

Role Descriptor – Wellbeing & Protection Officer

Purpose

To ensure the Club is complying with Scottish Swimming Child Wellbeing & Protection policies / current legislation and ensure that athletes and volunteers are training / competing / working within a safe environment.

Characteristics of a Club WPO within an aquatics context include

- An understanding of and support for, the introduction / maintenance of a Wellbeing & Protection policy
- An interest in the wellbeing and safeguarding of children and volunteers within the Club
- 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
- Liaise closely with Club volunteers, 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 Codes of Conduct for working with children to parents / carers, adults and children involved in the Club
- Challenge behaviour which breaches the Codes of Conduct
- Organise / signpost appropriate training for all adults volunteering with children in the Club
- Respond appropriately to disclosures or concerns which relate to the wellbeing of a child or volunteer
- 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 and attributes

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding and appreciation for the need for confidentiality
- Approachable and 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 and support meetings / webinars delivered by Scottish Swimming
- Virtual network through the HIVE Learning platform

Time commitment

- Can vary dependant on size and nature of Club

NB: This is not an exhaustive list and can be adapted by the Club.