

# City of Leeds Swimming Club

## The Role of the club Child Welfare Officer

### 1. **The Child Welfare Officer:**

- Has an understanding of, and will ensure the introduction and maintenance of the Child Protection Policy,
- Has an understanding of and appreciation of the need for confidentiality,
- Has experience in liaising with organisations such as social services and other relevant agencies and in representing the views of others,
- Is able to follow procedures and to know when to seek advice and not rely solely on own judgement.

### 2. **The Child Welfare Officer is expected to:**

- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of the policy,
- Conduct the administrative work associated with the processing information on new coaches and volunteers,
- Liaise closely with club officials, parents, children and young people, in ensuring that the agreed procedures for the prevention of risk is followed,
- Advise the club on matters of policy relating to child protection,
- Act as the contact person on matters relating to child protection at the club.

### 3. **Child Welfare Officer Procedure where abuse is alleged or disclosed:**

- The Child Welfare Officer will take details of the allegation/concern,
- The Child Welfare Officer will consult with an appropriate Child protection professional i.e. ASA, Leeds Social Services Child Protection Section and or the police.
- The Child Welfare Officer will follow the advice given by the appropriate agency.

The City of Leeds SC contact for Child Protection Advice and Support is Pam Smith 01484 380336.

All cases must be reported within 48 hours.