



Respect



Appointing a Youth League Welfare Officer (YLWO)

Safeguarding children is everyone's responsibility – including The FA's, as the game's governing body in this country.

It is FA policy that, to be able to affiliate for the **2009-10 season, every league which runs an under-18 team must have a Youth League Welfare Officer who has:**

- an 'accepted' CRB check via The FA CRB Unit
- completed The FA Safeguarding Children workshop (formerly known as Child protection and best practice workshop)

From the start of the 2008 - 2009 Season Welfare Officers were required to have an 'accepted' or as a minimum an 'in progress' CRB check via The FA CRB Unit; so clubs already affiliated in the 2008-2009 Season will already have complied with this requirement.

And going forwards...

From the start of the 2010-2011 Season your Welfare Officer must have:

- an 'accepted' CRB check via The FA CRB Unit
- completed The FA Safeguarding Children workshop
- completed The FA Welfare Officer workshop

Your Welfare Officer will have two key roles these are:

1. Aware of the leagues responsibilities when running football activities for children and young people. Ensuring these responsibilities are well understood by others and developing best practice processes.
2. Helping league and club personnel understand their 'duty of care' towards children and young people.
For example:
 - managing the roll out of FA CRB checks
 - organising/supporting networking events for the Club Welfare Officers
 - signing up to The FA respect Programme and helping clubs to get involved

It is essential that the YLWO is perceived as being approachable, having a child centred approach and the ability to maintain this perspective when carrying out their role.

The type of person that would make a good YLWO is someone who:

- always puts children's welfare first
- is a good communicator
- has a common sense approach
- is willing to learn and seek advice
- is over the age of 18

Where to start

- Make it known amongst your affiliated club's, including parents/carers, that you need to appoint a YLWO onto the committee
- Provide all clubs including parents/carers with the relevant information about this role
- Establish if anyone involved with your league or an affiliated club (or who is known by someone in the league) has any professional child protection expertise, you may have someone with a family member who is or was a police officer, teacher or social worker that might be willing to take on the role
- Ensure you have a fair and open recruitment process in line with your league's constitution, you may wish to advertise the role on your league/County FA website or through quarterly/monthly communications you already have in place
- Before appointing your Welfare Officer ensure that you have considered their appropriateness for this role by checking them against The FA's Safeguarding Children Person Specification and Suitability Checklist detailed below;



Person Specification and Suitability Checklist

1. Person Specification

Essential

- Experience of dealing or working with young people
- Knowledge and understanding of safeguarding children issues¹
- A good communicator in a variety of situations with people from diverse backgrounds
- Committed to and ability to promote Respect and safeguarding children
- Empathy when dealing with individuals, sometimes in demanding situations
- Ability to listen and assess situations fairly
- Ability to handle confidential information sensitively and with integrity
- Reasonable level of administration experience and how to deal with confidential documentation
- Willingness to attend any in-service training facilitated by either The FA or the local County FA

Desirable

- Knowledge and understanding of grassroots football
- Access to the internet
- Ability to use Emails

2. Suitability Checklist

Essential

- Willing and able to provide relevant references
- Previous experience of dealing or working with children
- Knowledge of and positive attitudes to equal opportunities
- Commitment to treat all children as individuals and with equal concern
- Physical health - appropriate to carry out tasks
- Integrity and flexibility
- At least 18 years of age
- Completion of The FA CRB Disclosure process² and acceptance by The FA of the outcome³

- Understanding of the need for confidentiality when dealing with issues
- Reasonable level of administration experience and how to deal with confidential documentation
- Completion of The FA's Safeguarding Children and Welfare Officer Workshops
- Willingness to update skills and knowledge and attend in-service training facilitated by The FA or the local County FA

Desirable

- Knowledge of child protection issues
- Knowledge of safeguarding children legislation
- Relevant football knowledge/understanding

NB If anyone is known to be unsuitable to work with children his/her application should be refused by the league. If in doubt about an applicant contact your County FA Welfare Officer.

More information

If you need any further advice or information please contact your County FA Welfare Officer who will be happy to help you.

More information about the role of the welfare officer is available on www.TheFA.com/Footballsafes and clicking on Welfare Officer FAQs under the Welfare Officer section and also on the Respect pages under 'My Role' simply click on Welfare Officer.

¹This can be gained through The FA's Safeguarding Children Education Programme, see www.TheFA.com/Footballsafes for further information or speak to your County FA Welfare Officer.

²The policy on CRB Disclosures will be subject to change, in light of the implementation of the Safeguarding Vulnerable Groups Act (SVGA), 2006 due to come into effect in July 2010. Further information will be provided on this via TheFA.com and the County FA Welfare Officers.

³Some people with a history of offending can still be considered for this role. If you wish to find out more about this visit the CRB FAQ on www.TheFA.com/Footballsafes or email crb@TheFA.com or call 0845 210 8080. The policy on CRB Enhanced Disclosures will be subject to change, in light of the implementation of the SVGA.