

Role of the Branch Coordinator

Qualities of a Branch Coordinator within a disability sport context include:

- an understanding of, and support for, the introduction / maintenance of the policy;
- an understanding and appreciation of the need for confidentiality the ability to follow procedures;
- and to know when to seek advice and not rely solely on one's own judgement.

The Branch Coordinator is expected to fulfil the following tasks:

- ensure all persons working with children, young people and vulnerable adults in the branch are fully aware of what is required of them within the protocols of the Policy / Code of Good Practice
- conduct the administrative work associated with processing information on new coaches / organisers
- liaise closely with branch coaches, ensuring that agreed procedures for the prevention of risk are followed
- counsel / advise the branch on matters of policy
- advise / circulate details of opportunities for coaches to undertake training
- act as the contact person on matters relating to the Protection of Children, Young People and Adults at Risk at the branch

Branch Coordinator – Action Process where abuse is alleged or disclosed

The Coordinator will take details of the allegation / suspicion / concern by completing an Incident Record Form. The Coordinator may consult with an appropriate child, young person and vulnerable adult protection professional e.g. local Social Work Department or local police.

The Coordinator will inform SDS of any Disclosure(s) within 48 hours of taking details.

Note: To avoid any doubt or uncertainty, it is strongly recommended that the Coordinator contacts the local Social Work Department to confirm procedures and allay fears.