



Scottish Pentathlon Child Protection Officer – Role Description

ROLE TITLE: Child Protection Officer

RESPONSIBLE TO: Executive Committee/Board

Scottish Pentathlon will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in Modern Pentathlon.
- Actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

The Child Protection Officer for Scottish Pentathlon will:

- Lead on the effective implementation of policy and procedures throughout the organisation.
- Implement the Scottish Pentathlon child protection policy and procedures within the organisation and its membership.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report to the Executive Committee.
- Raise awareness of the Scottish Pentathlon Child Protection Officer role to parents/carers, adults, and children involved with Scottish Pentathlon.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the organisation.
- Challenge behaviour which breaches the Scottish Pentathlon Code of Conduct.
- Keep abreast of developments in the field of child protection by liaising with the Safeguarding in Sport service, the Scottish Pentathlon Child Protection Officer, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter.
- Organise/signpost appropriate training for all adults working/volunteering with children within the organisation.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.
- Where required liaise with statutory agencies and ensure they have access to all necessary information.

Person Specification:

- The ability to build relationships with Scottish Pentathlon, Organisation Executive Committee, parents/carers, children and adults working/volunteering with children within the organisation.
- An interest in the well-being of children and in safeguarding and child protection matters.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.

Skills/Attributes required:

- Approachable with friendly manner
- Prepared to pass on concerns to professional agencies when necessary
- Responsible with confidential documents and information
- Attend relevant training to fulfil the role of Organisation Child Protection Officer
- Experience of working/volunteering with children.

Child Protection Officer

Print: JAMES DOHERTY Signature: [Signature] Date 18/01/2016

Scottish Pentathlon

Print: NEIL PARK Signature: [Signature] Date 18/2/2016
Position: EXECUTIVE MANAGER