



## Welfare Officer Job Description

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

**Contract Type:** Seasonal Fixed term

**Salary:** £559.79 – £680.83 salary per week (dependant on age, experience, qualifications and camp size)  
(February Half Term Contracts to be issued on 2025 wage level. 2026 wage level effective from 1st April).

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

*Barracudas is fully committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and act in the best interests of children at all times. Adhering to our safeguarding policies and procedures including safer recruitment practices, staff should play an active role in creating a supportive, safe and protective environment for all children and young people.*

### **About Us**

Barracudas is the UK's leading provider of children's holiday camps, helping young people build confidence, develop new skills and make new friends through a wide range of activities. With 45+ camp locations across the UK, we offer exciting programmes including Sports, Arts & Crafts, Drama and more. We are committed to creating an inclusive environment where every child feels supported and valued. Safeguarding and wellbeing are at the heart of everything we do.

### **Role Purpose**

The Welfare Officer is responsible for supporting the emotional, behavioural and safeguarding needs of children at camp. They work closely with the Senior Team to ensure children feel safe, supported and included, while guiding staff in behaviour management, welfare procedures and SEND support. Through strong communication, pastoral care and proactive oversight, the Welfare Officer helps maintain a positive, nurturing and safe environment for all children.

### **Key Responsibilities**

#### **Leadership & Daily Operations**

- Support and/or deliver Induction Training and assist with Set Up Days to ensure camp is fully prepared.
- Spend time in groups to understand dynamics and ensure children receive active supervision and support throughout the day, including breaks and lunchtimes.
- Get to know children as individuals, incorporating their interests into their camp experience.
- Carry out general observations around camp to ensure welfare standards are consistently met.

#### **Safeguarding & Welfare**

- Act as the Designated Person (DP) for Safeguarding, responding to child protection concerns and working alongside the Camp Manager/Early Years Manager.
- Oversee action plans relating to behavioural challenges, safeguarding concerns and general welfare needs.
- Ensure relevant child information (child notes) is shared with appropriate staff ahead of camp.
- Communicate with parents and Central Office regarding SEND needs, behavioural concerns or welfare issues.
- Support staff in understanding and meeting children's medical, dietary and additional needs.
- Ensure medication is administered safely and documentation is completed accurately.

*This role involves working with children and is exempt from the Rehabilitation of Offenders act 1974. A successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the children's barred list. Applicants are not required to disclose convictions or cautions that are considered "protected" under the Rehabilitation of Offenders act 1974 (Exceptions) order 1975 (amended in 2013 & 2020). This information will not be taken into account. Guidance on protected convictions and cautions is available from the Ministry of Justice.*



### **Behaviour Management & Staff Support**

- Implement and model effective behaviour management strategies to support staff in their daily practice.
- Provide guidance to staff on managing challenging behaviour and promoting positive interactions.
- Assist with staff disciplinarys during the operating season when required.
- Contribute to end-of-season performance evaluations for staff members.

### **Health & Safety**

- Enforce Health & Safety procedures, ensuring safe systems of work are followed at all times.
- Complete required paperwork, including high-risk activity forms.
- Be proactive and diligent in identifying and addressing safety concerns.

### **Parent & Stakeholder Communication**

- Liaise professionally with parents and guardians, providing feedback and addressing concerns, including complaint handling in collaboration with Central Office.
- Communicate regularly with Area Managers and Central Office regarding welfare, safeguarding and SEND matters.

### **Administration & Other**

- Prepare for Induction Training using relevant manuals and resources.
- Ensure site and base rooms are tidy, hazard-free and well-organised.
- Support additional camp activities, including Skills Builder sessions (where required) and swimming sessions – you'll need to bring swimwear, and a spare t-shirt will be available at camp.
- Carry out additional duties as required in line with camp needs and organisational objectives.

### **Requirements**

#### **Essentials**

- Experience working in childcare, education, holiday camps or similar settings.
- Experience or qualification in pastoral support, welfare, behaviour management or SEND.
- Strong communication, empathy and problem-solving skills.
- Confidence supporting staff and managing sensitive welfare or behavioural situations.

#### **Desirables**

- Experience supporting children with SEND or behavioural needs.
- Experience supervising staff.
- Paediatric First Aid qualification
- Safeguarding training or certificate.
- Experience working in a fast-paced childcare or activity environment.

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Employment in this role is subject to completing all pre-employment requirements, including being aged 18 or over by the start date, providing proof of eligibility to work in the UK, supplying satisfactory references and holding or obtaining an Enhanced DBS check. All Senior staff must complete mandatory training, including online modules, an in-person Induction Training Day and any additional role-specific briefings delivered by Central Office

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