

Document Date Update	01/12/2018	
Role		
Wellbeing and Protection Officer		
Requirments of role		
To ensure club is complying with the Scottish Swimming Wellbeing and Protection Policy, current legislation, and ensure that athletes and volunteers are training / competing / working within a safe environment.		
Duties		
Implement the Wellbeing & protection Policy	Ongoing	
Encourage good practice by promoting and Championing the child protection policy and procedures	Ongoing	
Conduct administrative work associated with the processing information on new volunteers/ staff	Ongoing	
Liaise Closely with club volenteers / staff ensuring that agreed procedures for the prevention of risk are followed	Ongoing	
Monitor and review the Wellbeing and protection policy and procedures to ensure they remain curent and fit for purpose	Ongoing	
Counsel/ advise club on matters of policy relating to wellbeing and protection	Ongoing	
Raise awareness of the club Wellbeing and protection officer role to parents/ carers, adults and children involved with the club	Ongoing	
Raise awarness of the code of conduct for working with children/carers, adults and children involved with the club	Ongoing	
Challenge behaviour which breaches the code of conduct	Ongoing	
Organise / signpost appropriate training for all adults working/volunteering with children in the club	Ongoing	
Respond appropriately to disclosures or concerns which relate to the well being of a child	Ongoing	
Maintain confidential records of reported cases and action taken	Ongoing	
Where required liaise with the Scottish Swimming Wellbeing and Protection Officer and /or statutory agencies and ensure they have access to necessary information	Ongoing	
Work with committee to review and update Club risk assessments	Ongoing	
Review Bi-annually Duties stated above in line with Scottish Swimming guidelines	Bi-Annual	
Work with membership sec annually to ensure we add Key policies and codes of conduct to membership pack and check emergency contacts are provided to lead coaches	Annually	
Mandatory Qualifications and Training Required	Notes	
In Safe hands	Scottish swimming (renewable every 3 years)	
Safeguarding and Protecting Children	Scottish sports fund (renewable every 3 years)	
Member of Scottish Swimming	Scottish Swimming	
Meet with Scottish Swimming staff member for initial training	Scottish Swimming intro training	
Role Specific Training - Non Mandatory	Notes	
Well being and protection Officer Networking		
Regulated work role (see Scottish swimming web site)	PVG requirements	
Well being and Protection Officer	PVG required	
Recruitment review	Self declaration and referees required	
Code of Conduct Requirements	Required Y/N	
Sign and adhere to the Club's Officials &Volunteer Code of Conduct	Y	
Notes		
Must be well organised, reliable and trustworthy with and ability to keep records and be confident when dealing with parents, swimmers and Coaches . Must be a member of Scottish Swimming, Promote and adhere to the Clubs Officials &Volunteer Code of Conduct and promote the WPO policy		
Nominated Short term Depute in case of Holiday Illness etc		
The President	Vice President	Scottish Swimming WPO