



Somerset County Archery Association

***** Role of the Child Protection & Vulnerable
Adult Officer ***
(TR14)**

INTRODUCTION

The position of Child Protection & Vulnerable Adult Officer (CPVAO) is extremely important for the Association. As an elected member of The Association you will also be a member of the Council under Clauses 24 and 29 of the Association's Constitution which states:

The Council shall comprise of the Officers, the Retiring Chairman, Specialist Officers elected at the Annual General Meeting, Co-opted Members, and one member from each affiliated Club

SPECIFIC DUTIES & RESPONSIBILITIES

The following will be the specific responsibility of the CPVAO who shall:

- 1) Provide a central person responsible for the welfare of County members, particularly its junior and vulnerable adult members. The CPVA Officer ensures that the County environment is safe and secure allowing the younger and vulnerable members to enjoy archery and improve their skills without fear;
- 2) Define and maintain the County Welfare Policy and associated documents, with assistance from the Executive Committee, and ensuring such policies and documents are kept up to date;
- 3) Ensure the County Welfare Policy is known to all Members and that its principles and codes are followed;
- 4) Ensure the welfare policy/policies of AGB is followed and understood by all Club Members and Officers;
- 5) Maintain communications and interaction with Beginners, Coaches/Assistant Coaches and County Members in respect to welfare at their Club;
- 6) Ensure adequate support is given to CPVA Officers undertaking a similar role within their club environment;
- 7) Ensure that appropriate channels are established maintained so that junior and vulnerable adult members wishing to highlight issues are able to seek support from the County;
- 8) Ensure data protection requirements and privacy is properly handled and correct advice is given to Club CPVA Officers of the Association;
- 9) Maintain an up to date and accurate record of registered CPVA Officers;
- 10) Ensure that, should matters of risk arise, that these are dealt with immediately and in accordance with policies and best practices of The County, AGB and the law;
- 11) Advise the Executive Committee and the Association

- 12) Organise, as appropriate training for CPVA Officers to ensure they are up to date on current legislation and procedures;
- 13) Liaise with the Junior Representative to ensure he/she is up to date with current legislation and procedures;
- 14) Annually review and, if necessary, update the County Welfare Policy to ensure that they are in accordance with current policies, rules and best practices;
- 15) Keep abreast of any changes to AGB welfare policy and how this will impact the county and its policy. Should changes be critical then the County Welfare Policy will be updated.
- 16) In such circumstances as contained in 15) above the Welfare Officer will:
 - i) Actively engage with the Executive Committee and Council;
 - ii) Club Welfare Officers;
 - iii) Members

to ensure the welfare needs of all members are met and any issues acted on and that any members identified as being at risk are happy and feel supported.
- 17) Attend local and national archery conferences if possible (expenses to be paid by the Association);
- 18) To attend County meetings whenever possible and give a report.

REQUIRED SKILLS, QUALIFICATIONS AND EXPERTISE

It is important that the Association recognise the significance of this position and to this effect the postholder must be:

- 1) A member of the Governing Body AGB;
- 2) A Full Member of the Association;
- 3) 18 years of age or older;
- 4) Have an understanding of AGB's current welfare policies, procedures and best-practices;
- 5) Have attended and successfully passed a Safeguarding Course recognised by the Association, AGB and Sport England.