

STROUD MASTERS SWIMMING CLUB



ROLE OF THE WELFARE OFFICER

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 Wave power 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 criminal record bureau (CRB) checks can help prevent child abuse.

DUTIES OF A WELFARE OFFICER:

- Assist the club to put in place the ASA Wave power policy and procedures.
- Assist the club to put in place implementation 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 correctly reported and referred out in accordance with the Wave power guidance guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure that ASA Wave power procedures for recruitment of staff and volunteers are followed
- Ensure all appropriate staff or volunteers have up to date criminal records disclosures/self disclosures.
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO.
- 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.

COMMITMENT / TIME FOR THE ROLE

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

SKILLS AND QUALITIES REQUIRED

- To have an understanding of child protection
- To have an understanding of how best practice and the use of criminal records checks can help prevent child abuse.
- To be a good communicator, and is approachable, clear and concise
- To be a good listener with an empathy for young people
- To respect confidentiality, and be tactful and discreet

TRAINING REQUIRED

- Child Protection in Sport “Time to Listen” training for designated persons for child protection/welfare in sport.
- Safeguarding Children in Sport workshop. (Contact your ASA Regional office for details).

TOOLS FOR THE ROLE

The following are deemed to be essential items for a Welfare Officer to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports, and to store and record information
- Filing system to record all correspondence
- Notebooks to record information
- Annual diary
- Club headed stationery
- CRB forms for completion by club staff and volunteers
- Telephone with access to an answer phone facility
- The following resources relating to child protection:
 - ASA Wave power: Child welfare in Swimming: procedures and guidelines
 - ASA: Frequently asked questions on child protection
 - ASA: Code of conduct for “away” trips
 - ASA: Regulations for the ASA Child Protection list
 - DCMS: Helping keep your child safe in sport
 - ASA/NSPCC: Safe Sport Away