



Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: Welfare Officer

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To provide a point of contact for swimmers, parents, teacher/coaches and other relevant parties in respect of child protection and other welfare issues. To ensure that all teachers/coaches and other helpers in contact with the Age Group swimmers have had enhanced CRB checks and have attended appropriate workshops.
- Skills Required:**
- good listener
 - organised
 - approachable
 - have a detailed knowledge of ASA Child Protection Policy
 - have attended a Sportscoach UK or other approved Child Protection workshop
- Time Commitment:** 1 hour per week

Key Tasks:

1. Maintain, administer and manage the completion and submission of CRB check forms
2. Be aware of the child protection policies and procedures of the ASA and to receive all updating information of a Child Protection nature from the ASA and ensure any recommendations made are integrated into club policy
3. Ensure that the ASA Child Protection Policy and Procedure is followed by the club and that Child Protection is a standing item on the committee agenda
4. Ensure SwimLine is promoted by a notice on the club notice board, website and newsletter
5. Ensure that all possible Child Protection concerns of an urgent nature are referred to the appropriate agency immediately and all concerns (urgent or non urgent) are notified to the ASA Legal Affairs Department within 3 days
6. Raise awareness of good Child Protection practice with the club officials, coaches and teachers, members and parents of members
7. Attend at least one Child Protection workshop held by the County Welfare Officer each year
8. Promote Swim 21 accreditation
9. Ensure the Health and Safety of members at all times
10. Adhere to and promote the Club's rules, regulations and other policy statements
11. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Welfare Officer:** **Date:**

Chairman:..... **Date:**