



Club Welfare Officer

Introduction

This role is essential in providing a first point of contact for children, parents and adults within the club who have a child safeguarding or welfare concern

Who are we looking for?

- You will have a child-centred approach.
- You will have basic administration and record-maintenance skills.
- You will have excellent communication skills.
- You will have the ability to ensure policy and procedures are effectively implemented.

What do the club and Swim England expect from you?

- To assist the club in implementing Wavepower, Swim England's Child Safeguarding Policy and Procedures document.
- To be the first point of contact for club staff, volunteers, young people, and parents for any issues concerning child welfare, poor practice or potential or alleged abuse.
- To ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- To act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself.
- To ensure that all relevant club members, volunteers, and staff have an up-to-date DBS Enhanced Disclosure (this should be updated every 3 years) and the opportunity to access appropriate child safeguarding training. To attend welfare officer training.
- To ensure that Codes of Conduct are in place for club staff, volunteers, coaches, competitors, and parents.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

Level of commitment required

Ideally weekly attendance at the club sessions, this can be 1, 2 or 3 regular sessions. Once monthly attendance at committee meetings. We would expect you would have to spend some time outside of the club sessions on DBS admin though this is minimal.

What support can you expect from the club and Swim England?

- Access to resources and guidance via the 'Club Hub' and the clubs dropbox of files.
- Direct contact with and support from the Swim England Club Development Officers.
- Direct contact with and support from the Swim England Safeguarding Team
- Direct contact with and support from committee members including club secretary and chairperson. The club takes a welfare team approach so that the responsibility for safeguarding is the responsibility of committee, volunteers and poolside staff.

What will you gain from the experience?

This is a hugely important role requires the individual to take-on a certain level of responsibility to the club's members. As well as your ability to ensure Swim England's safeguarding policies and procedures are implemented and adopted within the club, it is an opportunity to take on a new challenge and support the welfare of its members.