

## **CLUB WELLBEING & PROTECTION OFFICER ROLE DESCRIPTOR**

### **PURPOSE**

To ensure club is complying with the Scottish Swimming Wellbeing & Protection Policy and current legislation, and 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 Child Wellbeing & Protection Policy
- an interest the well-being and safeguarding of children and child protection matters
- 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 the Scottish Swimming Wellbeing & Protection/Children & Young People 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, including PVG forms for the club
- Liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed
- Monitor and review the clubs wellbeing & protection policy and procedures to ensure they remain current and fit for purpose.
- Counsel / advise club on matters of policy relating to wellbeing & 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 Swimming Wellbeing & Protection Officer 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 or the ability to gain membership
- Complete a self-declaration
- Scottish Swimming member
- Attend appropriate training

**TRAINING AND SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- In Safe Hands Workshops (renewable every 3 years)
- Wellbeing & Protection Officer Networking & Support meetings/webinars – delivered by Scottish Swimming
- Meet with Scottish Swimming staff member for initial training

**TIME COMMITMENT**

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