



JOB TITLE: Child Wellbeing Protection Officer

RESPONSIBLE TO: The Club Executive Committee

SKILLS/ATTRIBUTES REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organised
- Highly motivated
- Prepared to pass on concerns to professional agencies when necessary
- Responsible with confidential documents and information

MAIN DUTIES - JOINT RESPONSIBILITY:

1. Ensure that the child protection procedures are understood and adhered to by all at the club.
2. Establish and maintain the complaints procedures as per BSL Child Protection guidelines.
3. Attend the Child Protection workshops 'Child Wellbeing and Protection in Sport' and 'Child Wellbeing and Protection Officer'.
4. Be familiar with current child protection legislation and Children (Scotland) act 1995.
5. Understand the Boxing Scotland Limited child protection procedures, rules and regulations and seek clarification on any areas you feel unsure of from Children First or the BSL Child Protection Officer.
6. In the event of a complaint being made ensure that the complaints procedures are met in accordance with the ABS child protection guidelines and see the procedures through to the final decision.
7. Record all information in relation to any incidents/significant incidents or disclosures.
8. If unable to attend any executive committee meeting, a report/apology should be sent to the club secretary.
9. To be actively involved in the vetting and recruitment processes of new staff and/or volunteers at the club and to monitor their conduct throughout their time with the club.
10. Responsible for the safe and responsible filing and storage of confidential details and documents.
11. You will be required to go through the PVG Scheme checks with an BSL Signatory

TIME COMMITMENT (per week) _____ hours/sessions

SIGNATURES:

Child Wellbeing and Protection Officer (Sign) _____

Print Name _____ **Date** ____/____/____

Chairperson/President (Sign) _____

Print Name _____ **Date** ____/____/____