Durham City

AMATEUR SWIMMING AND WATER POLO CLUB

Role Description: Club Welfare Officer

Role of Welfare Officer

The main purpose of the role is to assist with the 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 Disclosure and Barring Service (DBS) checks can help prevent child abuse.

Duties of Welfare Officer

- Assist the club to put in place the 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 guidance guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB/DBS check and the opportunity to access appropriate child protection training.
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO.
- To ensure Swimline is promoted by the leaflet on the club notice board
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- To attend Committee Meetings 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.
- 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.
- 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 attend the ASA Time to Listen workshop

Approved: April 2014

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