**Terms of Reference for Club Wellbeing Officer**

The Wellbeing Officer’s role is to ensure club is complying with the Scottish Swimming Child Protection Policy and current legislation, and ensure that athletes and volunteers are training/ competing/working within a safe environment.

Main functions are:

* To ensure all persons working with children and young people at the Club are fully aware of what is required of them within the protocols of the Protection of Vulnerable Groups (PVG) legislation.
* To conduct the administrative work associated with processing information on new volunteers to achieve the required clearances.
* To liaise closely with Club volunteers, ensuring that agreed procedures for the prevention of risk are followed
* To counsel /advise the Club on matters of policy relating to Child Protection
* To advise / circulate details of opportunities for volunteers / staff to undertake training
* To act as the contact person on matters relating to Child Protection at the Club
* In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision, in tandem with Scottish Swimming if required.

The Wellbeing Officer shall normally remain in post for two years.