



Skills and qualities required:

- * Have a child-centred approach.
- * Have basic administration and record-maintenance skills.
- * Have excellent communication skills. Have confidence when referring cases externally.
- * Have the ability to ensure policies and procedures are in place and effectively implemented.
- * Be approachable and a good listener.
- * Be able to promote best practice.
- * Be confident and knowledgeable, fair and understanding.
- * A background working with children is an advantage.

Core tasks:

- * To assist the club in implementing Wavepower, Swim England's Child Safeguarding Policy and Procedures document.
- * To assist the club to put plans in place for child safeguarding.
- * To be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare, safeguarding, poor practice or potential or alleged abuse.
- * To ensure that all incidents are correctly referred, acted upon or reported in accordance with Wavepower and in a timely manner.
- * 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 a DBS Enhanced Disclosure and the opportunity to access appropriate child safeguarding training. These should both be updated every three years.
- * To ensure that Wavepower procedures for the safe recruitment of staff and volunteers are followed.
- * To be aware of, and have note of contact details of, the Local Children's Services, police, Local Authority Designated Officer and Multi-Agency Safeguarding Hub, and the Swim England Child Safeguarding Team.
- * To ensure that Codes of Conduct are in place for club staff, volunteers, coaches, members, and parents.
- * To sit on the club management committee to advise on child safeguarding issues or be in attendance as necessary.
- * To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
- * Get to know your County and Regional Welfare Officer.

Training required

- * The NSPCC Child Protection in Sport Unit 'Time to Listen' child safeguarding training for designated persons.
- * The SCUK Safeguarding and Protecting Children Workshop or approved accredited Local Safeguarding Children's Board equivalent.

Commitment

Attendance at Club meetings and dedicated time should any child protection concerns be raised plus Club requirements.