



EAST RENFREWSHIRE GOLF CLUB ROLE DESCRIPTION SAFEGUARDING OFFICER

PURPOSE

To ensure the Club is complying with the Scottish Golf Safeguarding Policy and current legislation, and 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.
- Raise awareness of the Club Safeguarding Officer's role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Act as the main contact within the Club for the protection of children
- Be aware of developments and understand the latest information on data protection, confidentiality, and other legal issues which impact on the protection of children. Attend all relevant training on the protection of children and young people.
- Challenge behaviour which breaches the Code of Conduct.
- Organise appropriate training for all employees of the Club.
- Organise training, as appropriate, for all adults volunteering in the Club.
- Where required liaise with Scottish Golf's Safeguarding Officer and/or statutory agencies and ensure that they have access to all necessary information.
- Report on cases, concerns and action taken to Scottish Golf's Safeguarding Officer.

SKILLS/ATTRIBUTES

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

REQUIREMENTS

- PVG Scheme Membership

TRAINING AND SUPPORT

- Safeguarding in Sport (Safeguarding Training) (renewable every 3 years)
- Safeguarding in Sport: Officer Training (Safeguarding Officer Training) (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependent on circumstances.