

# 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 we are 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 confidence when referring cases externally.
- You will have the ability to ensure policy and procedures are effectively implemented.

## What do we and the club 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 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

This will vary from club to club, but will include attendance at club meetings and dedicated time should any child protection concerns be raised.

## What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers.
- Direct contact with and support from the Swim England Safeguarding Team.

## 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.