



## Welfare Officer Checklist

As an Association Welfare Officer, please take a few minutes to look through these questions below to ensure your Association is embedding good practice in relation to safeguarding:

- Are you on the Association committee?
- Have you attended both the FA Safeguarding Children and Welfare Officer Workshops?
- Do you and all your managers and coaches have accepted FA DBS (formerly CRB) checks? Remember these are not portable from the LEA or other organisations)
- Have your AOTTs (adults other than children) achieved a minimum of an FA level 1 coaching, including the Safeguarding Children module?
- Have you listed all your managers and coaches on the affiliation website?
- Does your Association have a Safeguarding Children policy in place? An anti-bullying policy? Travel, Trips and Tournaments?
- Does your Association have a clear complaints procedure?
- Are all policies accessible to your players and their parents/guardians?
- Have you got copies of consent forms signed by players and/or parents allowing them to take part in activities and agreeing to abide by Association policies?
- Are there any special medical concerns or individual needs you need to make coaches aware of?
- Do the players and their parents/guardians know who you are and what your role is? Do they know how they can contact you?
- Do you know who the National Welfare Officers are and how to contact them?