

Guildford Archery Club: Deputy Child Protection Officer Job Description

JOB TITLE: Deputy Child Protection Officer

RESPONSIBLE TO: Club Chairperson

TO:

SKILLS

REQUIRED:

- Well organised
- Able to maintain records and prepare papers
- Formal Child Protection Training undertaken
- Good communication skills
- Prepared to make occasional time commitment

MAIN DUTIES: To assist the Child Protection Officer to:

- 1) Ensure the Club has a current policy for the protection of Children and Vulnerable Adults;
- 2) Ensure that all required Codes of Conduct are well publicised and adhered to;
- 3) 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) 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) Ensure that all parents and guardians are aware of the Club policy on protection of children and vulnerable adults.
- 6) To be aware of local and area Social Services and Child Protection Committee contacts.
- 7) To keep up to date with child protection issues, undertake regular (annual) training and maintain appropriate records and copy documentation.
- 8) To act as an alternative secondary 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 procedures.
- 9) To substitute for the Child Protection Officer at tournaments or other events by agreement