



## Welfare Officer Job Description

**Hours of work:** 08:30 – 18:00, Monday- Friday (*Total hours will not exceed 45 hours per week*)

**Salary:** £549.70 - £640.48 salary per week dependant on age, internal/external experience, qualifications and camp size

**Reportable to:** Camp Manager, Area Manager and Central Office

*Barracudas is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.*

### WELFARE OFFICER DUTIES

1. Support/Deliver Induction Training and oversee the Set-Up days ahead of Camp
2. Complete paperwork and high-risk activities in accordance with Barracudas Activity Codes of Practice
3. Enforce Health and Safety regulations to ensure a safe environment
4. Update and communicate with Area Managers and Central Office on a daily/weekly basis
5. Support staff in sessions when needed
6. Liaise with parents and guardians regarding any feedback in relation to their child's time at camp. Some of which could be complaint handling which requires communication with Central Office
7. Assist the Designated Person with Safeguarding concerns on camp
8. Implement and role model behaviour management strategies to assist general staff with their day-to-day role
9. Oversee the management of First Aid on your camp, ensuring all First Aid procedures are being followed and following up on any areas that require further attention
10. Carry out general observations around camp to ensure the welfare of the children and staff is to the correct standards required
11. Conduct regular check in's with the staff and offer support as and when required, assisting their line managers if appropriate
12. Communicate with parents & Central Office on matters regarding any additional SEND support or challenging behavioural concerns the camp is experiencing
13. Ensure site and baserooms are kept tidy, and all equipment packed away

### REQUIREMENTS

1. To attend compulsory Senior Training events (*see contract for further details*)
2. Experience in childcare settings, holiday camps, and/or supporting a team
3. Be qualified or have experience in offering pastoral support
4. Eligible to work in the UK
5. Obtain an enhanced DBS check through Barracudas or have an existing enhanced DBS on the Update Service
6. Provide satisfactory professional/academic reference
7. Attend and deliver Induction Training Day/s (this will most likely take place within the 7-day period before your camp opens)
8. Complete Online Training annually
9. Complete a 12 hour Paediatric First Aid Course prior to working (provided by Barracudas or an external company)
10. Assist with Staff disciplinarys throughout the operating season



## **ADDITIONAL RESPONSIBILITIES**

1. Fulfil Health and Safety obligations by following procedures and safe systems as detailed in manuals and training
2. Be proactive and diligent when approaching safety issues
3. Prepare for Induction training using relevant manuals
4. Complete a staff evaluation for each member of staff at the end of their contract
5. Report Child Protection concerns to a Designated Person at Central Office
6. Ensure staff are aware of any children who have additional, medical, or dietary needs (*may need to assist with making reasonable adjustments*)
7. Ensure necessary medication is administered correctly following EI forms and complete appropriate documentation
8. Bring swimwear daily as may be required to support a swimming session
9. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation

*Barracudas are committed to equal opportunities in employment and this post does require an Enhanced Disclosure and Barring Service Check.*

*The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).*