



SAFEGUARDING OFFICER ROLE DESCRIPTOR

PURPOSE

To ensure club is complying with the Scottish Golf Safeguarding Policy and current legislation, and ensure that young people, coaches and volunteers are operating within a safe environment.

ROLES AND RESPONSIBILITIES OF THE SAFEGUARDING OFFICER

- Implement and promote good practice through the Club's Safeguarding Policy and Procedures
- Conduct the administrative work associated with processing information on new volunteers / staff including acting as an Authorised signatory for PVG checks from those in the club working with junior members
- Raise awareness of the Club Safeguarding Officer role to parents/carers, adults, and children involved in the club.
- Act as the main contact within the club for the protection of children
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Where required liaise with the Scottish Golf Safeguarding Officer and/or statutory agencies and ensure they have access to all necessary information
- Report on cases, concerns and action taken to Scottish Golf's Safeguarding Officer
- Attend training on the protection of children and young people

RECOMMENDED CHARACTERISTICS OF THE SAFEGUARDING OFFICER

- Have an understanding of the issues affecting children and the sensitive way in which they must be managed.
- An interest in the well-being and safeguarding of children and safeguarding matters
- Be supportive of the introduction of Safeguarding Policy.
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.
- Be willing to challenge members who do not comply with Safeguarding Policy and Procedures.
- May currently work in a similar environment with training

SKILLS/ATTRIBUTES

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Experience of working with children

REQUIREMENTS

- PVG Scheme Membership
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in Sport (CWPS) (renewable every 3 years)
- Child Wellbeing & Protection in Sport: Officer Training (CWPO) (renewable every 3 years)
- Option to meet with Scottish Golf staff member for initial training

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club.