



# Survive and Save Club

## Job Description

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### Welfare Officer

#### Role

To be responsible for the implementation of the ASA 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

#### Main Duties

- Maintain a full understanding of:
  - ASA Child Welfare Policy (Wave Power)
  - RLSS Safeguarding and Protecting Children policies and procedures
- Assist the club with the implementation of all aspects of the ASA and RLSS Safeguarding and Protecting Children policies and procedures
- Be the first point of contact for swimmers and workforce for any issues relating 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
- Ensure that relevant workforce have CRB checks carried out and renewed as required
- Ensure that workforce have completed and renewed suitable Safeguarding and Protecting Children training
- Maintain up to date details for local child protection and welfare contacts
- Sit on the club management committee and advise on Safeguarding and Welfare procedures, policies and issues

#### Time Commitment

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