

**Guildford Archery Club: Child Protection Officer Job Description** (Rev: Dec 2010)

**JOB TITLE:** Child Protection Officer

**RESPONSIBLE TO:** Club Chairperson

**SKILLS**

**REQUIRED:**

- Well organised
- Able to keep records, prepare papers, letters and reports
- Formal Child Protection Training undertaken
- Good communication skills
- Prepared to make regular time commitment

**MAIN DUTIES:**

- 1) Ensure the Club has a current policy for the protection of Children and Vulnerable Adults in line with the requirements of statute, the Governing Body and local authorities and a plan for implementation thereof.
- 2) To ensure that all required Codes of Conduct are well publicised and adhered to.
- 3) To ensure that all adults at the Club in frequent contact with Children or Vulnerable Adults have up-to-date Criminal Records Bureau checks in place or have, as a minimum, completed a Self Declaration Form in accordance with the Club's CP policy and procedures.
- 4) In collaboration with the Deputy CPO, to maintain an awareness and vigilance of activities taking place at, or operated by, the Club and to maintain familiarity with those in contact with children or vulnerable adults.
- 5) To act as the first contact for any reported incidents and, in consultation as necessary with GNAS or SCAA Child Protection officers, to ensure all reported incidents are managed at the appropriate level in line with GNAS/ Archery GB procedures.
- 6) To ensure that all parents and guardians are aware of the Club policy on protection of children and vulnerable adults and that the correct protocol for voicing concerns is maintained and disseminated to parents and guardians.
- 7) To be aware of local and area Social Services and Child Protection Committee contacts and to publicise contact details on the Clubhouse Notice board
- 8) To keep up to date with child protection issues, undertaking regular training, and to act as a source of reference within the Club for any matters pertaining to child welfare.
- 9) To identify a Deputy and ensure the appointed Deputy Child Protection Officer has access to the necessary records and training to be able to deputise in an emergency.
- 10) To liaise with the Ordinary Member and Hon Secretary on all matters relating to data protection.