# Child Welfare and Protection Officer

## About the role

The person within St Andrew Boat Club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the Club.

## Duties and Responsibilities

* Work with others in the Club to ensure a positive child-centred environment
* Assist the organisation to fulfil its responsibilities to safeguard children at club level
* Assist the organisation to implement its safeguarding children plan at club level
* Act as the first point of contact for staff, volunteers, parents and young people where concerns about children’s welfare, poor practice or abuse are identified
* Implement the organisation’s reporting and recording procedures
* Maintain contact details for the local children’s social care department, the police and Local Safeguarding Children Board
* Promote the organisation’s Code of Conduct within the Club
* Ensure adherence to the organisation’s safeguarding children training
* Ensure appropriate confidentiality is maintained
* Promote anti-discriminatory practice