

Job Description

Job title: Welfare Officer

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1. Sit on the club's management committee.
2. To maintain, administer and manage the completion of the CRB check forms.
3. 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.
4. To ensure that the ASA Child Protection Policy and Procedure are followed by the club and that Child Protection is a standing item on the committee agenda.
5. To be the first point of contact for staff, volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse are identified.
6. 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.
7. To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
8. To attend at least one Child Protection workshop held by the County Welfare Officer each year.
9. To follow and promote the ASA Child Protection & Code of Ethics policy.
10. Promote anti-discriminatory practice.
11. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant should have the following skills : basic administration, basic advice and support provision, Child focused approach, communication, maintain records, ability to provide information about local resources and the ability to promote organisation's policy, procedures and resources.

Reporting to:

The Swindon Dolphin Executive Committee.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.