

Warrington Swimming and Water Polo Club

Role Title: Welfare Officer

Responsible To: Chairman

- Role Purpose:**
- To assist with the safeguarding of children and young people in all the 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 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 the relevant club members, volunteers and staff who have significant contact with children within the club complete a DBS check and by working in co-operation with the Workforce Co-ordinator have the opportunity to access appropriate child safeguarding 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 safeguarding 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 safeguarding 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 Safeguarding policies and procedures.
- 15 Completed a formal training course in child welfare and to hold a recognised child welfare certificate.

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Skills Required:

- 1 To have an understanding of child safeguarding
- 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 DBS check

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WELFARE OFFICER CONSTITUTIONAL REQUIREMENTS

1 Appointment

The Welfare Officer position is not subject to Annual nomination and election at the Club Annual General Meeting. The post is filled by appointment by the Club Committee as and when a vacancy occurs. A vacancy may occur due to:

- Resignation from the position at any time by the post holder
- Resignation from the club at any time by the post holder
- Removal by the Club Committee in accordance with the ASA Code of Conduct for Volunteers

2 Qualifications

It is a mandatory requirement of the ASA that the Welfare Officer has completed the Child Safeguarding Course and the Time to Listen Course. The qualifications are valid for three years and are then updated as a Continuous Professional Development (CPD) requirement. The courses, which are normally of 3 hours duration, are made available as separate modules on a regular basis by the North West Region. It is not a requirement that the qualification is held before the appointment is made but they should be obtained at the earliest opportunity after the appointment.

3 Additional Constraints

The Welfare Officer must be seen to be independent of the Club Management and coaching structures and therefore the Welfare Officer is not allowed to hold office as, or to be a member of the family of:

- a member of the committee
- a member of the teaching or coaching staff
- a team manager

4 Reporting

The Welfare Officer is not a member of the Management Committee but is allowed to attend meetings of the Management Committee and the Annual General Meeting and is required to report to the Management Committee on all aspects of welfare concerning the members of the club.