

Appendix 3 (f)



Affiliated Club

JOB DESCRIPTION: WELFARE OFFICER

JOB TITLE: Welfare Officer.

PURPOSE: The role is essential for providing a point of contact for children, parents, and adults within the club.

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- A child- centered approach
- Ability to maintain database using IT skills.
- Good listener and approachable whilst always using discretion and tact.
- Excellent Communication skills
- Ability to deal with issues arising including disciplinary matters.
- Confidence when referring cases externally.
- Ensure policy and procedures are effectively implemented.

MAIN DUTIES: *JOINT RESPONSIBILITY*

- 1) To assist the club in implementing Wavepower, Swim England's Safeguarding Policy and Club safeguarding policy and procedures
- 2) Be the first point of contact for club volunteers, young people, Parents for any child welfare, poor practice or potential or alleged abuse.
- 3) To act in the best interests of the child at the club prioritizing their needs
- 4) To ensure that all relevant club volunteers have up to date DBS Enhanced Disclosure which should be updated every 3 years, and appropriate child safeguarding courses.
- 5) To ensure that the club/Swim England Safeguarding Policy and Procedure is followed by the club and that Child Safeguarding is a standing item on the committee agenda.
- 6) To ensure Code of Conduct are in place for volunteers, swimmers, and parents.
- 7) To ensure confidentiality is maintained and information is only shared on a need-to-know basis.
- 8) To attend at least one Child Safeguarding course annually
- 9) To attend the Time to Listen course.

Signatures: Officer _____ Date: _____