



CHILD WELFARE OFFICER

Role

To be responsible for the implementation of good practice and child protection policies within the club

Main Duties

- Ensure all possible child protection concerns (urgent and non-urgent) are dealt with following the ASA Child Protection Guidelines as set down in the ASA's Wavepower document
- Maintain, administer and manage the completion of CRB clearance forms as required; maintain a database of clearance disclosure dates and document numbers
- To be aware of all Child Protection Policies and Procedures both of the club and the ASA; and to receive all relevant updates of this nature from the ASA to be communicated to the committee
- To ensure the club's policy, which incorporates Swimline, is promoted on all notice-boards and that this is kept up-to-date
- To raise awareness of good child protection practice within the Teaching and Coaching Team through regular attendance on an ASA/Sports Coach UK Safeguarding and Protecting Children workshop
- To ensure that volunteers within the club are introduced to good child protection practice through regular attendance on an ASA/Sports Coach UK Safeguarding and Protecting Children workshop
- Undertake appropriate training as required

Please see the club website for links to resources to help you carry out your role.

All volunteers are expected to uphold club policies, especially the child protection policy

