

Club Safeguarding Officer Role Description

Purpose: To provide support and guidance to the Club Committee with regards to safeguarding, including verifying DBS checks, ensuring the Safeguarding policy and procedures are adhered to, co-ordinating safeguarding groups, training members and acting as a point of contact for queries, safeguarding complaints and when needed, at club events.

Main Responsibilities:

Advise the Club Committee on all Safeguarding matters and safe recruitment procedures for all club officers, coaches and trainers and helpers or others employed by the club who would have access to young people during club activity.

Reporting to the Club Committee, take a lead role in administering safeguarding delivery and support including when required the case management process.

Manage and support the activities of the Deputy Safeguarding Officer.

Safeguarding Delivery & Support:

Support Club Members with Safeguarding guidance, advice, information and training.

Manage and ensure that the process for DBS checks is followed.

Ensure that all Club Coaches understand and use appropriate behaviour to avoid mental and emotional damage during coaching activities.

When required, provide and manage plans for Club event safeguarding and act as a point of contact at events.

Promote, manage and record SLSGB safeguarding updates and ensure they have been adopted by the members.

Promote a child-focused approach - know about local resources to include basic knowledge of the roles & responsibilities of statutory agencies (children's social care, police, NSPCC) and local safeguarding children boards.

Be aware of all Club Policies.

Skills:

- Approachable and friendly.
- Good listener/effective communicator.
- Enthusiastic and good motivator.
- Tactful when dealing with sensitive issues and aware of the needs for management of confidential information.