

Roles and Responsibilities

Child Protection Officer

The template below provides some ideas for the type of skills and duties that can be included on a role description for a Child Protection Officer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the role e.g. their current commitments, skills, time constraints etc.

Role Title: Child Protection Officer
Responsible To: The Club Executive Committee.

Skills Required:

- The ability to build relationships with club members, parents/carers, children and the SGB Child Protection Officer.
- An interest in the well-being and safeguarding of children and child protection matters.
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.
- Attend relevant training to fulfil the role of Club Child Protection Officer.
- Experience working with children.

Main Duties:

- Implement the SGB child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Management/Committee/Board.
- 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.
- Keep abreast of developments in the field of child protection by liaising with the SGB Child Protection Officer, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.

- Establish and maintain contact with local statutory agencies including the police and social services.
- 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.