

Swim England Cambridgeshire Welfare Officer

Key attributes for this position include but are not limited to;

- **Good Interpersonal skills**
- **Some awareness of Safeguarding legislation**
- **Accuracy in report writing**

Summary of key note responsibilities for this role.

To be responsible for the implementation of good practice and child protection policies within the county using a child centred approach.

General Duties include but are not limited to:

- To implement and maintain a database of the names of club welfare officers aligned with their DBS check registration numbers, to support county's compliance to ASA Child Protection Guidelines (Wavepower document) and where necessary administer and manage the completion of the DBS check
- To act as a liaison between clubs and county in any safeguarding matters
- To ensure all possible child protection concerns (urgent and non-urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
- To be aware of the Child Protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
- To ensure Swimline is promoted to all clubs
- To Act with integrity and ensure confidentiality, where appropriate, is maintained
- Have readily available the contact details for the local Children's Social Care Team, the Police and the National Governing Body ICPO in accordance with Wavepower policies and procedures
- To advise all executive committee of good safeguarding practice to ensure all personnel follow the guidelines provided within Wavepower
- To receive guidance from the Regional Welfare Officer and to pass on information on Welfare guidance or workshops to the Club Welfare Officers
- Notify the ASA Safeguarding team of any child protection concerns raised, regardless of their magnitude
- Use the Regional Welfare Officer as a support mechanism and also to escalate any concerns that cannot be resolved at county level
- To represent the county at Regional or National level if required
- To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Safeguarding & Protecting Children workshop plus selected others as directed by the ASA.
- To ensure young volunteers within the county are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
- To attend the ASA Time to Listen workshop