

APPENDIX 2: ROLES AND RESPONSIBILITIES

THE ROLE OF THE GOVERNING BODY IN PROTECTING CHILDREN

Why protecting children is important

There are many reasons why governing bodies need to address, plan and implement the protection of children and young people. It:

- Will help to ensure the governing body and member clubs fulfil legal and moral obligations for the care and protection of children.
- Sends a positive message to both children and parents about the value you place on children and their participation in your sport.
- Sends a positive message to staff and volunteers that you will support and guide them when they work with children and you will put safeguards in place to minimise risk to all.
- Sets the standards and expectations for everyone working in the sport and provides a benchmark against which practice can be measured and challenged.
- Builds a legacy for the future of the sport.
- Reduces the risk of successful legal action against the organisation by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

These recommendations are based on legislation, national guidance and messages from inquiries and recognised good practice.

ROLES AND RESPONSIBILITIES IN CHILD PROTECTION

Within **SSAC** the Child Protection Officer will:

- Be supported by SSAC and be appropriately trained.
- Implement and promote **The Scottish Sub Aqua Club's** Child Protection Policy and Procedures and regularly report to the **General Committee/Board**.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Act as the main contact within **The Scottish Sub Aqua Club** for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the remit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the Police and Social Work services.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members.
- Regularly monitor and review **The Scottish Sub Aqua Club's** Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance.

Within Branches of **The Scottish Sub Aqua Club**, the Child Protection Officer will:

- Be supported by SSAC and the Branch and be appropriately trained.
- Implement and promote **The Scottish Sub Aqua Club** Child Protection Policy and Procedures.
- Regularly report to the **Club Committee**.
- Act as the main contact within the Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with **The Scottish Sub Aqua Club's** Child Protection Officer.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases, concerns and action taken to **The Scottish Sub Aqua Club's** Child Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the Police and Social Work services.
- Monitor and review the Child Protection Policy and Procedures for their club.
- Ensure there are mechanisms in place for quality assurance.