

## **Welfare Officer Role Description**

<b>Responsible to:</b>	<b>Swim England Essex Management Committee</b>
<b>Appointed by:</b>	<b>Swim England Essex Management Committee</b>
<b>Term of Office:</b>	<b>One Year</b>
<b>Status:</b>	<b>Voluntary Post</b>

### **The Role**

The duties of the Welfare Officer (WO) shall include, but not be limited to the tasks listed below.

### **Duties**

- Provide the first point of contact for children, parents, coaches and adults within the County who have a child safeguarding, welfare concern, poor practice, or potential or alleged abuse
- Assist Clubs within Essex County in implementing Wavepower, Swim England's Child Safeguarding Policy and Procedures documents
- Ensure that all incidents are reported correctly and refereed, in accordance with Wavepower
- Act independently and in the best interests of a child at a Club, putting their needs above that of others and the club itself
- Ensure that all relevant Essex members, volunteers and Committee members have an up-to-date DBS Enhanced Disclosure (which should be updated every 3 years) and the opportunity to access appropriate child safety training
- Ensure that the Codes of Conduct are in place for relevant Volunteers, Coaches, Competitors and Parents
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis
- Produce report for inclusion at the AGM
- Attend any Regional meetings as required
- Refer any matter that is unable to be resolved to the SEER Welfare officer (paid position)
- Adhere to and promote Swim England's Child Protection and Safeguarding Policies
- Adhere to and promote SE Essex Constitution

### Person Specification

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of a Swim England East Region club	Previous experience being the welfare officer for a club
Willingness to take a DBS Enhanced Disclosure	Good IT Skills
Excellent communications skills	
Ability to be discrete and maintain confidentiality	
Have a child-cantered approach	
Have confidence when referring cases externally	
Ability to ensure policy and procedures are effectively implemented	
Willingness to attend meetings and deal with issues as required	

### Commitment

Attend SE Essex County Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December

Dedicate time should any child protection concerns be raised

Undertake and maintain the relevant training courses required for the role including, but not limited to:

- Safeguarding in Aquatics
- Time To Listen
- Good Governance Welfare Officer Workshop
- Foundations of Inclusivity CPD