



TYLNEY PARK GOLF CLUB WELFARE OFFICER JOB DESCRIPTION

- Work with others within the Club to create a positive, child-centred environment
- Assist the Club in establishing Safeguarding and Child Protection Policy and Procedures
- Be first point of contact and manage cases of poor practice/abuse reported to the organisation
- Ensure all incidents and concerns are dealt with in accordance with policy guidelines
- Manage referrals to Children's social care services and the police
- Central point of contact for internal and external agencies
- Represent the Club at external meetings regarding safeguarding
- Ensure that Codes of Conduct are in place for staff, volunteers, children and PGA professionals and that there are guidelines for parents and these are communicated to relevant parties.
- Provide advice and support to Hampshire County Welfare Officers
- Lead the Club's reviews for safeguarding and protecting children
- Advise where required on child protection issues to Club and County Management Committees
- Maintain confidentiality