



Job Description

Welfare Officer

Ensures that Register of Teachers and Coaches forms are completed and forwarded to the ASA (via the club Secretary as appropriate).

Ensures CRB Forms are completed and returned to the ASA via the Secretary

Retains a copy of the current ASA Child Protection Policy/ Guidelines

Retains a copy of the current ASA Child Welfare in Swimming Guidelines

Ensures that any new initiatives or concerns from the ASA are communicated to club members/committee/ teachers as appropriate

Attends Child Protection training courses as appropriate and endeavours to keep updated on changes as publicised by the ASA

In conjunction with the Secretary, ensures that Child Protection is an item on Club committee meeting agendas

Retains copies of Photographic/Filming declarations

Retains a supply of blank CRB and Purple Register of Club Coaches and Helpers forms

Signed Date.....

Chairman Date.....