



Nottingham Northern Swimming Club

Harvey Hadden Sports Village
Wigman Road
Bilborough
Nottingham
NG8 4PB

www.northernsc.co.uk

JOB DESCRIPTION WELFARE 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.....