



CHILD WELLBEING & PROTECTION OFFICER ROLE DESCRIPTION

Date that this document was last reviewed and updated if appropriate:

3 November 2024

Introduction

1. Glenearn Badminton Club (“the Club”) has adopted this job description for the role of Child Wellbeing and Protection Officer (“CWPO”).
2. Everyone has a responsibility to ensure children and young people are safe from harm. In a sports organisation, the CWPO will be the main point of contact to make it easy for everyone to know who to go to if they need support, advice, or training or if they need to report a concern. The CWPO will ‘champion’ good practice and ensure consistency in safeguarding children and young people.
3. The Club’s CWPO might also be referred to as the Child Protection Officer.
4. The Club’s CWPO might also be the Club’s Safeguarding Officer, albeit the two roles might be held by different individuals at any time. The Club has adopted a separate job description for the role of Safeguarding Officer.

Roles and responsibilities of the Club’s CWPO

5. The Club’s CWPO has the following roles and responsibilities:
 - a. Developing effective child protection and wellbeing policy and procedures and keeping them up to date.
 - b. Promoting and championing child protection and wellbeing at the Club and encouraging good practice.
 - c. Raising awareness within the Club of child protection policy and procedures, and codes of conduct.
 - d. Ensuring child protection policy and procedures are implemented by coaches and volunteers.
 - e. Responding appropriately to child protection or wellbeing concerns.
 - f. Regularly reporting to the Club’s Committee.
 - g. Ensuring that volunteers/staff who are working within the Club with children are recruited safely and in line with legal requirements.

- h. Making sure volunteers/staff, parents/carers, adults, and children are aware of:
 - i. How to contact the CWPO
 - ii. The Code of Conduct for working with children
 - iii. How to raise concerns
 - iv. How to deal with breaches of the Code of Conduct
- i. Keeping up with developments in child wellbeing and protection by liaising with the Badminton Scotland and other relevant organisations.
- j. Attending Child Wellbeing and Protection in Sport workshop and Child Wellbeing and Protection Officer workshop.
- k. Signposting other relevant adults in the Club to relevant training.
- l. Maintaining confidential records of reported child wellbeing and protection cases and action taken.
- m. Consulting with Badminton Scotland Child Wellbeing and Protection Officer and/or statutory agencies if/when required.

Person specification

- 6. The CWPO will have:
 - a. An interest in, and awareness of, child protection and wellbeing matters.
 - b. A friendly, approachable manner with the ability to communicate well with adults and children.
 - c. A willingness to challenge opinion, where necessary, and to drive the child protection and wellbeing agenda.
 - d. Strong listening skills, non-judgemental and the ability to deal with sensitive situations with empathy and integrity.
 - e. An understanding of the importance of confidentiality and when information may need to be shared to protect the best interests of a child.
 - f. The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child, follow appropriate procedures and knowing when to ask for help or support.
 - g. Experience of working with children and young people.
 - h. Relevant training to fulfil the role of CWPO.
 - i. Good record-keeping skills.
 - j. A child-centred approach.

Changes to this document

- 7. Changes may be made to this document from time to time with the agreement of two or more of the Club President, the Club Secretary, and the Club Treasurer.