

## Role Description: Welfare Officer

### Role Objectives

The main purpose of the role is to assist with the safeguarding and protecting of children and young people in aquatics, and to implement the ASA Wavepower policy and procedures. In doing so, the person undertaking the role of a Welfare Officer should have an understanding of child protection, and how best practice and the use of the Disclosure and Barring Service (DBS) checks can help to prevent child abuse.

### Duties and Responsibilities

- Assist the club to put in place the ASA Wavepower policy and procedures
- To attend an ASA Time to Listen workshop
- Assist the club to implement plans for child protection
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse
- Ensure that all incidents are reported correctly and referred out in accordance with Wavepower guidelines
- Ensure that all relevant club members, volunteers and staff have a DBS check and the opportunity to access appropriate child protection training
- Be aware of and have a note of contact details of the local Social Services, the Police and ASA Independent Child Protection Officer (ICPO)
- To ensure details of Swimline are promoted on the club notice board and website
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents
- Sit on the Club Management Committee to advise on child protection issues or be in attendance as necessary
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis
- To raise awareness of good child protection practice with the teachers and coaches through the ASA/NSPCC Child Protection workshop
- To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC Keeping Children Safe in Sport.

### Skills and Qualities Required

- To have an understanding of child protection
- To have an understanding of how best practice and the use of DBS checks can help prevent child abuse
- To be a good communicator, who is approachable, clear and concise

- To be a good listener with an empathy for young people
- To respect confidentiality, be tactful and discreet

### **Role Details**

This is a voluntary role.

Time commitment required will vary from club to club, but will include attendance at club meetings, and dedicated time should any child protection concerns be raised.

You will need to attend an ASA/NSPCC Time To Listen course and a safeguarding course every three years.