



WELFARE OFFICER

Role

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

Skills

- Approachable
 - Good listener and communicator
 - Tactful and discreet and able to maintain absolute confidentiality
 - Organised and able to liaise with other agencies
 - Able to be objective and focused on putting the swimmer as the priority
-

Main Duties

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
 - To deal with all concerns regarding bullying or misconduct
 - To maintain, administer and manage the completion of the CRB check forms
 - To be aware of and share updates and developments of the ISA
 - To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
 - To produce, maintain and promote club documentation about swimmer welfare
 - To ensure Swimline is promoted by the leaflet on the club notice board
 - To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop (Safeguarding).
 - To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
 - To update knowledge of Child Protection issues and procedures by attending the ASA Time to Listen workshop or its equal
 - To support teachers and coaches in instances of serious breaches of the codes of conduct or where a swimmer has caused danger to others, by creating a discipline panel
 - To ensure fairness and impartiality in the conduct of the discipline panel and report to the full committee the outcomes/recommendations
 - Maintain up to date medical information of swimmers
 - Maintain records of publicity permissions
 - Ensure that all teachers and coaches are kept up to date with information that may affect the performance of their swimmers, including medical information and where necessary, support in finding information to support understanding of the condition
 - Form part of the club away trips and event planning committees to ensure good practice from the outset.
 - Monitor material published on the CASc website
-

Commitment

Dealing with issues as and when they arise plus committee commitments
