

Welfare Officer

Introduction

This role is essential in providing a first point of contact for children, parents and adults within the club who have a safeguarding or welfare concern.

Who are we looking for?

- You will have an athlete-centred approach.
- You will have basic administration and record-maintenance skills.
- You will have excellent communication skills.
- You will have confidence when referring cases externally.
- You will have the ability to ensure policy and procedures are effectively implemented.

What do we and the club expect from you?

- To assist the club in implementing Wavepower, Swim England's Safeguarding Policy and Procedures document.
- To be the first point of contact for club staff, volunteers, athletes, and parents for any issues concerning welfare, poor practice or potential or alleged abuse.
- To ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- To act independently and in the best interests of an athlete at the club, putting their needs above that of others and the club itself.
- To ensure that all relevant club members, volunteers and staff have an up-to-date DBS Enhanced Disclosure (this should be updated every 3 years) and the opportunity to access appropriate safeguarding training.
- To ensure that Codes of Conduct are in place for club staff, volunteers, coaches, athletes and parents.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

Level of commitment required

This will vary from club to club but will include attendance at club meetings and dedicated time should any welfare or safeguarding concerns be raised.

What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Team.
- Direct contact with and support from the Swim England Safeguarding Team.

What will you gain from the experience?

This is a hugely important role which requires the individual to take-on a certain level of responsibility to the club's members. As well as your ability to ensure Swim England's safeguarding policies and procedures are implemented and adopted within the club, it is an opportunity to support the welfare of its members.