



JOB TITLE: Child Protection Officer

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies when necessary
- Honest and Responsible

MAIN DUTIES - JOINT RESPONSIBILITY:

- 1) Ensure that the child protection procedures are understood and adhered to by all members.
- 2) Establish and maintain the complaints procedures.
- 3) Attend the SCUUK workshop 'Good Practice & Child Protection' (renewable every three years).
- 4) Be familiar with current child protection legislation and The Children Act 1989.
- 5) Understand NISA child protection procedures, rules and regulations.
- 6) In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
- 7) If unable to attend any executive committee meeting, a report/ apologies should be sent to the secretary.

SIGNATURES: **Child Protection Officer**

Date

Chair Person

Date