

# Warrington Swimming Club

**Role Title:** Welfare Officer

**Responsible To:** Chairman

- Role Purpose:**
- To assist with the safeguarding and protecting of children and young people in all aquatic disciplines
  - To implement the ASA Child Safeguarding and protection policies and procedures within the club
  - To ensure a safe environment is provided for young persons to enjoy sport in the club.
  - Dealing with all welfare issues in the club as and when they arise.

## **Main Duties and Tasks:**

- 1 Assist the club to review, implement and publicise to members the ASA Child Safeguarding and Protection policy and procedures
- 2 Be the first point of contact for club staff, volunteers, young people and parents for any issues concerning child welfare, poor practice, potential or alleged abuse
- 3 Ensure that all incidents are correctly reported and referred out in accordance with the ASA policy guidelines
- 4 Set up a system to ensure that all relevant club members, volunteers and staff who have significant contact with children within the club complete a CRB check and have the opportunity to access appropriate child protection training.
- 5 Ensure the ASA policies and procedures for the recruitment of staff and volunteers are promoted and followed in the club
- 6 Ensure all appropriate members have up to date criminal records disclosures
- 7 Be aware of and have a note of the contact details of the local Social Services Department, the Police and the ASA Child Safeguarding Officer
- 8 Ensure the codes of conduct are in place for club, members, coaches, teachers, competitors and parents
- 9 To report and advise the Club Management Committee on all aspects of child protection and any issues that are raised
- 10 Ensure confidentiality is maintained and information is only shared on a "need to know" basis.
- 11` Raise awareness of good child protection practice within the club with the club officers, teachers and coaches, members and parents/guardians of members
- 12 Be suitably qualified and to continually update personal knowledge relating to child welfare legislation.
- 13 Be available at all times (including out of hours) for advice or call out in order to resolve problems.
- 14 Knowledge and experience of the organisation, management and control of all Child Protection policies and procedures.

# Warrington Swimming Club

- 15 Completed a formal training course in child welfare and to hold a recognised child welfare certificate.

## **Skills Required:**

- 1 To have an understanding of child safeguarding and protection
- 2 To have an understanding of how best practice and the use of criminal records checks can help prevent child abuse
- 3 Must be articulate.
- 4 To be a good communicator and presenter who is approachable, clear and concise
- 5 To be a good listener with an empathy for young people
- 6 To be tactful and discrete
- 7 Able to organise own work programme in a logical manner and to work methodically through any child welfare issues.
- 8 Be knowledgeable and clear about how to make a referral

## **Key Performance Indicators:**

- 1 To be suitably qualified
- 2 To attend updating workshops related to good practice
- 3 To set up a system to ensure all appropriate members complete a CRB check