



# WELLBEING & PROTECTION OFFICER CLUB ROLE DESCRIPTOR

## PURPOSE

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

## CHARACTERISTICS OF A CLUB WELLBEING & PROTECTION OFFICER WITHIN A SWIMMING CONTEXT INCLUDE:

- an understanding of, and support for, the introduction / maintenance of a Wellbeing & Protection Policy
- an interest in the wellbeing and safeguarding of children and adults at risk.
- 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 Scottish Swimming Wellbeing & Protection policy and procedures.
- Encourage good practice by promoting and championing the Wellbeing & Protection policy and procedures.
- Conduct the administrative work associated with processing information on new volunteers / staff.
- Lead the safe recruitment process for club volunteers.
- Liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed.
- Monitor and review the safeguarding 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 Wellbeing & 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 Scottish Safeguarding Manager 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

- Child Wellbeing & Protection in Sport Workshop (renewable every 3 years).
- Child Wellbeing & Protection Officer Training Workshop (renewable every 3 years).
- Meet with Scottish Swimming staff member for initial training.
- WPO Network CPDs through Scottish Swimming and other organisations.

## TIME COMMITMENT

Time commitment can vary dependant on a range of factors such as number of new volunteers, number of saces being dealt with.