

Role Description – Welfare Officer

RESPONSIBLE TO: Club Committee

MAIN DUTIES:



1. Assist the club to put in ASA Wave Power Policy and procedures.
2. Assist the club to put in place implementation plan for child protection/
3. Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential abuse.
4. Ensure that all incidents are correctly reported and referred out in accordance with the Wave Power guidance and guidelines.
5. Ensure that all appropriate staff or volunteers have up to date CRB (criminal records disclosures/self disclosures).
6. Be aware and have a note of contact details of the local social services, the Police and NGB ICPO.
7. Ensure that codes of conduct are in place for staff, volunteers, coaches, competitors and parents.
8. Sit on the club management committee to advise on child protection issues or be in attendance as necessary.
9. Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

