



Welfare Officer

ROLE

The main purpose of the Welfare Officer within the club is safeguarding and protecting of children and young people in aquatics, and to implement the ASA Wave power policy and procedures. In doing so, the person undertaking the role of a Welfare Officer should have an understanding of child protection, and how best practice and the use of the criminal record bureau (CRB) checks can help prevent child abuse.

SKILLS

- To have an understanding of child protection
- To have an understanding of how best practice and the use of criminal records checks can help prevent child abuse
- To be a good communicator, and is approachable, clear and concise
- To be a good listener with an empathy for young people
- To respect confidentiality, be tactful and discreet
- Reliable and honest

MAIN DUTIES

- Assist the club to put in place ASA 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 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
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO
- 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

COMMITMENT

Will include attendance at committee meetings and dedicated time should any child protection concerns be raised

BENEFITS TO SELF

Achieving a high level of administration and communication skills that will enhance/support Child Welfare within the Club