



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Billborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION WELFARE, HEALTH & SAFETY OFFICER

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

- To have an understanding of child protection
- To have an understanding of how best practice and the use of criminal records checks can help prevent child abuse.
- To be a good communicator, and is approachable, clear and concise
- To be a good listener with an empathy for young people
- To respect confidentiality, and be tactful and discreet

Main Duties:

- Assist the club to put in place the ASA Wave power policy and procedures.
- Assist the club to put in place implementation plans for child protection.
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with the Wave power guidance guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure that ASA Wave power procedures for recruitment of staff and volunteers are followed
- Ensure all appropriate staff or volunteers have up to date criminal records disclosures/self disclosures.
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO.
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Sit on the Club Management Committee to advise on child protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

Signatures:

Officer..... Date.....

Chairperson.....Date.....

