



# GADESIDE RANGERS FOOTBALL CLUB

Est – 1973

Affiliated to:

The Football Association  
Hertfordshire Football Association,  
Watford Friendly League,  
Olympian League

[www.gadeside.co.uk](http://www.gadeside.co.uk)  
[www.gadesideseniors.co.uk](http://www.gadesideseniors.co.uk)

## **Child Protection Officer**

### **Job Purpose**

- To carry out all protection duties
- Reporting to the Club Chairman
- Reporting to relevant CRB authority

### **Job Functions and Responsibilities**

- Be supported by the Herts FA and be appropriately trained
- Implement and promote the Herts FA Child Protection Policy and Guidelines
- Regularly report to the club committee without disclosing delicate information
- Act as the main contact within the club for the protection of children
- Encourage good practice and support of procedures to protect children
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children
- Communicate with the Herts FA's Child Protection Officer
- Maintain confidential records of reported cases, action taken, liase with the statutory agencies and ensure they have access to all necessary information
- Report cases, concerns and action taken to the Herts FA's Child Protection Officer
- Attend training on the protection of children
- Establish and maintain contact with local statutory agencies including the police and social services
- Monitor and review the Child Protection Policy and Guidelines for their club or league
- Ensure there are mechanisms in place for quality assurance



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- Ensure that all members, including players' parents have your full contact details

### **Protection Responsibilities**

- Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities.
- Ensure all officials (e.g. managers, coaches, first aiders or parents,) that have regular and/or unsupervised contact with children must have complete a CRB Disclosure Application Form and submit it to the Club Child Protection Officer for additional Signatory who will on approval send it directly to the relevant authorities. Officials who refuse to submit a fully completed CRB Disclosure Application Form will not be allowed membership of this club.
- All officials (e.g. managers, coaches, first aiders or parents,) who refuse to submit a fully completed CRB Declaration Form will be denied membership.