



# **SCOTTISH PARA-FOOTBALL**

**ROLE DESCRIPTION FOR SAFEGUARDING OFFICER**

**This policy is written to underpin both Scottish Para-Football as well Para-Football Game Leader Organisations who are members of Scottish Para-Football. Therefore this policy will be adopted by each individual Para-Football Game Leader Organisation. If your concern relate to Scottish Para-Football please contact the National Office. However if your concern relate to a Para-Football Game Leader Organisation please contact their Committee directly.**

The Safeguarding Officer will:

<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>▪ Implement the Child Wellbeing and Protection in Scottish Football Policies, Procedures and Safeguards.</li> <li>▪ Encourage good practice by promoting and championing the CWP policies and procedures.</li> <li>▪ Regularly report to the Management/Committee/Board.</li> <li>▪ Raise awareness of the Safeguarding Officer role to parents/carers, adults, and children involved in the club.</li> <li>▪ Raise awareness of the Code of Conduct for Safeguarding Children’s Wellbeing to parents/carers, adults and children involved in the club.</li> <li>▪ Challenge behaviour which breaches the Code of Conduct.</li> <li>▪ Keep abreast of developments in the field of child wellbeing and protection by liaising with the Scottish FA Child Wellbeing and Protection Manager, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.</li> <li>▪ Organise/signpost appropriate training for all adults working/volunteering with children in the club.</li> <li>▪ Establish and maintain contact with local statutory agencies including the police and social services.</li> <li>▪ Respond appropriately to disclosures or concerns which relate to the wellbeing of a child or conduct of an adult towards a child.</li> <li>▪ Maintain confidential records of reported cases and action taken.</li> <li>▪ Where required liaise with the Scottish FA Child Wellbeing and Protection Manager and/or statutory agencies and ensure they have access to all necessary information.</li> </ul>
<b>Person Specification</b>
<ul style="list-style-type: none"> <li>▪ The ability to build relationships with club members, parents/carers, children and the Scottish FA Child Wellbeing and Protection Manager.</li> <li>▪ An interest in the wellbeing and safeguarding of children and child protection matters</li> <li>▪ A willingness to challenge opinion, where necessary, and to drive the child protection agenda.</li> <li>▪ Strong listening skills and the ability to deal with sensitive situations with integrity.</li> <li>▪ The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.</li> </ul>
<b>Skills/Experience</b>
<ul style="list-style-type: none"> <li>▪ Attend relevant training to fulfil the role of Child Wellbeing and Protection Officer.</li> <li>▪ Experience of working with children.</li> </ul>

## Document Control

### Document Details

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