

[CLUB NAME]  
Job Description – Child Protection Officer

**Job Title:** Child Protection Officer  
**Reports to:** Management Committee

The Child Protection Officer has the main responsibility for managing child protection issues in [CLUB NAME]. The Child Protection Officer will be supported by [CLUB NAME] to ensure they are appropriately trained and supported to fulfil their role. The role and responsibilities of the Child Protection Officer are detailed below.

**Skills required:**

- Ability to communicate clearly and effectively
- Good listener
- Approachable with friendly manner
- Well organised
- Motivated
- Reliable
- Understanding and appreciation of the need for confidentiality

**Key responsibilities:**

- Act as the main contact within the club for the protection of children.
- Ensure all persons working with children at the club are fully aware of their responsibilities and are adequately trained and qualified for the role they are fulfilling.
- Be the first point of contact for coaches, helpers, parents and members on any issues concerning the well being of children in the club.
- Establish and maintain a Disciplinary and Complaints procedure and Child Protection Policy.
- Attend appropriate training courses including 'In Safe Hands' and 'Safeguarding and Protecting Children' (renewable every three years).
- Be familiar with current child protection legislation.
- In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
- Act as adviser, when required, to the Management Committee on matters of policy and procedures related to child protection.
- Encourage good practice and support of procedures to protect children.
- Maintain confidential records and ensure information is only held on an individual whilst the person continues to carry out their regulated work role within the club.
- Inform Bowls Scotland and Disclosure Scotland if you or any volunteers carrying out regulated work with children leave their roles.
- Ensure all incidents are correctly recorded and reported in accordance with the [CLUB NAME] policy and procedures.
- Seek advice from the appropriate agencies as and when required.
- Provide advice to children as and when necessary.

**Time Commitment:**

The estimated time commitment required as the Child Protection Officer is ..... hours per week. The Child Protection Officer is appointed for a one year period and will be elected at [CLUB NAME] AGM.