

Bonnyrigg Rose Community Football Club



Child Welfare Protection Officer Job Description

Roles and responsibilities:

- Develop effective child protection and wellbeing policy and procedures and keep them up to date
- Promote and champion child protection and wellbeing at the club and encourage good practice
- 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:
 - How to contact the CWPO
 - The Code of Conduct for working with children
 - How to raise concerns
 - How to 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 Child Wellbeing and Protection in Sport Service
- Attend Child Wellbeing and Protection in Sport workshop (CWPS) and Child Wellbeing and Protection Officer workshop (CWPO)
- Signpost other relevant adults in the club to relevant training such as the CWPS workshop
- Maintain confidential records of reported child wellbeing and protection cases and action taken
- Liaise with Sports Governing Body Child Wellbeing and Protection Officer and/or statutory agencies if/when required.

Person specification:

- 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 in order 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.

Skills and relevant experience:

- Experience of working with children and young people
- Relevant training to fulfil the role of Club Child Wellbeing and Protection Officer.