



## Role Statement – Welfare Officer

### Role Overview

The Wincanton Swimming Club Welfare Officer acts at the principal point of contact for children, parents and adults within the club who have a child or adult safeguarding or welfare concern.

### Role Qualifications & Attributes

The Welfare Officer for Wincanton Swimming Club will:

- Maintain a passion for the welfare and safety of all club members.
- Have a child-centred approach.
- Maintain good administration and record-maintenance skills.
- Have excellent communication skills.
- Have confidence when referring cases externally.
- Have the ability to ensure policy and procedures are effectively implemented.

### Role Responsibilities

The Welfare Officer for Wincanton Swimming Club will:

- Assist the club in implementing Wavepower, Swim England's Child Safeguarding Policy and Procedures.
- Act as the first point of contact for club staff, volunteers, young people, adult members and parents for any issues concerning welfare, or safeguarding.
- Ensure that all incidents are reported correctly and referred, in accordance with Wavepower.
- Act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself.
- 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 child safeguarding training.
- Collate evidence of compliance with Swim England Wavepower policy on an annual basis to support continued affiliation.
- Ensure that up to date Codes of Conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

The Club's Welfare Officer will attend club Committee meetings and liaise with Swim England, Somerset ASA or other organisations (to include Local Authority) as necessary to fulfil the requirements of their role and for safeguarding purposes.

Support to fulfil the role is available from the Swim England Club Development Officers, Swim England Safeguarding Team and Somerset ASA.