Child Wellbeing & Protection Officer

## Role & Responsibilities

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| Version: | **1** |
| Adopted on: | Pending |
| Last reviewed on: | Pending |
| **Next review date:** | Pending |

### RESPONSIBLE TO: The Club Committee

### SKILLS REQUIRED: Well organised

Leadership

Empathetic

Each Club is required to have a Child Wellbeing & Protection Officer (CWPO). Clubs should notify any changes in their CWPO details by emailing [childprotection@scottishhandball.com](mailto:childprotection@scottishhandball.com).

### MAIN DUTIES:

1. Work with other members of the club to ensure that children enjoy a welcoming, safe, friendly and helpful environment
2. Ensure the club has a CWP Policy that is available on the club website, available on request and understands the principles in the policy
3. CWPO name and contact details are visible on the club website and that they are visible and approachable at the club (within reasonable parameters)
4. CWPO must be Members of the PVG Scheme
5. CWPO to manage the PVG Memberships within the club. Any person carrying out regulated work must have a PVG number.
6. CWPO should keep a record of all PVG numbers
7. Take responsibility for dealing with concerns, contacting the relevant people to take forward: either through Scottish Handball Association Child Protection protocols, Children 1st or Police Scotland if required.

Help and support for Club CWPOs is available through the Scottish Handball Association CWPO ([childprotection@scottishhandball.com](mailto:childprotection@scottishhandball.com)). Further information and resources on Child Wellbeing & Protection is available on Scottish Handball Association website: <https://handball.scot/safeguarding/>

Estimated time commitment required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURES:**

Chairperson ……………………………………………………….

Date …………………………………………………………………...