

CLUB WELLBEING & PROTECTION OFFICER (WPO) ROLES & RESPONSIBILITIES

The role of the Club WPO is to ensure the safeguarding and protection of children within the sport and ensure that all club volunteers are aware of the duty of care to protect all children from harm. WPOs should possess the following skills in order to be effective at the role:

- Understand the Netball Scotland Wellbeing Child & Protection Policy and Guidance
- Ensure implementation and embedding of the Netball Scotland Wellbeing & Child Protection Policy and Guidance
- Conduct the administrative work associated with processing information on new volunteers/staff, including PVG forms for the club
- Be familiar with current legislation and guidance
- Ensure that the club has robust recruitment procedures in place – see Netball Scotland Safe Recruitment Guidance
- Raise awareness of all Codes of Conduct, policies and procedures to parents/carers, children and adult members (Appendix 16)
- Raise awareness of club WPO role to parent/carers, children and adult members
- Act as a contact and support for the club for wellbeing and child protection concerns
- Actively encourage good practice, promote a Club Code of Conduct and challenge behaviour that does not meet this standard
- Identify issues and know how to handle allegations and complaints
- Monitor and review policies and procedures at regular intervals
- Be aware of the contacts for local statutory agencies including Police and Social Work Services
- Work in partnership with Netball Scotland and relevant statutory bodies if required
- Undertake the initial relevant training and attend workshops regularly to keep up to date
- Be a member of the Club Committee and regularly report on Wellbeing and Protection
- Organise the appropriate training for the volunteers working with children in the club
- Maintain confidential records of reported cases and any action taken by the club/authorities

PERSON SPECIFICATION - WPO

WELLBEING & PROTECTION OFFICER (WPO)

- The ability to build relationships with club members, parents/carers, children and Netball Scotland's WPO
- An interest in the wellbeing of children and in safeguarding and child protection matters
- Where necessary, a willingness to challenge opinion or behaviour to drive the Wellbeing and Protection agenda
- Strong listening skills and the ability to deal with sensitive situations with integrity
- The confidence and good judgement to manage situations relating to the poor conduct/behaviour of others towards a child

SKILLS & EXPERIENCE

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

REQUIREMENTS

- PVG Scheme Membership or the ability to gain membership
- Complete a Volunteer Self-Declaration and Reference Form
- Netball Scotland member
- Attend appropriate training

TRAINING & SUPPORT

- Child Wellbeing & Protection in Sport - formerly Safeguarding and Protection in Sports SPC (renewable every 3 years)
- Wellbeing & Protection Officer Training - formally In Safe Hands Workshop (renewable every 3 years)
- Netball Scotland ID Checker Training

TIME COMMITMENT

- Time commitment can vary dependent on size and nature of club approx. 4-8 hrs a month.