



ROLE DESCRIPTION – CHILD PROTECTION OFFICER

JOB TITLE: CHILD PROTECTION OFFICER

RESPONSIBLE TO: Committee

AIMS AND OBJECTIVES

- To promote and assist in the provision of an effective, safe environment for all.
- To promote training opportunities for volunteers and staff.
- To handle complaints and disclosures of a Child Protection nature.
- To ensure an up to date Child Protection Policy is maintained and easily available.
- To be the point of contact for advice and liaison for Child Protection issues.

DUTIES AND RESPONSIBILITIES

- To liaise closely with Scottish Swimming and other organisations as required and maintain effective working relationships.
- To produce and maintain an effective Child Protection Policy and relevant guidelines and information.
- To attend training regularly and ensure local training opportunities are available for coaches and other helpers.
- To handle all complaints and disclosures according to the policy and procedures.
- To maintain the Child Protection folder.
- To assess requests for the use of photographic and video equipment.
- To ensure all coaches and other helpers sign and act according to the relevant Code of Conduct.

- To establish and monitor appropriate recruitment and selection procedures and offer advice as required.
- To attend General Committee meetings to advise the club on matters of a Child Protection nature and contribute to the general management of the club.