



CHILD PROTECTION OFFICER

Job Description

The Child Protection Officer will:

1. Implement and promote RYA Scotland's Child Protection Policy and Procedures
2. Act as the main contact within RYA Scotland for the protection of children
3. Be supported by RYA Scotland and the Development Manager and be appropriately trained
4. Regularly report to the Participation Development Group and High Performance Committee, and report through RYAS DM to Management Committee and RYAS Council
5. Liaise with RYA on recruitment and Disclosure processes and communicate with the RYA's Child Protection Officer to ensure a consistent approach taking account the different national legislation.
6. Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children
7. Encourage good practice and support of procedures to protect children across RYA Scotland and all its activities, and all organisations affiliated to RYA
8. Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information
9. Report cases, concerns and action taken to the RYA's Child Protection Officer and RYA Scotland Development Manager
10. Attend and deliver training on the protection of children
11. Establish and maintain contact with local statutory agencies including the police and social services
12. Monitor and review the Child Protection Policy and Procedures for RYA Scotland, and Scottish clubs
13. Ensure there are mechanisms in place for quality assurance

14. Create Children's Forum and the website forum for children
15. Run Child Protection training for RYA Scotland volunteers as part of their induction
16. Raise awareness of the protection of children and communicate with Scottish club members on issues of child protection