

WANTAGE WHITE HORSE SWIMMING CLUB

Role Title: Welfare Officer

Objective/Purpose of Role:

To ensure a safe environment is provided for young persons to enjoy sport.

Skills:

Approachable

Good listener

Good communicator

Tactful and discreet

Responsibilities/Activities

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines
- To maintain, administer and manage completion of the CRB check forms
- To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy
- To ensure that the ASA Child Protection Policy and Procedure is followed by the club and that Child Protection is a standard item on the committee agenda
- To ensure Swimline is promoted by a notice on the club notice board
- To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members (eg through the ASA/Sports Coach UK Good Practice and Child Protection workshops and the NSPCC module, Keeping Children Safe in Sport)
- To attend at least one Child Protection workshop (eg ASA Time to Listen) held by the County Welfare Officer each year

Typically includes Liaising With:

Swimmers and parents

Members of the club to organise CRB checks

Committee members

Indication of personal time spent performing task. 1-3 hours a month

Dealing with issues as they arise

Attending committee meetings

Training course(s) as appropriate

Administering the CRB checks