

**CHILD WELFARE AND PROTECTION OFFICER – ROLE DESCRIPTION**

**(GUIDANCE FOR CLUBS TO ADAPT FOR THEIR OWN USE)**

**Responsibilities**:

• Work with other members of the club to ensure that children enjoy a welcoming, friendly, and safe environment.

• Be the point of contact for all members who wish to raise any concerns, allegations or issues relating to Safeguarding & Welfare.

• Ensure the club has a CP Policy that is available on the club website and is available on request.

• Ensure all safeguarding and CP policies and procedures are adhered to and kept up-to-date.

• Record accurate disclosures, ensuring evidence is preserved where possible.

• Report incidents, concerns and disclosures to relevant agencies, and Police Scotland if appropriate.

• Ensure relevant safeguarding training is undertaken and up to date for relevant club volunteers and staff members.

• Be a PVG scheme member and ensure club staff and volunteers who are undertaking ‘regulated’ work are also scheme members.

**Knowledge and skills required:**

• Effective communicator

• Strong Administration skills

• Approachable, friendly and patient

• Attention to detail

• Able to deal effectively with confidential information

**For further information regarding safeguarding in sport please visit:** <http://www.waterskiandwakeboardscotland.co.uk/wellbeing>