

Roles & Responsibilities

Recommended Skills

- Excellent communication skills
- Respects confidentiality
- Welcoming
- Comfortable interacting with young people
- Neutral/ unbiased view
- Knowledge of needs/ rights
- Confident
- Empathetic

Commitment

- The time commitment can vary depending on the size and type of the club.
- The club children's officer should have some flexibility to be available if young people wish to speak with or meet them.

Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Ensure the club, coaching staff and the committee considers a safe, child centered environment in activities and undertakings
- Advocate for safeguarding policy within the club
- Voice for young people in the club, co-ordinating opportunities for young people to express views and opinions
- Ensure young people are treated fairly and with equity
- Ensure young people in the club know how to contact a CCO
- Designated Liaison Person (DLP) for the club responsible for reporting concerns, disclosures or allegations of abuse to the statutory authorities
- Assist the committee with the Child Safeguarding Statement and Risk Assessment documents

Lead Club Children's Officer role

- The CCO role responsibilities as above
- Appointed to and an active member of the club committee with one vote; the Lead CCO should not have any other role
- Lead responsibility for the Child Safeguarding Statement and the Risk Assessment documents to ensure the club committee completes this regularly and on time
- Attend club committee meetings

See Safeguarding policies for full details of roles and responsibilities



Roles & Responsibilities (continued)

Benefits of volunteering in this role

- Pride in your ability to support your club.
- Being part of helping young people have a voice in their club
- Working with other volunteers to make your club a success
- Working as a team with other volunteers and young people is a skill you can use in other areas of your working life
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

Requirements

Mandatory – General (U18) Clubs

- Safeguarding 1 workshop (Ireland)/ Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Safeguarding 2 CCO (ROI) Designated Safeguarding Children's Officer (NI)
- Safeguarding 3 Designated Liaison Person (ROI)
- Swim Ireland club membership
- Signed Code of Conduct

Recommended

- Club Children's Officer Forums
- Managing people, situations and conflict workshop
- Club development days and live webinars
- Online modules - Effective Committees and Effective Meetings

