

Patrons: Sharron Davies MBE, Stephanie Millward MBE

Welfare Officer

Role

The role of a welfare officer is essential in providing a first point of contact for children, parents and adults within the Club who have a child safeguarding or welfare concern.

Skills

- Approachable
- Good listener
- Excellent communication skills
- Tactful and discreet
- Have a child- centred approach
- Have basic administration and record maintenance skills
- You will have confidence when referring cases effectively.
- The ability to ensure policy and procedures are implemented effectively.

Main Duties

- To assist the Club in implementing Wavepower, Swim England's Child Safeguarding Policy and Procedures document.
- To be the first point of contact for Club staff, volunteers, young people, and parents for any issues concerning child welfare, poor practice or potential or alleged abuse.
- To ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- To act independently and in the best interests of a child at the Club, putting their needs above that of others and the Club itself.
- To ensure that all relevant Club members, volunteers and staff have an up to date DBS Enhanced Disclosure (this should be updated every three years) and the opportunity to access appropriate child safeguarding training.
- To ensure that Codes of Conduct are in place for Club staff, volunteers, coaches, competitors and parents.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

Commitment

Ongoing commitment to dedicated time as and when any child protection concerns be raised.

Attendance at monthly committee meetings

Benefits to Self

Contribution to ensuring a safe environment is provided for young persons to enjoy sport. This is a hugely important role requiring the individual to take-on a certain level of responsibility to the Club's members. As well as your ability to ensure Swim England's safeguarding policies and procedures are implemented and adopted within the Club, it is an opportunity to take on a new challenge and support the welfare of its members.

Training Requirements



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- Current SCUK Safeguarding and Protecting Children certificate
- ASA/NSPCC Child Protection in Sport 'Learn to Listen' attendance within the last 3 year or prepared to attend the next available course ·
- Enhanced DBS check

There is a recommendation not to another role or to be an active coach within the Club. They should not be related to other members of the committee or other members of the coaching team. The Club may choose to have more than one welfare officer.

What support can you expect from Swim England?

- Access to resources and guidance via the '[Club Hub](#)'.
- Direct contact with and support from the Swim England Club Development Officers.
- Direct contact with and support from the Swim England Safeguarding Team.