



GUIDANCE NOTES NO:

5.2

WELFARE OFFICERS' CODE OF CONDUCT

FOR CLUBS AND LEAGUES

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WELFARE OFFICERS' CODE OF CONDUCT

Safeguarding is everyone's responsibility.

But as a Welfare Officer you are key, along with the committee, to ensure safeguards are in place at your club/league.

This is a position of influence and it's important we all have a positive and proactive approach to safeguarding across football.

To guide both consistency and appropriateness The FA has developed a Code of Conduct to which all Welfare Officers are required to sign up and adhere.

THE CODE:

In taking up the position of Welfare Officer you are agreeing with this Code of Conduct and will accept that within the role of Welfare Officer you will:

- Be child-centred at all times and promote a fun, safe environment for children and young people;
- Follow all The FA's policies and in particular procedures for reporting safeguarding concerns, including discrimination;
- Act appropriately in all situations brought to your attention;
- Champion best practice within your club/league;

- Communicate and positively engage with the County FA Designated Safeguarding Officer (CFA DSO) on all poor practice/safeguarding matters brought to the attention of County FA/ The FA;
- Attend meetings as reasonably required by your committee, league and County FA;
- Manage and deal with poor practice issues in an appropriate and timely manner;
- Ensure appropriate levels of confidentiality and data security are maintained at all times;
- Implement and manage a responsible recruitment process in line with The FA's policy and procedures;
- Attend Continued Personal Development (CPD) opportunities as offered by your County FA or The FA and show a commitment to keeping your training and qualifications up to date.



By agreeing to hold the post of Welfare Officer, you understand that if you do not follow the above Code any/all of the following actions may be undertaken by your club, league, County FA or The FA (this is not an exhaustive list). You could be:

- Required to meet with the club/league committee, Youth League Welfare Officer (YLWO) or CFA DSO;
- Required to follow an action plan monitored by the YLWO/CFA DSO;
- Required to complete a relevant FA education course;
- Suspended by the club/league;
- Fined or suspended by the CFA;
- Required to leave the club/league;
- Removed from role by the club/league, CFA/The FA.

On appointment you agree to uphold the 'Code of Conduct for Welfare Officers' and understand the actions that may be taken should you fail to act in accordance with the Code.

You also confirm that you meet the criteria outlined within The FA's 'Suitability Checklist for Welfare Officers'. The checklist is contained with **Guidance Notes 5.1:**

Appointing a Welfare Officer

I, Sarah-Jane Heber-Hall O'Neill, agree to abide by this code of conduct, for the duration of my term as Welfare Officer for Ebbsfleet United Women Football Club. I also meet the criteria within the FA's Suitability Checklist for Welfare Officers.

Signed:



Date:

1st September 2023

FOR FURTHER INFORMATION

If you need any further advice or information please contact your County FA DSO who will be happy to help you. [Click here](#) for a list of all County FA key contacts, including County FA DSOs.





FOR ALL

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