



Role Description - Welfare Officer

Role

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

Skills

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

Dealing with issues as and when they arise plus club requirements, around four meetings per year.

Benefits to Self

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

I have read and understood the above role description and agree to carry it out to the best of my ability.

Signed

(Melanie Lang)

Date