection procedures.
- Ensure that all staff with repeated access to children have valid and up to date DBS certificates.
- Report any incidents or disclosures immediately, following the Child Protection guidelines in the BG Health, Safety and Welfare policy.
- Work with coaches to ensure a safe environment is provided for Participants at all times.

Signed ..... Date .....