



Child Protection Coordinator

RESPONSIBLE TO:	The Club committee and Saltire Team Gymnastics Club
SKILLS REQUIRED:	<ul style="list-style-type: none">• Approachable with friendly manner• Good listener• Well organised• Motivated• Prepared to pass on concerns to NGB / social services when necessary
MAIN DUTIES:	<ul style="list-style-type: none">• Ensure that the child protection procedures are understood and adhered to by all members.• Encourage good practice by promoting and championing the Child Protection policy and procedures• Establish and maintain the complaints procedures.• Attend the SG child protection course and gain qualification.• Be familiar with current child protection legislation and Protection of Children (Scotland) Act 2003.• Understand the NGB child protection procedures, rules and regulations.• In the event of a complaint being made ensure that the complaints procedures are met.• Respond appropriately to disclosures or concerns which relate to the well-being of a child• Maintain confidential records of reported cases and action taken• Establish and maintain contact with local statutory agencies including the police and social services• Raise awareness of the Club Child protection Officer role to parents/carers, adults and children involved in the club• Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club• Challenge behaviour which breaches the Code of Conduct• If unable to attend any parent committee meeting, send a report/ apologies to the secretary• Safe recruitment of all new coaches and volunteers in line with Scottish Gymnastics Guidelines• Ensure that all active coaches have up to date Child Protection training PVG