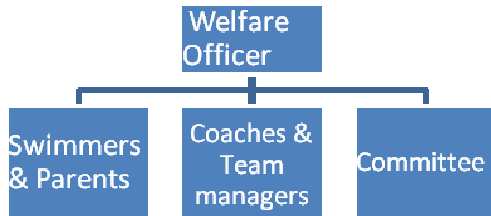


Date Adopted:

Date to be reviewed:

## Weston Super Mare Swimming Club Job description- Welfare Officer



### Responsibilities & Aims

- Assist with the safeguarding and protecting of children and young people in aquatics.
- Implement the ASA wave power policy and procedures.

### Qualifications required:

- An understanding of child protection and how best practice and the use of the Criminal Record Bureau (CRB) checks can help prevent child abuse.
- Possess good communication skills.
- Respect confidentiality.
- Possess tact and discretion.

### Commitment required

- Attend club meetings.
- Dedicate time should any child protection concerns be raised.
- Time necessary for completion of CRB check forms for new members working with children and young people.
- Attend Team manager course (1 x 3Hrs session )
- Attend Child protection course ( 3hrs session currently valid for 2 years) and any other course relevant for this role.

Date Adopted:

Date to be reviewed:

### Duties

- Assist the club to put in place the AS Wave power policy and procedures
- Assist the club to put in place implementation plans for child protection
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse
- Ensure that all incidents are correctly reported and referred out in accordance with the Wave power guidance guidelines
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training
- Ensure that ASA Wave power procedures for recruitment of staff and volunteers are followed
- Ensure all appropriate staff or volunteers have up to date criminal records disclosures/self disclosures
  
- Be aware of and have a note of contact details of the local Social Services and the Police
  
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents
  
- Sit on the Club Management Committee to advise on child protection issues or be in attendance as necessary
  
- Ensure confidentiality is maintained and information is only shared on a 'need to know basis'

### Training Required

- Child Protection in Sport "Time to Listen" training for designated persons for child protection/welfare in sport
  
- Safeguarding Children in Sport Workshop.

Full funding can be obtained from WSM Swimming club committee for courses. Applications for funding should be put in writing to the committee course co-ordinator.

