



Survive and Save Club

Job Description

Welfare Officer

Role

To be responsible for the implementation of the Swim England and RLSS Safeguarding and Protecting Children policies and procedures

Skills

- Approachable, clear and concise
- Good communicator both verbally and in writing
- Good listener with empathy for young people
- Tactful and discreet
- Maintain and respect confidentiality
- Good basic administration and record maintenance skills
- Ability to ensure that policies and procedures are effectively implemented

Main Duties

- Maintain a full understanding of:
 - Swim England Child Welfare Policy (Wave Power)
 - RLSS Safeguarding and Protecting Children policies and procedures
- Assist the club with the implementation of all aspects of the Swim England and RLSS Safeguarding and Protecting Children policies and procedures
- Be the first point of contact for swimmers and workforce for any issues relating to the welfare, poor practice and potential/alleged abuse
- Raise awareness of Safeguarding policies and good practice within the club to swimmers and parents
- Ensure all incidents are reported in accordance with current NGB policies
- 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.
- Ensure that relevant workforce have DBS checks carried out and renewed as required
- Ensure that workforce have completed and renewed suitable Safeguarding and Protecting Children training
- Ensure that relevant NGB safeguarding procedures for safe recruitment of staff and volunteers are followed
- Maintain up to date details for local child protection and welfare contacts
- Sit on the club management committee and advise on Safeguarding and Welfare issues as necessary.
- Ensure confidentiality is maintained and information is shared on a 'need to know' basis.

Time Commitment

On-going commitment dealing with issues as and when they are required. 1 hour per week

Committee Meetings

Other meetings as required