



### **The Club Children's Officers role:**

To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by the production / distribution of information leaflets.

- To influence policy and practice within the club in order to prioritise children's needs
- Establish contact with the Provincial and the National Children's Officer.
- To ensure that children know how to make concerns known to appropriate adults or agencies.
- To encourage the appropriate involvement of parents/ guardians in the club activities
- To act as an advisory resource to Sports Leaders on best practice in children's sport.
- To report regularly to the Club Management Committee.
- To ensure that there are steps young people can take to express concerns about their sports activities / experiences.
- Establish communication and facilitate parent's information sessions at the start of the season
- Keep records on junior members, their contact numbers and any special needs of the child that should be known to leaders.
- Ensure each member signs an annual membership form that includes signing up to the code of conduct.
- Ensure that the club rules and regulations include:
  1. A Child Safety Statement.
  2. Recruitment policy
  3. A complaint, disciplinary and appeals procedures.
  4. An anti-bullying policy.
  5. Film and Photography Policy
  6. Social media and online safety Policy
  7. Recognising and reporting abuse guidelines/procedures
  8. Codes of Conduct