

## **Club Wellbeing and Protection Officer**

**Purpose:** To ensure the Club is complying with the Scottish Swimming Wellbeing and Protection Policy and current legislation, and that athletes and volunteers are training/competing/working within a safe environment

### **Characteristics of a Club Wellbeing and Protection Officer Within a Swimming Context Include:**

- an understanding of, and support for, the introduction/maintenance of a Child Wellbeing and Protection Policy
- an interest in 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 and 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 volunteer /staff, ensuring that agreed procedures for the prevention of risk are followed
- Monitor and review the Club's Wellbeing Policy and procedures to ensure they remain current and fit for purpose
- Counse /advise the Club on matters of policy relating to wellbeing and protection
- Raise awareness of the Club Wellbeing and 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 wellbeing of a child
- Maintain confidential records of reported cases and action taken
- Where required liaise with the Scottish Swimming Wellbeing and Protection Officer and/or statutory agencies and ensure they have access to all necessary information

### **Skills and Attributes**

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding and appreciation for the need for confidentiality
- Approachable and friendly
- Experience of working with children

### **Requirements**

- PVG Scheme Membership or the ability to gain membership
- Complete a self-declaration
- Attend appropriate training
- Sign and adhere to Club Code of Conduct for Volunteers
- Be a member of SASA and the Club

### **Training and Support**

- Child Wellbeing & Protection in Sport - formerly Safeguarding & Protection in Sports SPC (renewable every 3 years)
- In Safe Hands Workshops (renewable every 3 years)
- Wellbeing and 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 dependent on size and nature of club