

# The Scottish Karate Governing Body Limited

## Appointing a Child Wellbeing and Protection Officer

Co-ordinate child wellbeing and protection in Karate Scotland

Everyone has a responsibility to ensure children and young people are safe from harm. However, in a sports organisation the Child Wellbeing and Protection Officer (CWPO) will be the main point of contact to make it easy for everyone to know who to go to if they need support, advice or training or if they need to report a concern. They will 'champion' good practice and ensure consistency in safeguarding children and young people. Another person who can support the CWPO and deputise in their absence should also be identified.

### Karate Scotland will:

- Ensure there are policies, procedures, systems, structures, resources and people in place to promote the wellbeing and protection of children and young people taking part in sport.
- Actively work jointly with parents/carers, children and young people and other organisations to monitor and develop their arrangements for the protection of children and young people.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children and young people.
- Appoint a CWPO and a designated deputy to lead on child wellbeing and protection in the organisation.

### The following are template job descriptions for:

- A Sports Governing Body Child Wellbeing and Protection Officer
- A Club Child Wellbeing and Protection Officer

### Description for Karate Scotland Child Wellbeing and Protection Officer

#### Roles and responsibilities:

- Lead on the effective implementation of child wellbeing and protect policies and procedures throughout Karate Scotland
- Encourage best practice by promoting and championing the child wellbeing and protection policy and procedures with staff and volunteers at Karate Scotland level through to clubs.
- Respond appropriately to disclosures and concerns which relate to the wellbeing and/or protection of a child.
- Coordinate the monitoring and review of the child wellbeing and protection policy and procedures to ensure they remain current and fit for purpose.
- Regularly report on child wellbeing and protection progress to the management/committee/board
- Raise awareness of the Karate Scotland Child Wellbeing and Protection Officer role to children, parent/carers and adults involved in Karate Scotland
  
- Raise awareness in the Karate Scotland of Codes of Conduct for those working with children and young people, for parent/carers, and for children and young people.
- Challenge behaviour and practice which is in breach of the Codes of Conduct

# The Scottish Karate Governing Body Limited

- Keep abreast of developments in the field of child wellbeing and protection by networking and attending learning events, working with partner agencies, and subscribing to relevant publications, e.g., the newsletter of Children 1st CWPS team.
- Organise/signpost appropriate training opportunities for adults working/volunteering with children in Karate Scotland
- Maintain confidential records of cases of abuse or wellbeing concerns and action taken.
- Liaise with statutory agencies and ensure they have been given all appropriate information.
- Support affiliated clubs and their Child Wellbeing and Protection Officers by providing advice on child wellbeing matters, sharing good practice and promoting relevant policies.

## Person specification:

- A desire for an environment that is child friendly where children are respected, and their views are taken into account.
- An interest in children's rights and child wellbeing and protection matters.
- Ability to build relationships with management/committee/board members, parents/carers, children, and adults working or volunteering with children and young people within Karate Scotland
- A willingness to challenge opinion where necessary and drive the child wellbeing and protection agenda.
- Strong listening skills and ability to deal with sensitive situations with empathy, confidence, integrity, objectivity and good judgement.

## Skills and relevant experience:

- Trained to appropriate level to carry out duties of the post.
- Knowledge of child wellbeing and protection legislation and landscape
- Experience of working with children and young people.

## Description for Club Child Wellbeing and Protection Officer

## Roles and responsibilities:

- Develop effective child protection and wellbeing policy and procedures and keep them up to date.
- Promote and champion child protection and wellbeing at the club and encourage good practice.
- Respond appropriately to child protection or wellbeing concerns.
- Regularly report to the club's organising committee
- Ensure that members of the sports volunteers/staff who are working with children are recruited safely and in line with legal requirements.
- Make sure the sports volunteers/staff, parents/carers, adults, and children are aware of:
  - How to contact the CWPO
  - The Code of Conduct for working with children
  - How to raise concerns
  - How to deal with breaches of the Code of Conduct

# The Scottish Karate Governing Body Limited

- Keep up with developments in child wellbeing and protection by liaising with the SGB and organisations such as the Child Wellbeing and Protection in Sport Service
- Attend Child Wellbeing and Protection in Sport workshop (CWPS) and Child Wellbeing and Protection Officer workshop (CWPO)
- Signpost other relevant adults in the club to relevant training such as the CWPS workshop
- Maintain confidential records of reported child wellbeing and protection cases and action taken.
- Liaise with Sports Governing Body Child Wellbeing and Protection Officer and/or statutory agencies if/when required.

## **Person specification:**

- An interest in child protection and wellbeing matters
- Friendly and approachable with the ability to communicate well with adults and children.
- A willingness to challenge opinion, where necessary, and to drive the child protection and wellbeing agenda.
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity.
- An understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child.
- The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support.

## **Skills and relevant experience:**

- Experience of working with children and young people
- Relevant training to fulfil the role of Club Child Wellbeing and Protection Officer.