

THE DESIGNATED OFFICER RESPONSIBLE FOR CHILD PROTECTION

When a club permits unaccompanied children on meets, the club should appoint a designated officer responsible for child protection. The appointment of a designated officer benefits other club officials, by enabling an individual to understand duty of care, legislation and procedures for dealing with all aspects of child protection, and for that individual to act in an advisory capacity for other club officers and members, and as a support resource for children in the club.

This document covers the role and person specification of a designated officer responsible for child protection.

1 Club Responsibility

When a club permits unaccompanied children on meets, the club is required to:

- a. Adopt the MCofS [or the club's own] Child Protection Policy
- b. Appoint a designated officer responsible for child protection: a member of the club, registered with the MCofS, with experience of working with young people. The officer should be a member of the Protecting Vulnerable Groups Scheme, or willing to apply for membership, and willing to attend training that will enable them to fulfil the requirements of the role
- c. Inform the MCofS that they have taken these actions

2 Responsibilities of a designated officer

- a. Raising awareness of child protection issues and good practice within the club, and implementing the MCofS [or the club's own] Child Protection Policy
- b. Understanding the advice and procedures in the MCofS Child Protection Policy: Sections 4 and 5: Recommendations for Good Practice
- c. If necessary, establish contact locally with the police and social services
- d. Act as the main club contact responsible for child protection
- e. Regularly report on matters relevant to child protection to the club committee
- f. Ensure that there are suitable people supervising children on club meets and that everyone is clear about their roles and responsibilities
- g. Maintain confidential records of reported cases and action taken, and liaise with the police and social services to ensure they have access to information obtained through investigation, as detailed in the Incident Record Form included on page 13 of the MCofS Child Protection Policy Statement & Recommendations for Good Practice
- h. Report child protection incidents which may result in further action by the complainant or statutory agencies to the MCofS and its insurance broker