

Club Children's Officer role

(Taken from new Safeguarding Policy 2019)

Club Children's Officer

Every club must appoint a Club Children's Officer (CCO) with a minimum of two CCOs recommended. In a mixed gender club, it is desirable to appoint a CCO of each gender. Clubs may appoint as many CCOs as is relevant to their own structures. It would be helpful for a head coach in each club to assist in the appointment of the CCO. The committee of the club in agreement with the CCOs must appoint one CCO onto the committee – this person will be known as the Lead CCO.

Club Children's Officer role

- Ensure the club, coaching staff and the committee considers a safe, child centred 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
- Advisor on events/trips/club activities involving young people
- Receive general membership communications
- Link with the club coaches and team manager panels to ensure collaboration on safeguarding young people
- Aware of the movement and attendance of young people in and out of the club; work with coaches to support squad movements or identify underlying issues
- Respond to matters of concern for the safety or well-being of young people
- Advisor to a complaint or disciplinary matter occurring in the club where young person (U18) is involved
- Attend a complaint or disciplinary hearing at club level where a young person (U18) is involved
- Liaise with the other CCOs in the club
- Act in manner to ensure there are no conflict of interests with the CCO role
- Promote Youth Development department projects

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
- The Relevant Person for the club
- Receive communications regarding club committee business
- Attend club committee meetings
- Report at each club committee meeting i.e. CCO has standing item on the agenda

* In line with good governance practice it is recommended that a spouse/partner of a Lead CCO is not a member of the same committee. If this is unavoidable as a temporary measure, the club should ensure a replacement is sought within six months. The Lead CCO is subject to the four year rule for committee members, however, they may remain as a CCO in the club, if re-appointed.

Additional requirements

Where a conflict of interest occurs, it may be necessary to request a CO from a different club or region to assist with a particular need e.g. as an advisor or attending a complaints or disciplinary hearing where a young person under 18 years of age is involved. All COs will be guided by the NCO through training, regular communications and attendance at upskill sessions. The NCO (or appropriate substitute) should be contacted for advice, guidance and support.