Chesham Swimming Club

WELFARE OFFICER

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

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Skills
- Approachable
- Good listener
- Good communication
- Tactful and discreet

Main Duties
With help from the Chief Coach and Workforce Co-ordinator
- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
- To maintain, administer and manage the completion of the CRB check forms
- 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 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.
- To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through appropriate training and information
- To attend the ASA Time to Listen workshop

Commitment
Dealing with issues as and when they arise plus club requirements 1 hour per month

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Benefits to Self
Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

Further Development/Support
ASA Time to Listen
A 3-hour workshop aimed to support Child Welfare Officers in carrying out this important role.
Provided by the ASA through the ASA Regional Training Network.

ASA Child Protection Guidelines (Wavepower)
Available to download from the ASA website
www.britishswimming.org >Club Information>Child Protection

ASA/Sports Coach UK Good Practice and Child Protection
Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice in this 3-hour workshop. Provided by the ASA through the ASA Regional Training Network.*

NSPCC – Keeping Children Safe in Sport
Written by the NSPCC, this distance-learning programme provides an introduction to keeping children safe. It is designed for anyone who comes into contact with children through sport. Available to complete online and also as a 'buy to share' resource for your club.
Provided by the NSPCC
Telephone: 020 7825 2500 Website: www.nspcc.org.uk

Safe Sport Away
A resource available from the ASA to support organisations to plan safely for trips away and to fulfil their duty of care for the young people taking part in these activities.
Provided by the ASA
Tel: 0800 220292 Email: salesawards@swimming.org
Website: www.britishswimming.org > Awards

** For your nearest centre on the ASA Regional Training Network visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700*

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website
www.britishswimming.org > Volunteers and Officials

ASA Volunteer Contact
Matt Sturgess - ASA National Volunteer Coordinator
Tel: 01509 632254 Email: volunteering@swimming.org

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
Millennium Volunteers	www.millenniumvolunteers.gov.uk
DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org

Signatures

Vice-Chairman …….. Date ……

Chairman …….. Date ……..

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last updated: March 2012