



## **Club Children's Officer**

The appointment of Club Children's Officers is an essential element in the creation of a quality atmosphere for young people in any club. They act as a resource to members with regard to children's issues and also ensure that children have a voice in the running of the club and can talk freely about their experiences.

Government guidelines advise that a Children's Officer should be appointed by all clubs and this should be done in accordance with recommended safe selection and recruitment procedures. The Children's Officer should be on the Management Committee or have access to the Management Committee.

The Club Children's Officer should hold an up to date Irish Sports Council or Sports Council of Northern Ireland Code of Ethics and Child Welfare Officer Certification.

The Children's Officer should have the following functions:

- ◆ To promote the Code of Ethics & Good Practice.
- ◆ To be familiar with *Children First* and *Our Duty to Care* to ensure they can act as an information source to other members of the organisation.
- ◆ To influence policy and practice and prioritise children's needs.
- ◆ To ensure that children know how and whom they can report their concerns to within the club. Information disclosed by a child should be dealt with in accordance with the guidelines in the *Code of Ethics & Good Practice for Children in Athletics*.
- ◆ To encourage the participation of parents/guardians in club activities.
- ◆ To co-operate with parents to ensure that each child enjoys his/her participation in Athletics.
- ◆ To act as a resource with regard to best practice in children's athletics.
- ◆ To report regularly to the club management committee.
- ◆ To monitor changes in membership and follow up on any unusual drop-out, absenteeism or club transfers by children or coaches/volunteers.

The skills for a Children's Officer are as follows:

- ◆ A good listener
- ◆ Approachable
- ◆ Child focused
- ◆ Ability to maintain confidentiality