

Role Description

Volunteer Overarching Welfare Lead

Background

Fitmums and Friends is registered charity supporting around 1000 members each year who attend 11 volunteer led clubs across East, North and South Yorkshire. In addition, the charity has a small team of paid staff which support several additional activity based programmes including bereavement; menopause; learning disabilities; sight loss; and children's activities.

The charity has several elements to its safeguarding structure as detailed in the diagram below, which ensure a robust and comprehensive approach to safeguarding and wellbeing. This includes support from two designated safeguarding trustees and several systems to ensure adequate checks are in place to ensure safeguarding processes work effectively. A number of external sources of expertise are also available including [England Athletics](#); [Forum](#); [Community Vision](#); [Active Humber](#).

Diagram 1 – Safeguarding Elements of Fitmums and Friends

<i>Online incident reporting system so that issues can be raised easily</i>
<i>Initial review by Club Liaison Co-ordinator (CLC)</i>
<i>Overarching Welfare Leads (OWL)</i>
<i>Safeguarding Trustees</i>
<i>Safeguarding Supervision process (internal) – takes place quarterly</i>
<i>Safeguarding Assurance assessment (external) – takes place annually</i>
<i>External sources of expertise to give additional support/guidance</i>

About the role

Fitmums and Friends currently has a team of two volunteer Overarching Welfare Leads (OWLs) and we'd like to expand to a team of three.

The OWL role provides attendees/members/staff/volunteers with a trained and trusted person to speak to about a concern either within a club or across the wider charity.

An OWL is the lead person who has the right skills and knowledge to manage any concern raised, in an appropriate way that would not hamper any investigation and shares information accordingly. The role of an OWL is part of a wider safeguarding structure which includes other support mechanisms..

With prior experience of safeguarding through a professional work role, and by completing the England Athletics Online Safeguarding and Time to Listen training, Fitmums and Friends can be confident that OWLs have the right level of knowledge for the role including how to raise a concern and who to speak to when this is required.

Responsibilities of an OWL

An Overarching Welfare Lead has the responsibility to:

- contribute towards maintaining effective Child & Adult Safeguarding Policies and Procedures
- help promote safeguarding across the charity and encourage good practice
- respond appropriately to safeguarding concerns
- provide a quarterly written update to the Board of Trustees on safeguarding and welfare matters
- deal effectively with breaches of the Codes of Conduct, poor practice, or allegations of abuse
- keep up to date with developments in safeguarding
- maintain confidential records of reported concerns and action taken
- liaise with the UKA Welfare Officer and/or statutory agencies if/when required.

Person specification

- have an interest in safeguarding and welfare matters with professional safeguarding experience e.g. within teaching, nursing, social work, public sector.
- be friendly and approachable with the ability to communicate well.
- understand the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child or an adult at risk.
- be willing to challenge opinion where necessary, and to drive the safeguarding agenda.
- have strong listening skills and the ability to deal with sensitive situations with empathy and integrity.

Requirements for the role

- DBS check
- attend the relevant safeguarding courses for the role including Online Safeguarding and England Athletics Child Welfare and Adult Welfare courses.

How much time will this role take?

- No regular weekly commitment but in the event of an incident the role requires flexibility to help respond to an Incident Report, but we can work this around OWL availability.
- Attendance at one Board of Trustees meeting per year (in person but held locally)
- Contribute jointly with the team of OWLs to providing a written update every quarter for the Board of Trustees meetings
- Quarterly supervision review meetings with members of the central team to review the incident log.