



Oxfordshire & North Buckinghamshire Counties ASA

COUNTY WELFARE OFFICER – ROLE DESCRIPTION

JOB TITLE

Oxfordshire & North Buckinghamshire Counties ASA – **COUNTY WELFARE OFFICER**

JOB PURPOSE

The County Welfare Officer is appointed by the county and is required to offer support to clubs as and when required by the clubs, or on the request of the Swim England Child Safeguarding Team.

RESPONSIBLE TO

The Oxfordshire & North Buckinghamshire Counties ASA Committee.

MAIN TASKS, DUTIES AND RESPONSIBILITIES

Details of tasks are taken from Wavepower [Wavepower 2020-23 | Child safeguarding for Swim England clubs \(swimming.org\)](#) which the County Welfare Officer will need to be conversant with. Tasks are details below:

Direct Responsibility:

- To raise awareness and assist the county in implementing Wavepower.
- To assist the county in putting plans in place for child safeguarding.
- To maintain an up-to-date list of Welfare Officers in the county.
- To be available to assist clubs in our county as requested, and monitor/review club arrangements for safeguarding children as requested by the Swim England Child Safeguarding Team.
- Be available at County Championships, utilising Club Welfare Officers as necessary.
- To assist the county and support clubs within the county to ensure that Codes of Conduct are in place.
- To sit on, or be in attendance at as necessary, the county management committee to advise on child safeguarding issues.
- To ensure confidentiality is maintained and information is only shared on a "need-to-know" basis.
- To ensure awareness of your role and contact details by Welfare Officers in your county.
- To ensure that all incidents are correctly referred and reported in accordance with Wavepower.
- To be the first point of contact for county staff and volunteers, children and parents/ guardians for any issues concerning child welfare or potential or alleged abuse
- To be aware of, and have a note of contact details of police, LADO, MASH Team, safeguarding partners and the Swim England Child Safeguarding Team.

- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.

In Conjunction with Club Welfare Officers

- To ensure that all relevant county members, volunteers and staff have a DBS check if appropriate and the opportunity to access appropriate child safeguarding training.
- To ensure confidentiality is maintained and information is only shared on a "need-to-know" basis.
- To ensure that all incidents are correctly referred and reported in accordance with Wavepower.
- To be a point of contact for volunteers, children and parents/ guardians for any issues concerning child welfare or potential or alleged abuse.
- To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.

SKILLS & QUALITIES

The person volunteering for this role will need:

- A child-centred approach.
- Good administration and record maintenance skills.
- Excellent communication skills.
- Confidence when referring cases externally.
- The ability to ensure policies and procedures are effectively implemented.
- To be approachable and able to stand their ground when necessary.

TRAINING REQUIRED

The following training/checks are required:

- Complete the NSPCC Child Protection in Sport Unit Time training. Courses are run by the Swim England Regions and details can be found by contacting your Regional Office.
- The UK Coaching Safeguarding and Protecting Children Workshop or approved alternative training which can be found in Wavepower.
- Enhanced DBS.

TERM

The person volunteering for this role should expect to be in post for a minimum of 2 years.