The Role of Designated Child Protection Officer

Living Sport has a Designated Child Protection Officer. The person in this role is responsible for:

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Child and Vulnerable Adult Protection Policy. This includes inducting new staff.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider partnership network.
- Acting as a first point of contact for Living Sport on issues of Child Protection, both internally, and for members of the public and other external contacts.
- Representing the key link to statutory agencies (Social Care or Police) during an following formal investigations.
- Maintaining and updating the Policy.
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensuring all relevant information around Child Protection is communicated to the Core Team.
- Providing guidance on relevant matters to the Core Team, and to other members of staff, as appropriate.
- Securely storing records of any concerns.
- Advocating the importance of Child Protection to partners and customers.
- Ensuring that when on leave or absent from work for any significant period, that the role of DCPO is suitably covered by the Deputy DCPO (see below) or another member of staff.

The current Designated Child Protection Officer for Living Sport is:

Claire Thorby  
Deputy Chief Executive Officer  
Living Sport  
Lakeside Lodge Health Club  
Fen Road  
Pidley  
Cambridgeshire  
PE28 3DF  
01487 849923  
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The current Deputy Designated Child Protection Officer for Living Sport is:

Sarah Bateman  
Finance, HR & Office Coordinator  
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Lakeside Lodge Health Club  
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PE28 3DF  
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It is strongly recommended that all sports organisations have a Designated Child Protection Officer. The Child Protection in Sport Unit, and National Governing Bodies of Sport deliver training to support those taking on this role in Sports Clubs, where the title of the role is often ‘Welfare Officer’ and have available role descriptors and details of responsibilities. Included below are two examples of good practice, from the Football Association, as an example from a team sport and from Judo, an individual sport. But it is recommended that in the first instance you review your own National Governing Body of Sport to see what advice, guidance and tools they have in place to support.

**Good practice example from the Football Association**

**Club Welfare Officer Roles and Responsibilities:**

As a Club Welfare Officer you have two key responsibilities, these are;

1. To be clear about the club's responsibilities when running activities for children and young people. This involves:
   - ensuring these responsibilities are well understood by others
   - working with the Youth League Welfare Officer (YLWO)
   - working with your County FA Welfare Officer
   - promoting The FA’s Respect Programme and helping to develop best practice processes

2. To help club personnel understand what their ‘duty of care’ towards children and young people actually means and entails on a day-to-day basis.

In order to carry out your responsibilities you need to follow these five simple steps:

a) **Put in place:**
   - a safeguarding children policy, anti-bullying policy and equality policy
   - responsible recruitment processes including the taking up of references and submitting FA DBS checks (getting the right people into the game)
   - the FA Respect Programme codes of conduct

b) **Understand:**
   - what the Respect Programme aims to do
   - the benefits of implementing the Respect codes
   - the quick wins to be gained by using the FA’s safeguarding children best practice guidance (e.g., Travel, Trips and Tournaments, Photography guidelines, Anti-bullying Policy and Safeguarding Children Template)
   - why certain roles require an FA CRB check and how The FA DBS process works
   - how to refer a concern about the welfare of a child

c) **Communicate with:**
   - club officials about the Respect Programme and its aims
   - parents / spectators and get them to sign up to the Respect codes
   - parents and new players by getting involved with running ‘start of season’ welcome sessions for members
   - coaches and managers about the importance of being consistent role models for their players
• your Youth League Welfare Officer- introduce yourself, find out how they can support you and let them know what you are doing to safeguard children in your club
• your County FA Welfare Officer if you need help or advice
• the FA by taking part in surveys, questionnaires, focus groups as and when asked

d) Encourage:
• parents to complete the Respect education programme
• coaches, team managers, first aiders/medics to complete The FA’s Safeguarding Children Workshop
• coaches and team managers to listen to their players thoughts, ideas and views
• The committee to make use of the Respect Programmes designated spectator area at all games

e) Monitor:
• repeated incidents of poor behaviour and liaise with your committee (and where necessary Youth League Welfare Officer or County FA Welfare Officer)
• compliance with FA DBS checks through The FA DBS Unit for those who require one using The FA Safeguarding Online System

**Good Practice Example from the British Judo Association**

**Club Welfare Officer**

All British Judo Association Clubs need to have a Club Welfare Officer. Everyone in the club should know who the Club Welfare Officer is and how to contact them.

If the club organises an event or competition away from home it is also advisable to nominate a designated person for that activity.

The Club Welfare Officer needs to be well supported by the club and have a formal role on the clubs management committee. It is the whole club’s responsibility to ensure children’s welfare and everyone has a role to play.

The Club Welfare Officer has a key role in advising the committee on its approach and ensuring that this is monitored and reviewed.

Due to the nature of this role all Club Welfare Officers will need to complete an Enhanced CRB check before the BJA Child Protection Working Party confirms their appointment.

**Person specification**

• Basic administration – maintaining records.
• Be able to provide basic advice and support provision.
• Having a child focused approach – they need to be perceived as being approachable.
• Good communication skills
• Club Welfare Officer must not be a coach at the club nor related to or having a relationship with a Coach at the club for which they will serve as CWO.
Knowledge of:

- Basic knowledge of core legislation, government guidance and national framework for child protection.
- Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police, NSPCC) and Area Child Protection Committees.
- Local arrangements for managing child protection and reporting procedures.
- Poor practice and abuse – behaviour that is harmful to children.
- Own club’s role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Child Protection Officer role.
- Own club’s policy and procedures related to safeguarding children and young people.
- Core values and principles underpinning practice.
- Awareness of equalities issues and child protection.

Recommended knowledge:

- Basic knowledge of how abusers ‘target’ and ‘groom’ clubs to abuse children. Best practice and prevention.

Training for all of the above is included in the two courses that the CWO will need to attend.

Job Description

3. Assist the club to fulfil its responsibilities to safeguard children and young people at club level. The Club Welfare Officer can expect guidance from the British Judo Association Child Protection Working Party. The BJA will provide appropriate training and resources for the Club Welfare Officer to fulfil their role.

4. Assist the club to implement its child protection plan at club level.

5. Be the first point of contact for staff/volunteers, parents and children/young people where concerns about children’s welfare, poor practice or child abuse.

The Club Welfare Officer is responsible for following the British Judo Association’s policy and procedures, in particular the reporting procedures. This means ensuring that the appropriate records are maintained. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate. Consult initially with a statutory child protection agency such as the local Social Services, Department of Health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible.

- Make a formal referral to a statutory child protection agency e.g. social services department or the police without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the social services department and the police or NSPCC.
- Report the concerns to the British Judo Association Lead Child Protection Officer.
- Be the first point of contact with the National Lead Child Protection Officer.
- Maintain contact details for local Social Services, Police and how to obtain the Local Safeguarding Children Board policy / procedures. Contact details for local / national help lines should also be maintained and publicised within the club.
- Promote the clubs best practice guidance/code of conduct within the club in line with the club’s plans. This may involve working with children/young people and parents on developing the club’s approach to expect behaviour of everyone at the club or developing and anti-bullying policy for example.
- Promote and ensure adherence to the club’s child protection-training plan.
• The Club Welfare Officer will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.
• Ensure confidentiality is maintained alongside the club’s management committee.
• Promote anti-discriminatory practice. The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people’s welfare. The club should also have an Equity policy.

Training Requirements:
• ‘Good Practice and Child Protection’ – 3 hour workshop, BJA or sports coach UK
• NSPCC ‘A Time to Listen’ - BJA delivered