

# BLACKHEATH & BROMLEY HARRIERS AC

# CHILD PROTECTION OFFICER JOB DESCRIPTION

# Role of the Club’s Child Protection officer

The Club Welfare Officer is responsible for acting as a source of expert advice about safeguarding and protecting children, promoting good practice and for coordinating action within the Club on receipt of any concerns or referrals. Areas of Responsibilities include:

**1. Policy and Procedures**

To provide information and advice on child protection within the Club and promote a child focus.   
To ensure that the Club adopts Child Protection Policy and Procedures that are in line with National Governing Body (NGB) guidelines.   
To promote awareness of the Clubs Codes of Conduct and Child Protection documents. To implement recruitment and screening procedures within the club.

**2. Referrals**

To receive information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it. To assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate

To follow the clubs procedures and guidelines for dealing with CP concerns. To ensure that the referral is confirmed in writing using the Club’s incident report form.

**3. Education and Training** -

To advise the club about appropriate training for coaches and volunteers based on the England Athletics (NGB, National Governing Body) guidelines. To advise the Club about Child Protection training opportunities.

**4. Knowledge -**

The designated person should be aware of the local statutory child protection network, including the contact details for the local Police and Children’s Social Care Services, the role of the Local Safeguarding Children’s Board (LSCB)\* and the awareness of local inter-agency child protection procedures. They should also understand the NGB Guidelines and Procedures and the requirement to safeguard and protect children in sport.

**Independence and Autonomy:**

*The Club’s Child Protection Officer should be independent of the Club’s Management Committee and report directly to the Board of Trustees*

**The Person**

The Club’s Child Protection Officer should be well known in the club and have a strong safeguarding focus. The Club‘s Child Protection Officer needs to be accessible to and approachable for children and young people.

They should be a member of the Club or an individual member of the BCU. The designated person should have undertaken the Sports Coach UK Safeguarding and Protecting Children workshop *or an equivalent training programme*.