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**Club Welfare Officer**

**Role Description**

UPDATED NOV 05

The Club Welfare Officer will:

1. Sign a Personal Disclosure Form that must be forwarded to the England Squash Chief Executive in an envelope marked CP Private and Confidential.

2. Ensure that any persons including coaches, officials and volunteers, acting on behalf of the club, who will come into contact with juniors (including Under 19 groups), should complete a Personal Disclosure Form.

3. Ensure all parents/guardians of juniors involved in club activities and events have completed a parent consent form. **Please note: This form can be completed at the beginning of a season to cover all activities.**

4.Ensure all coaches, officials and volunteers working with juniors within the club have completed a Personal Disclosure Form. **Please note: This may be the second time the Coach has been asked to complete the form but it acts as a further safeguard for the sport.**

5**.** Forward a copy of an individuals Personal Disclosure Form to the England Squash Chief Executive upon completion.

6. Keep confidential records of all documentation in a secure manner so as it can be produced should it be required for reference at a later date by the England Squash Chief Executive.

7. Refer any concerns and/or allegations to the England Squash Chief Executive immediately using the Incident Referral Form.

8. Ensure coaches, officials, volunteers, parents/guardians and juniors have access to the England Squash Child Protection Policies and Procedures document.

**In case of concerns and/or allegations of child abuse, it should be stressed that the Club Welfare Officer is NOT required to make any decision regarding the matter but should contact the England Squash Chief Executive immediately.**