



## **JOB/ROLE DESCRIPTION: CRB/WELFARE OFFICER**

### **Role**

To be responsible for the implementation of good practice and child protection policies within the club

### **Skills**

- Approachable
- Good listener
- Good communication
- Tactful and discreet

### **Main Duties**

- To ensure all possible child protection concerns (urgent and non urgent) are dealt with following the Club and ASA Child Protection Guidelines ("Wavepower" document)
- To maintain, administer and manage the completion of the CRB check forms
- To be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA
- To ensure Swimline is promoted by the leaflet on the club notice board and website
- To raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.
- To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport
- To attend the ASA Time to Listen workshop

### **Commitment**

Dealing with issues as and when they arise plus club requirements.

### **Current Post Holder:**

Laura Wood (as at 11<sup>th</sup> September 2011)