

Role Description

Regional Safeguarding and Welfare Officer

Responsible to the Regional Operations Manager

Role Purpose

This role is the region's main liaison with the National Safeguarding Team and essential in providing the Region and its County and Club Welfare Officers with guidance and advice on child safeguarding and other welfare concerns. The Regional Safeguarding and Welfare Officer ensures that the Swim England Child Safeguarding Policy and procedures are being adopted and implemented correctly, demonstrating duty of care to all members whether children or adults.

Key Responsibilities:

The duties of the Welfare Officer shall include, but not be limited to:

Meet quarterly with the national Safeguarding or Welfare team to gain updates on cases within the region.

Liaise with the national safeguarding team on disclosures in the region and agree appropriate

Monitoring the Swim England Child Protection Policy, and ensuring that any changes are reflected in the regional policies and plans.

- Ensure the Region has a Regional Annual Safeguarding Welfare Action Plan in place, that is regularly reviewed, in conjunction with the Regional Operations Manager.

- Advising discipline chairs, committees and other relevant persons on child protection, Safeguarding and Welfare practice to ensure that all regional events have appropriate procedures in place.

- Providing guidance to County Welfare Officers and Club Welfare Officers on child Protection, Safeguarding and Welfare issues, and advise counties and clubs on appropriate training.

- Chair the Regional Welfare Partnership Group, made up of the County Welfare Officers, and drive and monitor the Regional Safeguarding and Welfare Action plan through this

- Ensuring that any child protection concerns, where necessary, are notified to the Swim England National Safeguarding Officer or Office of Judicial Administration as soon as possible.

- Acting with integrity and confidentially, keeping all records in a safe and secure environment.

- Dealing with any Safeguarding or Welfare issues referred by the RMB or Regional committees and reporting back on actions taken as appropriate.

- Appointing or consulting with persons as may be necessary to assist in the performance of these duties.

Undertaking appropriate CPD outside of the recognised Swim England or UK Coaching workshops

- Attending the Swim England Safeguarding and Protecting Children workshop, the UK Coaching Safeguarding and Protecting Children Workshop, CPSU Time to Listen workshop or other approved accredited equivalent.
 - Being familiar with and have copies of the following resources.
 - Wavepower, the Swim England Child Safeguarding Policy and Procedures
 - NSPCC Child Protection in Sport Unit document 'Safe Sport Events, Activities and Competitions'.
 - Swim England Child Welfare Complaints Process shown in the Swim England Handbook.
 - Having the contact details for the Local Children's Social Care Teams, the Police and The Swim England Safeguarding Team and the Active Partnership Safeguarding and Welfare Officers readily available.
 - Referring any matter that she/he is unable to resolve to the Swim England Safeguarding Team or Office of Judicial Administration.
 - Representing the Region at Swim England welfare meetings as required.
- Preparing appropriate reports and trends to the Regional Management Board in conjunction with the Regional Operations Manager

Role Criteria:

Effective Relationships

- Building and maintaining effective relationships with all committee members, regional staff and our clubs.
Building and maintaining relationships with the Safeguarding and Welfare Officers in each Active Partnership
- Building and maintaining effective relationships with external partners as required.
- Further developing existing relationships with Swim England, Regional staff, clubs and volunteers.
- Explaining clearly, verbally and in writing, how a decision has been reached.
- Identifying opportunities to share knowledge, information and learning, and make progress by working with colleagues.

Experience

Desirably, having professional experience in Child Protection, Safeguarding or the welfare of children and/or vulnerable adults ·

Serving on and/or reporting to committees and management boards of a voluntary organisation.

- Working as a national, County or Club Welfare Officer within swimming and/or another sport or sector.
- Knowledge and understanding of welfare issues within swimming and particularly those relating to child protection.

Behaviours

- Approachable
- Child-centred approach

Attention to detail

- Sensitive approach to the issues involved
- Ability to work in a confidential environment.
- Good interpersonal and communication skills – verbal and written.
- Ability to ensure policy and procedures are effectively implemented.
- Confident when referring cases to external partners
- Good influencing and communication skills

Other requirements

- Be available to attend to urgent matters as a priority
- Attendance at meetings and deal with issues as required.
- Representing Swim England West Midlands at National level
- Support a regional club with interim Welfare Officer support short term where required
- Role will require use of a discrete regional email account, regional phone and confidential file system to ensure all information is stored securely, which will be provided by the Region.

Type of Contract:

- Voluntary role for a term appointment of 3 years with all reasonable expenses paid
- All suitable CPD training costs covered

Likely Commitment

- 10 hours per month (averaged over the year), However this may vary if an urgent matter needs attention