



GCSC Welfare Officer

Role

Responsible for the implementation of good practice and child protection policies within the club

Skills

- Approachable
 - Good listener / communicator
 - Tactful and discreet
 - Ability to act independently with integrity
 - Basic record-keeping and administration skills
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Main Duties

- Be the first point of contact for all club members, volunteers, young people and parents for any issues concerning child welfare, poor practice or potential / alleged abuse
 - Ensure swimmers and club members have access to appropriate support and contact details, via noticeboard, website etc
 - Assist the club to operate in line with Wavepower, the ASA Child Safeguarding policies and procedures
 - Assist the committee keep all codes of conduct, practices and implementation plans for child safeguarding up to date and reviewed regularly
 - Ensure all relevant club members, coaches and volunteers have up-to-date DBS Enhanced Disclosure
 - Liaise with Workforce Development Co-ordinator to access appropriate child safeguarding training for coaches and volunteers
 - Ensure all incidents are reported correctly and referred in accordance with Wavepower
 - Be aware and have note of all local children's services and social care teams
 - Advise the committee as necessary on child safeguarding issues
 - Ensure confidentiality is maintained and information is only shared on a need to know basis
 - Liaise with Regional Welfare Officer as needed
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Commitment

Dealing with issues as and when they arise, attending home galas, committee meetings and administering DBS checks.

Child Safeguarding training and ASA Time to Listen workshop completion are required

Benefits to Self

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

Further Development / Support

- Training opportunities are available through the ASA Regional Training Networks: www.britishswimming.org to include courses such as Equity in Sport, Sports Clubs for All
 - ASA Time to Listen workshop aimed at Club Welfare Officers to help them carry out this important role. Contact as above.
 - ASA Child Protection Guidelines (WavePower) available to download from www.britishswimming.org/club_information/child_protection
 - NSPCC Keeping children safe in sport downloadable from www.nspcc.org.uk
 - ASA Safe Sport Away available to purchase from the ASA
 - ASA volunteer contact: volunteering@swimming.org
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