

# The FA Charter Standard Club Programme

## Guidance note for Club Welfare Officers



### Welcome!

Firstly, thank you for taking on the role of Club Welfare Officer; we trust that this information will support you in what is a very important role. Good luck with your new role.

### CFA Welfare Officer Support

It is essential that you work with your CFA Welfare Officer, so make sure you find out who they are! Contact your CFA for their name and contact details. The CFA Welfare Officer will be able to provide you with a '**Welfare Officer Information Pack**' which will introduce you to the CWO role, your responsibilities and outline where you can get advice and support.

It is essential that everyone knows who you are and how to get hold of you should there be a concern about a child. Make sure you have received your CWO posters from your CFA Welfare Officer as you can put your details on these and display them in appropriate places.

### Safeguarding Children Policy and Procedures Template

We have provided you with a Safeguarding Children Policy and Procedures Template. Please note you are required to place your Club name throughout this policy and make sure that your committee endorses this policy.

Everyone in your Club needs to be aware that you have a Safeguarding Children

Policy. It is best practice to make this available to coaches/team managers and parents/carers. You may wish to draw attention to the principles of your policy at pre-season meetings.

Remember you are not on your own - The FA has a network of thousands of people just like you taking on this role. To find out more about whom you can talk to locally contact your CFA Welfare Officer.

### TheFA.com

For more information about your role, visit [www.TheFA.com/footballsafes](http://www.TheFA.com/footballsafes) where you will find:

- The FA's Safeguarding Children Policy and Procedures
- Best practice guidance on a number of topics including Responsible Recruitment, Photography, Travel, Trips and Tournaments and more
- CWO FAQs
- CRB FAQs
- Useful website links