

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

RESPONSIBLE ADULT

ACCOUNTABLE TO: The Management Committee

SKILLS REQUIRED:

- Excellent communication skills
- Good listener
- Ability to handle sensitive information
- Approachable

EXPERIENCE NEEDED:

- Attended an appropriate child protection course will be advantageous
- Knowledge of current child protection policies is essential
- First Aid experience would be an advantage

PURPOSE OF JOB:

Ensure the safety of all persons poolside and that everyone poolside is fully aware of what is required of them within the protocols of the policy of good practice

MAIN DUTIES:

1. To keep an up-to-date register of all swimmers attending each session
2. Make a note of details of any particular need of an individual swimmer or injury
3. Ensure that you can access emergency contact details for all swimmers in your group
4. Abide by all policies and codes as required by the club.
5. Ensure that you have copies of injury report forms available at all times
6. Be aware and understand the facilities Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
7. 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.
8. To follow and raise awareness of good child protection practice with the club officials, coaches and teachers, members and parent of members.

Time Commitment: Designated training sessions as agreed

Signatures: Responsible Adult _____ Date _____

Chairperson _____ Date _____

