

The club Welfare Officer is not permitted to hold any other post in the club

The Welfare Officer role is essential to provide a “first point of contact” for children and adults within the club who have a concern regarding the safeguarding of children. In partnership with the club committee the Welfare Officer must also ensure that the club is adopting and implementing the various safeguarding practises and policies, which are necessary for it to demonstrate its duty of care for children. Clubs may choose to have one or two Welfare Officers, often one male and one female.

The importance of selecting the right person cannot be under estimated. The person selected may be involved in the most private aspects of club members’ lives. They may have to take part in meetings and discussions with police and Children Team workers. They must show that they are able to handle matters of a child safeguarding nature in the club in an appropriate and confidential manner

The Welfare Officer can be:

- A person with a qualification or experience in child safeguarding.
- A person currently working with children.
- A person who no longer has children currently training (possibly a past parent or parent of a senior swimmer).
- Male or female.

Core Skills

- 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/alleged abuse.
- Child centred approach
- Ensure that all incidents are correctly reported and referred out in accordance with Y Plant guidelines.
- Ensure that all relevant club members, volunteers and staff have a DBS check and the opportunity to access appropriate child protection training.
- Be aware of and have a note of contact details of the local Children’s Social Care Services, the Police and National Governing Body (NGB) Welfare Officer
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents. Basic administration and record maintenance.
- Communication skills.
- Confidence in relation to referring cases externally.
- Ability to ensure policy and procedures are effectively implemented.
- Assist the club put in place implementation plans for child safeguarding.

Core Tasks

- Ensure the club puts in place the Swim Wales Y Plant policy and procedures.
- Sit on the club management committee to advise on Child Protection issues or be in attendance as necessary.
- Ensure confidentiality is maintained and information is only shared on a “need to know” basis
- Assist the club to put in place implementation plans for child safeguarding.
- 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/alleged abuse.
- Ensure that all incidents are correctly reported and referred in accordance with Y Plant guidelines.
- Ensure that all relevant club members, volunteers and staff have a DBS check and the opportunity to access appropriate child protection training.
- Ensure that Swim Wales Y Plant procedures for safe recruitment of staff and volunteers are followed and all appropriate existing staff or volunteers have up to Safeguarding Certificates

Further information can be found in the Y Plant