



## **Child and Vulnerable Adult Protection Officer Job Description**

The Child and Vulnerable Adult protection officer should ensure that the child protection procedures are understood & adhered to by all members. They should be known to every club member and be easy to contact for anyone with a concern.

### **SKILLS/QUALITIES REQUIRED:**

- 1) Approachable with friendly manner
- 2) Good listener
- 3) Well organised
- 4) Prepared to pass on concerns to professional agencies when necessary

### **MAIN DUTIES:**

- 1) Ensure that the child protection procedures are understood & adhered to by all members.
- 2) Establish and maintain the complaints procedures.
- 3) Attend an appropriate training course (If not currently trained).
- 4) Be familiar with current child protection legislation and The Children Act 1989.
- 5) Understand the NGB child protection procedures, rules and regulations.
- 6) In the event of a complaint being made ensure that correct procedure is followed.
- 7) If unable to attend any executive committee meeting a report should be sent to the secretary.