Dundee Sailing Club

Role Title: **Welfare Officer**

Communication with: **Club members, Committee and external bodies as required**

Role Purpose:

To help protect children and/or adults, both on and off the water

Key Duties:

- Maintaining up to date policy and procedures, compatible with the RYA's.
- Ensuring that relevant club members and/or volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- Advising the DSC committee on safeguarding and child and adult protection issues.
- Maintaining contact details for local Children's Services, Adult Services and Police.

If there is a concern, to

- ***Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.***
- Decide on the appropriate action to be taken, in line with DSC's procedures and in conjunction with the Commodore
- Keep the RYA informed as necessary

Skills Required:

Essential: Approachable with good communication skills, especially for children, protected adults and their parents/carers

Desirable: Relevant knowledge and experience.

Time Commitment:

Estimated 2 hours per month but could be significantly higher in case of a concern