



## Lead Child Protection Officer Objectives and Responsibilities

- Assist *Pentathlon GB* to fulfill its responsibilities to safeguard children, young people and vulnerable adults.
- Regularly monitor and review the *Pentathlon GB's* Child and Vulnerable Adult Protection Policy and Procedures.
- Implement and promote *Pentathlon GB's* Safeguarding and Child Protection Policy, Procedures, Codes and Guidelines for athletes, coaches, officials and clubs
- Encourage good practice and support of procedures to safeguard and protect children and vulnerable adults.
- Make regular reports to the Board (quarterly as a minimum).
- Act as the main contact within *Pentathlon GB* for staff, volunteers, parents and children/young people and vulnerable adults where concerns about children's welfare, poor practice or child abuse are identified.
- Provide information and advice on the safeguarding and protection of children and vulnerable adults.
- Support and raise awareness of safeguarding and the protection of children and vulnerable adults.
- Communicate with members via the website and other appropriate mechanisms on issues of child and vulnerable adult protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the safeguarding and protection of children and vulnerable adults.
- Manage Safeguarding and Child Protection cases that arise including activating the Case Management Group where appropriate, gathering pertinent information together for them and to deliberate and make recommendations going forward.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.

- Commission Criminal Records Bureau Disclosures on individuals engaged in regulated activity, staff and volunteers. Receive Disclosures and destroy via shredding after 6 months
- Record and coordinate child protection training.
- Ensure there are mechanisms in place for quality assurance
- Attend training on the protection of children
- Establish and maintain contact with statutory agencies nationally (including the *CPSU*) and where appropriate establish and maintain contact with local agencies (including the Police, local authority Social Work Department and Local Safeguarding Board).

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