

3. CLUB CHILD PROTECTION OFFICER ROLE DESCRIPTION

THE AFFILIATED CLUB CHILD PROTECTION CO-ORDINATOR/OFFICER WILL:

- Ensure all persons working either paid or unpaid with children and young people at the club are fully aware of what is required of them within the guidelines of the club, the child protection policy and codes of conduct
- Conduct the administrative work associated with processing of information on volunteers/staff (PVG Scheme Applications, Self Declarations see **toolbox section 1**)
- Liaise closely with club volunteers/staff ensuring that agreed procedures for the prevention of risk are followed
- Counsel/advise the club on matters of policy relating to child protection
- Advise/circulate details of opportunities for volunteers/staff to undertake training
- Act as the contact person for coaches, helpers, club volunteers, parents and participants on any issues concerning the wellbeing of club members, (poor practice or alleged abuse) as well as matters relating to child protection at the club
- Ensure all incidents are correctly recorded and reported in accordance with the RCCC policy and procedures
- Attend yearly Child Protection Officer CPD training

