



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: WELFARE OFFICER

RESPONSIBLE TO:

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

MAIN DUTIES:

1. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.
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 is followed by the club and that Child Protection is a standing item on the committee agenda.
5. To ensure Swimline is promoted by a notice on the club notice board.
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.
 - a. Act as a first point of contact for any child protection/welfare problems observing confidentiality at all times. If the problem is of a serious nature seek advice from chair/vice-chair or from the ASA.
7. To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
 - a. Ensure all new personnel who could have a one to one contact with children fill in an ASA Police check form and submit on completion to the ASA.
 - b. Ensure local council police check forms are also filled in and submitted when 2 is carried out.
8. Maintain the Club First aide kits.
9. Act as the safe custodian of completed accident report forms.
10. To attend at least one Child Protection workshop held by the County Welfare Officer each year.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____