

# WELFARE OFFICER

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**Role**

To be responsible for the implementation of good practice and child protection policies within the club

**RESPONSIBLE TO:** Club Chairman

**Skills**

- Approachable
- Good listener
- Good communication
- Tactful and discreet

**Main Duties**

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
- To maintain, administer and manage the completion of the CRB check forms
- To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
- To ensure Swimline is promoted by the leaflet on the club notice board
- To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.
- To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
- To attend the ASA Time to Listen workshop

**Commitment**

Dealing with issues as and when they arise plus club requirements i.e. 3 meetings per year.

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**Benefits to Self**

Contribution to ensuring a safe environment is provided for young persons to enjoy sport.

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**Further Development/Support**

ASA Time to Listen

*A 3-hour workshop aimed to support Child Welfare Officers in carrying out this important role.*

*Provided by the ASA through the ASA Regional Training Network.*

ASA Child Protection Guidelines (Wavepower)

*Available to download from the ASA website*

*[www.britishswimming.org](http://www.britishswimming.org) >Club Information>Child Protection*

ASA/Sports Coach UK Good Practice and Child Protection

*Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice in this 3-hour workshop.*

*Provided by the ASA through the ASA Regional Training Network\*.*

NSPCC – Keeping Children Safe in Sport

*Written by the NSPCC, this distance-learning programme provides an introduction to keeping children safe. It is designed for anyone who comes into contact with children through sport. Available to complete online and also as a 'buy to share' resource for your club.*

*Provided by the NSPCC*

*Telephone: 020 7825 2500*

*Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)*

Safe Sport Away

*A resource available from the ASA to support organisations to plan safely for trips away and to fulfil their duty of care for the young people taking part in these activities.*

*Provided by the ASA*

*Tel: 0800 220292 Email: [salesawards@swimming.org](mailto:salesawards@swimming.org)*

*Website: [www.britishswimming.org](http://www.britishswimming.org) > Awards*

*\* For your nearest centre on the ASA Regional Training Network visit the ASA website*

*[www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700*

**Useful Websites**

ASA website

[www.britishswimming.org](http://www.britishswimming.org)

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**Signatures:** Officer \_\_\_\_\_ Date:

Chairperson \_\_\_\_\_ Date: