



## Role – Welfare Officer

The following information has been adapted from Aqua forces 'Good Club Guide' in order for those in the roles mentioned, to have a better understanding of their responsibilities.

### Role of the Welfare Officer:

The main purpose of the role is to assist with the safeguarding and protecting of children and young people in aquatics, and to implement the ASA Wave power policy and procedures. In doing so, the person undertaking the role of a Welfare Officer should have an understanding of child protection, and how best practice and the use of the criminal record bureau (CRB) checks can help prevent child abuse.

### Duties of a Welfare Officer:

- Assist the club to put in place the ASA Wave power policy and procedures
- Assist the club to put in place implementation plans for child protection
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse
- Ensure that all incidents are correctly reported and referred out in accordance with the Wave power guidance guidelines
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training
- Ensure that ASA Wave power procedures for recruitment of staff and volunteers are followed
- Ensure all appropriate staff or volunteers have up to date criminal records disclosures/self disclosures
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents
- Sit on the Club Management Committee to advise on child protection issues or be in attendance as necessary
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis

### Commitment:

Attendance at all Committee Meeting's where possible, also ongoing weekly responsibilities of advising staff of Child Protection issues if they arise.