



### NPSC Non-Executive Committee – Member Protection Manager

<b>Reports To:</b>	Executive Committee
<b>Job Inductor:</b>	Boama Amofo
<b>Purpose of Role:</b>	All matters relating to risk management, child protection and first aid should be managed by this officer.
<b>Key Tasks and Responsibilities:</b>	
Risk Management-	<ul style="list-style-type: none"> <li>▪ Periodically inspect grounds, equipment, buildings and procedures (eg traffic management, training practices) for compliance with risk management policies and report.</li> <li>▪ Encourage all coaches and team managers to complete a ground and facilities condition checklist prior to training and playing.</li> <li>▪ Be the main contact person for members and supporters wishing to raise risk management issues.</li> <li>▪ Ensure identified safety defects are properly rectified by the responsible body (Council, NPSC, NPCC, rugby etc).</li> <li>▪ In the case of a reported incident, follow the instructions in the Risk Management Manual for that incident and complete an Incident Report as soon as possible.</li> </ul>
Child Protection-	<ul style="list-style-type: none"> <li>▪ Maintain a register of volunteers who have Working With Children approvals and assist new volunteers who may work with junior members to obtain one.</li> <li>▪ Collect, record and inform coaches/team managers of player medical conditions to take into account when training, playing or administering first aid (especially vital for juniors)</li> </ul>
Injuries and First Aid-	<ul style="list-style-type: none"> <li>▪ Ensure coaches and team managers have and use a supply of Player Injury Report forms (in the event of insurance claims)</li> <li>▪ Assist injured players with completion and submission of relevant paperwork for insurance purposes</li> <li>▪ Obtain and distribute first aid kits to all team managers and establish procedures for maintaining supplies in them.</li> </ul>
<b>Experience and / or Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Some understanding of member protection in small organisations.</li> </ul>
<b>Desirable Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Current first aid certificate</li> <li>▪ Is positive, enthusiastic and energetic</li> </ul>
<b>Timing:</b>	
Approx hours per week	0.5-1
Frequency of work	Busy at start of season, then as needed.
Length of commitment	One year elected at AGM