

## Appendix 2: Club Wellbeing & Protection Officer Role Description

The role of the Club WPO is to ensure the safeguarding and protection of children within the sport and ensure that all club volunteers are aware of the duty of care to protect the children from harm. WPO's should possess the following skills in order to be effective at the role:

- Understand the Scottish Cycling Wellbeing and Protection Policy and procedures
- Ensure implementation and embedding of the *Club* Wellbeing and Protection Policy and procedures
- Conduct the administrative work associated with processing information on new volunteers / staff, including PVG forms for the club
- Be familiar with current legislation and guidance
- Ensure that the *Club* has robust recruitment procedures in place – see Scottish Cycling *Safe Recruitment Guidance (appendix 3 of the wellbeing and child protection policy)*
- Raise awareness of all code of conduct, policies and procedures to parents/carers, children and adult members
- Raise awareness of own Club WPO role to parent/carers, children and adult members
- Act as a contact and support for the *Club* for child wellbeing and protection concerns
- Actively encourage good practice and promote a *Club* code of conduct and offer challenge to behaviour that does not meet this standard
- Identify issues and know how to handle allegations and complaints
- Monitor & review policies and procedures at regular intervals
- Be aware of the contacts for local statutory agencies including police and social work
- Work in partnership with Scottish Cycling and relevant statutory bodies if required
- Undertake the initial relevant training and attend workshops regularly to keep up to date
- Be a member of the Club Committee and regularly report on Wellbeing and Protection
- Organise the appropriate training for the volunteers working with children in the club
- Maintain confidential records of reported cases and any action taken by the club/authorities

## Person specification

### Skills & Experience

- The ability to build relationships with club members, parents/carers, children and Scottish Cycling WPO
- An interest in the wellbeing of children and in safeguarding and child protection matters
- Experience of working with children
- A willingness to challenge opinion, where necessary and to drive the Wellbeing and Protection agenda
- Strong listening skills and the ability to deal with sensitive situations with integrity
- The confidence and good judgement to manage situations relating to the poor conduct/behaviour of others towards a child
- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly

### Requirements

- PVG Scheme Membership or the ability to gain membership
- Attend appropriate training – CWPS and CWPO (renewable every 3 years)

### Time Commitment

- Time commitment can vary dependant on size and nature of club aprox 4-8 hrs a month
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