



JOB DESCRIPTION: WELFARE OFFICER

ROLE

Responsible for the implementation of good practice and child protection policies within the club

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Approachable
- Good listener / communicator
- Tactful and discreet
- Ability to act independently with integrity

MAIN DUTIES

- Be the first point of contact for all club members, volunteers, young people and parents for any issues concerning child welfare, poor practice or potential / alleged abuse
- Ensure swimmers and club members have access to appropriate support and contact details, via noticeboard, website etc
- Assist the club to operate in line with Wavepower, the ASA Child Safeguarding policies and procedures
- Assist the committee in keeping all codes of conduct, practices and implementation plans for child safeguarding up to date and reviewed regularly
- Ensure all relevant club members, coaches, teachers and volunteers have up-to-date DBS Enhanced Disclosure
- To maintain, administer and manage the completion of the DBS process for the club.
- To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
- To ensure that the ASA Child Protection Policy and Procedure are followed by the club and that Child Protection is a standing item on the committee agenda.
- Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days.
- To attend at least one Child Protection workshop held by the County Welfare Officer each year eg ASA Time to listen workshop
- To follow and promote the ASA Child Protection & Code of Ethics policy.
- Advise the committee as necessary on child safeguarding issues
- Ensure confidentiality is maintained and information is only shared on a need to know basis
- Liaise with Regional Welfare Officer as needed
- Attend monthly and quarterly committee meetings
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and the club's EAP.

Signatures: Welfare Officer _____ Date: _____

Chairperson/Secretary _____ Date: _____