



Job Description: Welfare Officer

Role

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

Skills

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

Main Duties

- 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 and website
- 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 the NSPCC module, Keeping Children Safe in Sport
- To attend the ASA Time to Listen workshop

Commitment

Dealing with issues as and when they arise plus club requirements

Current Post Holder:

Amanda Dunning (Appointed: November 2017)