

Bicester Blue Fins

Job Description

Welfare Officer

Skills Required

- Good listener
- Approachable

Main Duties

1. To maintain, administer and manage the completion of the CRB check forms.
2. To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a Child Protection nature from the ASA and ensure any recommendations made are integrated into Club policy.
3. To ensure that the ASA Child Protection Policy and Procedure is followed by the Club and that Child Protection is a standing item on the Committee agenda.
4. To ensure Swimline is promoted by a notice on the Club noticeboard.
5. Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or no urgent) are notified to the ASA Legal Affairs Department within 3 days.
6. To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
7. To attend at least one Child Protection workshop held by the County Welfare Officer each year.
8. Prepare and present a report at the Annual General Meeting of activities throughout the year.
9. To follow and promote the ASA Child Protection policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____

