



## Congleton Amateur Swimming Club

### Welfare Officer Role Description

#### Role Objectives:

- To be the first point of contact within the club for problems relating to Child Welfare.
- To be responsible for implementation of good practice and safeguarding policies within the club

#### Person Specification:

- Be approachable and a good listener
- Be known to all club members
- Be aware of issues around confidentiality
- Be aware of Child Protection Procedures
- Be tactful and discreet
- Ideally, should have level 1 Safeguarding training and have completed the NSPCC Keeping Children Safe in Sport module

#### Duties and Responsibilities:

- To raise awareness of the club's Safeguarding policies and procedures and ensure that they are adhered to
- To ensure all possible child protection concerns (urgent and non-urgent) are dealt with, following the NSPCC Child Safeguarding Procedures.
- To be aware of the child protection policies and procedures of the NSPCC, be aware of updates and ensure recommendations are integrated in club policy
- To ensure that Child Safeguarding is a standing item on the management committee agenda
- To be available for swimmers, parents and teachers to voice concerns regarding child welfare issues and act on these concerns with a regard to confidentiality and child protection issues.
- To ensure that the club's anti-bullying policy is adhered to
- To assist the club's DBS Coordinator to ensure that all poolside helpers are DBS checked
- To attend at least one Child Protection workshop held by the County Welfare Officer each year.

#### Role Details:

- This is a voluntary role.

#### Times, days and location:

- As required by the club

#### Responsible to:

- The club Chair