



Role Specification: County Welfare Officer

Responsible to: KCASA Executive

Main purpose:

- To be committed to safeguarding and welfare which is crucial to making Aquatics a safe, welcoming, and inclusive environment.
- To play a central role in implementing safeguarding practices as part of the KCASA Executive and ensuring that all participants, regardless of age or ability, are protected from harm.

Time commitment:

- variable according to the safeguarding and welfare needs of KCASA affiliated clubs/organisations
- as a KCASA Council member, attend the Annual Council Meeting (2 hours)
- attend KCASA Management Committee Meetings (4 per year @ 2 hours)
- additional tasks as required to fulfil the role

Key tasks:

1. Ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
2. Ensure all incidents are correctly referred and reported in accordance with Wavepower.
3. Act independently and in the best interest of the child or adult putting their needs above that of others and the KCASA itself.
4. Maintain contact details of Safeguarding partners and the Swim England Safeguarding Team as well as relevant Local Authority Designated Officers (LADO), Police, Multi Agency Safeguarding Hubs (MASH), etc.
5. To raise awareness of and assist the KCASA and its affiliated clubs and organisations in implementing Wavepower.
6. Ensure relevant individuals have a valid DBS check and appropriate safeguarding training.
7. Ensure the KCASA has a Code of Conduct in place for all members and paid or volunteer staff including but not limited to committee members, technical officials, team managers, Coaches, poolside helpers, etc as applicable
8. To undertake any other tasks appropriate to this level of responsibility

Training Requirements:

Mandatory	Optional
• Enhanced DBS with barred list check • Swim England Safeguarding training • Welfare Officer (Time to Listen) training • Swim England Good Governance Welfare Officer training	• Swim England Foundations of Inclusivity • Active Sport Partnership Sport Welfare Officer workshops and courses • Mental Health First Aid eg: St John Ambulance • NSPCC Safeguarding Children with SEND training

For further information on the role visit: <https://www.swimming.org/swimengland/welfare-officers-toolkit/>