

## **Committee Role Description**



### ***Role Title: Welfare Officer***

**Description:** To assist with the safeguarding and protection of children and young people engaged in all activities associated with the club and to implement the ASA Wave Power policy and procedures.

### ***Duties / Responsibilities:***

- Assist the club to put in place the ASA Wave Power policy and procedures.
- Assist the club to put in place implementation plans for child protection.
- 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 out in accordance with the Wave Power guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure that ASA Wave Power procedures for recruitment of staff and volunteers are followed.
- Be aware of and record contact details for local Social Services, Police and NGB ICPO.
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Advise the club committee on child protection issues and attend committee meetings as necessary.
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

### ***Time Commitment:***

- Variable but including attendance at committee meetings as required and dedicated time commitment as any child protection issues arise.

### ***Calendar of events:***

- None specified