

Safeguarding Officer

RESPONSIBLE TO: The Club Committee and Saltire Team Gymnastics

A key appointment in helping clubs meet the safeguarding requirements set by Scottish Gymnastics is that of a safeguarding officer.

They will be encouraged to promote best practice throughout the club by ensuring everyone is aware of their responsibilities and the role they have to play in safeguarding at the club. The safeguarding officer should also become a member of the club's organising committee or board of trustees and act as advisor on all safeguarding matters.

The safeguarding officer should be over 21 years of age and should not be an active coach within any Scottish Gymnastics club or a close family member, spouse, partner, or close personal friend of a coach within the club.

Characteristics of a Safeguarding Officer (SO) within a gymnastics context include:

- An understanding of Scottish Gymnastics safeguarding policies and procedures
- An understanding and appreciation of the need for confidentiality at all times
- The ability to communicate clearly and effectively with all club members and Scottish Gymnastics safeguarding team
- The ability to follow procedures and the confidence to know when to seek advice and not rely solely on own judgment in relation to referring concerns and complaints

The role of the Safeguarding Officer:

- Ensure all persons working with children, young people and vulnerable adults at the club are fully aware of what is required of them within the guidelines of the following:
 - Scottish Gymnastics Code of Practice for Coaches & Officials
 - Scottish Gymnastics Safe Recruitment Policy
 - Scottish Gymnastics Anti Bullying Policy
- Conduct the administrative work associated with the safe recruitment of coaches, helpers, and officials, including PVG applications (verify ID documentation) ensuring Scottish Gymnastics procedures are followed consistently
- Be the first point of contact for coaches, helpers, parents, and gymnasts on any issues concerning safeguarding and the wellbeing of the club members (poor practice or potential alleged abuse)
- Ensure effective implementation of Scottish Gymnastics policies and procedures at club level
- Act as adviser to the club's management committee or board of trustees on matters of policy and procedures related to safeguarding
- Ensure that all coaches, helpers, chaperones, and officials maintain relevant up to date Scottish Gymnastics safeguarding awards
- Ensure that all incidents are correctly recorded and reported in accordance with Scottish Gymnastics policies and procedures
- Ensure confidentiality is maintained and information is only shared on a strict 'need to know' basis

Role Requirements:

Training: Child Protection and Wellbeing training and Club Safe Recruitment Workshop (accessed through Scottish Gymnastics)

PVG Scheme Record accessed through Scottish Gymnastics