



DUNFERMLINE WATERPOLO CLUB

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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.

MAIN FUNCTIONS AND DUTIES

- 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 / Code of Good Practice
- To conduct the administrative work associated with processing information on new volunteers / staff
- To liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed
- To counsel / advise the Club on matters of policy relating to Child Protection
- To advise / circulate details of opportunities for volunteers / staff to undertake training
- To act as the contact person on matters relating to Child Protection at the Club
- In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Good listener

REQUIREMENTS

- Complete an enhanced Disclosure Scotland check
- Become a Scottish Swimming signatory
- Attend appropriate training

TRAINING & SUPPORT

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

TIME COMMITMENT

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

