



EAST RENFREWSHIRE GOLF CLUB RECRUITMENT, ROLES AND RESPONSIBILITIES OF THE SAFEGUARDING OFFICER

PURPOSE

To ensure the Club is complying with the Scottish Golf Safeguarding Policy and current legislation, and to ensure that young people, coaches, and volunteers are operating within a safe environment.

ROLES AND RESPONSIBILITIES OF THE SAFEGUARDING OFFICER

- Implement and promote good practice through the Club's Safeguarding Policy and Procedures.
- Conduct the administrative work associated with the processing of information on new volunteers/staff which including acting as an Authorised signatory for PVG checks from all of those in the club working with junior members.
- Raise awareness of the Club Safeguarding Officer's role to parents/carers, adults, and children involved in the club.
- Act as the main contact within the Club for the protection of children.
- Encourage good practice including support of all procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality as well as other legal issues which impact on the protection of children.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Where required liaise with the Scottish Golf's Safeguarding Officer and/or other statutory agencies to ensure they have access to all necessary information.
- Report on cases, concerns and action taken to Scottish Golf's Safeguarding Officer.
- Attend training on the protection of children and young people.

RECOMMENDED CHARACTERISTICS OF THE SAFEGUARDING OFFICER

- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality.
- Understand the issues affecting children and the sensitive way in which they must be managed.
- Be supportive of the well-being and safeguarding of children.
- Be supportive of the introduction of a Safeguarding Policy.
- Be able to follow procedures and recognise when to seek advice and not rely solely on their own judgement.
- Be willing to challenge members who do not comply with Safeguarding Policy and Procedures.

SKILLS/ATTRIBUTES

- Approachable and friendly.
- Reliable, trustworthy and a good listener.
- Good organisation and communication skills.
- Understanding and appreciation of the need for confidentiality.

REQUIREMENTS

- PVG Scheme Membership.
- Appropriate training.

TRAINING AND SUPPORT

- Safeguarding in Sport (Safeguarding Training) (renewable every 3 years).
- Safeguarding in Sport: Safeguarding Officer Training (renewable every 3 years).
- Option to meet with Scottish Golf staff member for initial training.

TIME COMMITMENT

Time commitment can vary dependent on size and nature of club.

SAFE RECRUITMENT

A well-run recruitment process is part of the club's commitment to putting the protection and wellbeing of children first. Many jobs are done by volunteers who have been recruited informally. If a job involves working with children, the club has a legal and moral responsibility as well as a duty to ensure that the person appointed is suitable. The checklist below gives essential steps to make sure the club meets its duty.

CHECKLIST FOR APPOINTMENT

ESSENTIAL

- Role fully explained, including a clear statement of the requirement for PVG membership for positions of regulated work.
- Informal interview and evidence of suitability.
- Two verbal/written references.
- PVG membership received by Club Safeguarding Officer.
- Complete safeguarding CWPS training.
- Sign up to code of conduct.
- Supervision and monitoring of performance.

Our club has a legal duty, under the Protection of Vulnerable Groups (Scotland) 2007 Act, to ensure that the adults who are authorised to work or volunteer with children on behalf of the club are not on the Children's List. The person/s in the club who are responsible for making the decisions about appointments and for managing the sports volunteers/staff must be clearly identified.