

WELLBEING PROTECTION OFFICER (WPO) – ROLE DESCRIPTOR

The WPO, with the support of the organising committee, will 'champion' good practice and make sure club policies and procedures are put in place. Contact details and the role of the WPO should be widely and easily accessible and understood by the sports volunteers/staff, children and carers as the main point of contact if needed for:

- Support
- Advice
- Training
- To report a concern

Roles & Responsibilities

- Develop and maintain effective child protection and wellbeing policy and procedures
- Promote, champion and encourage good practice for child protection & wellbeing at the club
- Respond appropriately to child protection or wellbeing concerns
- Regularly report to the club's organising committee • Ensure that members of the sports volunteers/staff who are working with children are recruited safely and in line with legal requirements
- Make sure the sports volunteers/staff, parents/carers, adults, and children are aware of:
 - o How to contact the WPO
 - o The Code of Conduct for working with children
 - o How to raise concerns
- Deal with breaches of the Code of Conduct
- Keep up with developments in child wellbeing and protection by liaising with the SGB and organisations such as the Safeguarding in Sport Service
 - Attend Child Wellbeing and Protection in Sport (CWPS) and Child Wellbeing and Protection Officer (CWPO) training
- Ensure that their CWPS and CWPO training records are up to date
- Signpost other relevant adults in the club to relevant training such as the Child Wellbeing and Protection in Sport (CWPS) workshop
- Maintain confidential records of reported cases and action taken
 - Liaise with national or local Child Wellbeing and Protection Officer and/or statutory agencies if/when required

Knowledge and Skills Required

- An interest in child protection and wellbeing matters
- Friendly and approachable with the ability to communicate well with adults and children
- A willingness to challenge opinion, where necessary, and to drive the child protection and wellbeing agenda
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity • An understanding of the importance of confidentiality and when information may need to be shared to protect the best interests of a child
- The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support
- Relevant training to fulfil the role of Club Wellbeing and Protection Officer (WPO)
- Experience of working with children