**APPENDIX 18**

**Club/League Safeguarding Officer – Sample Job Description**

**JOB** **TITLE:** Child Safeguarding Officer (CSO)

**RESPONSIBLE** **TO:** Club/League Executive Committee

**SKILLS** **REQUIRED:**

* Approachable with friendly manner
* Good listener
* Well organised
* Motivated
* Prepared to pass on concerns to professional agencies when necessary

**MAIN** **DUTIES** **-** **JOINT** **RESPONSIBILITY:**

1. Ensure that the child protection procedures are understood and adhered to by all members.
2. Ensure that all club coaches and volunteers involved in regulated activity undertake a DBS check.
3. Establish and maintain the complaints procedures.
4. Attend the relevant Sport Wales/N.S.P.C.C. training courses, including:
5. Sports Coach UK Safeguarding and Protecting Children,
6. ‘Time to Listen’.
7. maintain an up-to-date training portfolio.
8. Be familiar with current child protection legislation, including The Children Act 1989.
9. Understand all Wales Netball safeguarding and child protection procedures, rules, and regulations.
10. In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.
11. If unable to attend any executive committee meeting, a report/apologies should be sent to the secretary.

**TIME** **COMMITMENT** …..…………………………………………………………

**SIGNATURES:** Club Safeguarding Officer

Date ………………….………………………………………

Chairperson ………………………………………...………….

Date ………………….………………………………………