



## **LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION**

**JOB TITLE:** Player Protection Officer

**RESPONSIBLE TO:** Livingston Hearts Executive Committee

**SKILLS REQUIRED:**

- . Approachable with friendly manner
- . Good listener
- . Well organised
- . Motivated
- . Prepared to pass on concerns to professional agencies when necessary

### **MAIN DUTIES:**

- Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities
- They must ensure that child protection procedures are understood and adhered to by all members
- They must be familiar with current child protection legislation
- They must receive and advise on reported incidents by a club, player or official.
- They must initiate action ensuring all appropriate persons have been contacted.
- They must report any alleged incidents of abuse to the National Secretary or in his absence the National Protection Officer at Hampden Park.
- They must ensure all Club Officials or any person acting on behalf of member clubs are named on the SYFA Club Membership Application Form. Refer to your League Secretary for SYFA Club Membership Application Forms.
- They must ensure all League / Association Officials or any person acting on behalf of a member league or association are named on the SYFA League / Association Membership Application Form. Refer to your League Secretary for SYFA League Membership Application Forms.
- They must ensure all completed information that has to be retained is sent directly to the National Secretary to be stored in a completely safe and confidential manner. It is a criminal offence to disclose any information to any third party. The only exception is the reporting of abuse to either the National Secretary or the police.
- They must check that all forms are completed properly; they must witness identification documentation and send all fully completed Disclosure Scotland Disclosure Application Forms plus SYFA Self-Declaration Forms to the SYFA Protection Officer at Hampden Park.
- They must make sure any officials highlighted as top priority by either their club, league or associations are prioritised for Disclosure Scotland checking.

**TIME COMMITMENT:** As required