

# WELFARE OFFICER

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## Role

To be responsible for the implementation of good practice and child protection policies within the club

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## Skills

- Approachable
  - Good listener
  - Good communication
  - Tactful and discreet
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## Main Duties

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
  - To maintain, administer and manage the completion of the CRB check forms
  - To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
  - To ensure Swimline is promoted by the leaflet on the club notice board
  - To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.
  - To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
  - To attend the ASA Time to Listen workshop
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## Commitment

Dealing with issues as and when they arise plus club requirements i.e. 3 meetings per year.

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## Benefits to Self

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

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## Further Development/Support

ASA Time to Listen

*A 3-hour workshop aimed to support Child Welfare Officers in carrying out this important role.*

*Provided by the ASA through the ASA Regional Training Network.*

ASA Child Protection Guidelines (Wavepower)

*Available to download from the ASA website*

[www.britishswimming.org](http://www.britishswimming.org) >Club Information>Child Protection

ASA/Sports Coach UK Good Practice and Child Protection  
*Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice in this 3-hour workshop. Provided by the ASA through the ASA Regional Training Network\*.*

NSPCC – Keeping Children Safe in Sport  
*Written by the NSPCC, this distance-learning programme provides an introduction to keeping children safe. It is designed for anyone who comes into contact with children through sport. Available to complete online and also as a 'buy to share' resource for your club.*

Provided by the NSPCC  
Telephone: 020 7825 2500 Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Safe Sport Away  
*A resource available from the ASA to support organisations to plan safely for trips away and to fulfil their duty of care for the young people taking part in these activities.*

Provided by the ASA  
Tel: 0800 220292 Email: [salesawards@swimming.org](mailto:salesawards@swimming.org)  
Website: [www.britishswimming.org](http://www.britishswimming.org) > Awards

\* For your nearest centre on the ASA Regional Training Network visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

If you have any queries regarding volunteering within the sport contact your County Volunteer Coordinator, details available on the ASA website  
[www.britishswimming.org](http://www.britishswimming.org) > *Volunteers and Officials*

ASA Volunteer Contact  
Matt Sturgess - ASA National Volunteer Coordinator  
Tel: 01509 632254 Email: [volunteering@swimming.org](mailto:volunteering@swimming.org)

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### Useful Websites

ASA website	<a href="http://www.britishswimming.org">www.britishswimming.org</a>
Sport England	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Volunteering England	<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>
Millennium Volunteers	<a href="http://www.millenniumvolunteers.gov.uk">www.millenniumvolunteers.gov.uk</a>
DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
CSV	<a href="http://www.csv.org.uk">www.csv.org.uk</a>
Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>

SIGNED: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_