Child Welfare Officer

The Child Welfare Officer reports to the Executive and is required to be a good listener and be approachable.

Main Duties

• To maintain, administer and manage the completion of the CRB check forms

• To be aware of the child protection policies and procedures of Swim England/Scotland/Wales and to receive all updating information of a CP nature from Swim England/Scotland/Wales and ensure that any recommendations made are integrated into the club policy

• To ensure that Swim England Child Protection Policy and Procedure is followed by the club and that Child Protection is a standing item on the committee agenda

• To ensure Swimline is promoted by a notice on the club’s website

• 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 Swim England Legal Affairs Department within 3 days

• To raise awareness of good child protection practice with the club officials, coaches, teachers, members and parents of members

• To attend at least one child protection workshop within the local area of the nominated officer

• To follow and promote Swim England child protection policy