



CLUB CHILD PROTECTION OFFICER Role Descriptor

Characteristics of a Club Child Protection Officer within a swimming context include:

- an understanding of, and support for, the introduction / maintenance of a Child Protection Policy
- an interest in the well-being and safeguarding of children and child protection matters
- the ability to follow procedures and to know when to seek advice and not rely solely on own judgement
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality
- may currently work in a similar environment with training

The Role of the Club Child Protection Officer:

- Implement the SGB child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Conduct the administrative work associated with processing information on new volunteers / staff
- Liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Counsel / advise club on matters of policy relating to child protection.
- Raise awareness of the Club Child Protection Officer role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.
- Where required liaise with the SGB Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information

Requirements

- Attend relevant training to fulfil the role of Club Child Protection Officer:
 - Safeguarding & Protecting Children
 - In Safe Hands Workshops
- PVG Scheme Member
- Scottish Swimming member

Skills / Experience of the Club Child Protection Officer:

- Good organisation & communication skills
- Understanding & appreciation of the need of confidentiality
- Approachable & friendly
- Experience of working with children

Club Child Protection Officers Action Process where abuse is alleged or disclosed:

- The CPO will take details of the allegation / suspicion / concern by completing an **Incident Record Form**.
- The CPO may consult with an appropriate Child Protection professional ie:

Local Social Work Department or Local Police

(You will find the relevant number for your area in the phone book)

- The CPO will inform Scottish Swimming of any Disclosure(s) within 48 hours of taking details.

Note: To avoid any doubt or uncertainty, it is strongly recommended that the CPO contacts the local Social Work Department to confirm procedures and allay fears.

Remember:	The task of deciding whether or not abuse has occurred rests with professional agencies.
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The Scottish Swimming contact for Child Protection advice and support is Forbes Dunlop, Chief Executive. All cases must be reported to Forbes Dunlop within 48 hours.

Tel: 01786 466520 Mobile: 07740 987 379

