



Scottish Charity
No:SC006452

The Role of the SSFA Child Wellbeing and Protection Officer (CWPO)

The Scottish Schools' Football Association has a designated Child Wellbeing and Protection Officer (CWPO).

The person in this role is responsible for:

- Acting as a first point of contact for the SSFA on Child Protection matters.
- Overseeing the promotion and implementation of the SSFA's Children's Wellbeing Policy (CWP).
- Leading the work of the SSFA Management Committee to review, update and promote the SSFA's CWP to ensure it remains current and fit for purpose.
- Conducting the administrative work associated with the processing of information (PVG Self Declaration, Fair Notice Process Agreement, Coach Code of Conduct Annual Agreement) on coaches/volunteers relating to the International Squads.
- Attending appropriate training in order to keep up to date with developments in the field of child protection and safeguarding.
- Ensuring all relevant information regarding Child Protection, including but not limited to training, is communicated to the Management Committee, Steering Committee, International Coaches and School Football Representatives, as appropriate.
- Receiving and acting on, as per the SSFA's Child Wellbeing Policy and procedures, any reported concerns.
- Maintaining and ensuring secure storage of confidential records of any reported cases and any action taken.
- Ensuring, when on holiday or unavailable for any significant period, that the role of CWPO is suitably covered by a designated member of the Management Committee.

August 2022