

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

WELFARE OFFICER

ACCOUNTABLE TO: The Management Committee

SKILLS REQUIRED:

- Excellent communication skills
 - Good listener
 - Willing to go on courses and keep abreast of information
 - Ability to handle sensitive information
 - Approachable
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EXPERIENCE NEEDED:

- Attended an appropriate child protection course will be advantageous
 - Knowledge of current child protection policies is essential
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PURPOSE OF JOB:

Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of the policy / of good practice

MAIN DUTIES: JOINT RESPONSIBILITY

1. To maintain, administer and manage the completion of the CRB check forms
2. To be aware of 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 are integrated into club policy.
3. To ensure that the ASA Child Protection Policy and Procedures 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 parent of members.
7. To attend at least one Child Protection workshop help by the County Welfare Officer each year.

Time Commitment: As and when

Signatures: Welfare Officer _____ Date _____

Chairperson _____ Date _____