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## Welfare Officer

### Job Description

Job Title:	Welfare Officer
Accountable To:	Club Committee
Qualification:	None
Additional Requirements:	CRB and Enhanced Disclosure Certificate Knowledge of the ASA Swim 21 Programme.
Skills Required:	1. Well Organised. 2. Highly Motivated. 3. Communication Skills.

1. To maintain, administer and manage the completion of the CRB check forms for all Committee Members, Club Helpers and Assistant Coaches.
2. To be aware of the child protection policies and procedures of the ASA and to receive all updating information of a Child Protection nature from the ASA and ensure any recommendations made are integrated into club policy.
3. 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.
4. To ensure Swimline is promoted by a notice on the club notice board & website.
5. 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.
6. To raise awareness of good child protection practice with the club officials, coaches and teachers, members and parents of members.
7. To attend a minimum of 50% of committee meetings per year.
8. To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
9. To follow and promote the ASA Code of Ethics.
10. To follow and promote the Clubs Code of Conduct.
11. To follow and promote the ASA Child Protection policy

Time Commitments:	1 Hour + Per Week Attendance of Meetings at the Club Attendance of External Meetings
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Signed:

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Volunteer /Employee

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Club

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Date