



### **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.