

Scottish Squash Child Protection Sub-Group

Terms of Reference

Role of the Sub-Group

- To review and update the current draft Child Protection Guidelines for Scottish Squash
- To review and update the draft template Child Protection Guidelines for Regional Associations and member clubs
- To review/develop a template role description for regional and club child protection officers
- To develop a costed child protection education plan based on a needs driven structure
- To develop a policy and procedure for a fit for purpose Disclosure process that can meet future demand
- To develop a programme of child protection education courses which meets the needs of the membership
- To develop a budget for annual activities and income generation and submit to Scottish Squash's Chief Operating Officer (COO) for approval. Any surplus will be part of Scottish Squash core finances – maximum discretionary amount of £250 in each financial year available to Sub-Group if a surplus is achieved in agreement with COO; all contracts/sponsorship to be dealt with by Scottish Squash office
- To develop other templates/guidelines as may be required and such as may support Scottish Squash, Regional Associations or member clubs for Board approval
- To monitor progress against targets and budgets and develop monitoring systems as required
- To provide a written report to all Board meetings, minutes to be taken at all Sub-Group meetings and to be provided to Scottish Squash office.

Membership

- Members:
 - 2 members (to be appointed for 1 term of 3 years)
 - Management Board member with relevant skills
 - Scottish Squash Child Protection Officer
 - Appropriate Scottish Squash staff member
- Skills:
 - Basic interest in child protection
 - Interest in developing child protection policies
 - Experience in developing policies/procedures
 - Experience of club/league/regional committees

Function

- A minimum of 4 meetings a year should take place
- Chairperson to be appointed from within the Sub-Group
- Clear agenda with standard items to be developed.