

NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: WELFARE OFFICER

JOB TITLE: Welfare Officer and Assistant Welfare Officer

RESPONSIBLE TO COMMITTEE:

SKILLS REQUIRED:

- Good listener.
- Approachable

MAIN DUTIES: JOINT RESPONSIBILITY

- 1) To maintain, administer and manage the completion of the CRB check forms.
- 2) To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a CP nature from the ASA and ensure any recommendations made are integrated into club policy.
- 3) To 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) To ensure Swimline is promoted by a notice on the club notice board.
- 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) To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
- 7) To attend Child Protection workshops and to keep up to date on Child protection matters
- 8) Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics

Time Commitment _____

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____