**WELLBEING & PROTECTION OFFICER**

**Role Descriptor**

**PURPOSE**

To ensure club is complying with the Scottish Swimming Child wellbeing & Protection Policy and current legislation, and ensure that athletes and volunteers are training / competing / working within a safe environment.

**CHARACTERISTICS OF A CLUB WELLBEING & PROTECTION OFFICER WITHIN AN AQUATICS CONTEXT INCLUDE:**

* An understanding of, and support for, the introduction / maintenance of a Wellbeing & Protection Policy
* An interesting the well-being and safeguarding of children and wellbeing & 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 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
* Liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed
* Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
* Counsel / advise club on matters of policy relating to child 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
* Complete a self-declaration
* Scottish Swimming member
* Attend appropriate training

**TRAINING AND SUPPORT**

* Child Wellbeing & Protection in sport workshop (renewable every 3 years)
* Child Wellbeing & Protection officer training workshop (renewable every 3 years)
* Meet with Scottish Swimming staff members for initial training
* Wellbeing & Protection Officer Networking & Support meetings/webinars – delivered by Scottish Swimming
* Virtual network through the HIVE Learning platform

**TIME COMMITMENT**

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