



# Sherwood Colliery Swimming Club

## Role Description: WELFARE OFFICER

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### ***Role***

To be responsible for the implementation of good practice and child protection policies within the club

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### ***Skills***

- Approachable
  - Good listener
  - Good communication
  - Tactful and discreet
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### ***Main Duties***

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)
  - To maintain, administer and manage the completion of the CRB check forms
  - 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 by the leaflet on the club notice board
  - To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.
  - To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
  - To attend the ASA Time to Listen workshop
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### ***Commitment***

Dealing with issues as and when they arise plus club requirements.

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### ***Post Holder***

Name: ...Lisa Roberts .....

Date: .....

Signature:.....

Date: .....

June 2007