

BLAIRGOWRIE DOLPHINS SWIMMING CLUB CHILD PROTECTION OFFICER Role Descriptor

PURPOSE

To ensure club is complying with the Scottish Swimming Child Protection Policy and current legislation, and ensure that athletes and volunteers are training / competing / working within a safe environment.

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

MAIN FUNCTIONS AND DUTIES

- 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 PVG applications on new volunteers / staff
- Liaise 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

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Experience of working with children

REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- Scottish Swimming member
- Attend appropriate training

TRAINING AND SUPPORT

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- In Safe Hands Workshops (renewable every 3 years)
- Meet with Scottish Swimming staff member for initial training

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club.