**APPENDIX 9**

**Designated Safeguarding Lead Role Description & Responsibilities at Wales Netball**

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the protection of children.

The organisation's child protection policy and procedures should include the name of this person, their role and responsibilities and how they can be contacted.

The person designated should ensure that they are knowledgeable about child protection and undertake any training, considered necessary, to keep themselves updated on new developments.

The Designated Lead should be child-centred in focus and should have as their primary aim the establishment of a child-centred ethos within the organisation. They are the link between the members of the public, staff & statutory agencies. They also take responsibility for monitoring and reporting to the WN Board on how organisational policy impacts children and their staff. Given the need to ensure that children are valued within all settings a Designated Lead should be appointed by all organisations, subject to appropriate selection and recruitment procedures as recommended by the Department of Health, Social Services and Public Safety (DHSSPS). The Designated Lead should be an ex-officio member of, or have access to, the Organisation Management Committee.

* To influence policy and practice within the organisation in order to prioritise children’s needs;
* To act as an advisory resource to staff on best practice in working with children;
* To encourage the involvement of parents/carers in the organisation activities and co-operate with parents/carers in ensuring that each child enjoys their involvement;
* To see that children know how to make concerns known to appropriate adults or agencies. Information disclosed by a child to the Designated Lead or any other adult within the organisation should be dealt with in accordance with the Department of Health and Social Services.
* To report regularly to the Organisation Management Committee;
* The promotion of the values, attitudes and structures which make activities enjoyable for children;
* Advise on & co-ordinate training for others, as appropriate;
* Designated Officer must ensure the widespread dissemination of the organisations code of conduct and the publicising of related education programmes, materials and events;
* Make personal contact with the relevant personnel in the Statutory Authorities;
* Familiarisation with Our Duty to Care to ensure they can act as an information source to other members of the organisation;
* Commitment to attendance at training as required in order to act as a resource to members in relation to children’s needs;
* Observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information;
* If unsure whether reasonable grounds for concern exist or not, they should informally consult with the local Social Services. They shall be advised whether or not the matter requires a formal report;
* Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover;
* Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome;
* When reporting suspected or actual child abuse to the Statutory Authorities the designated person should first inform the family of their intention to make such a report, unless doing so would endanger the child or undermine an investigation.

Designated Leads **do not** have the responsibility of investigating or validating child protection concerns within the organisation and have no counselling or therapeutic role. **Under no circumstances should a child be left in a dangerous situation pending intervention by the statutory authorities.**

The Designated Lead has the main responsibility for managing child and vulnerable adult protection issues within Wales Netball. Specific responsibilities are detailed below:

* Implement and promote Wales Netball’s Safeguarding Policy and procedures.
* Regularly report to the Board of Wales Netball on safeguarding matters.
* Act as the main contact within Wales Netball for the protection of children and vulnerable adults.
* Provide information and advice on the protection of children and vulnerable adults
* Support and raise awareness of the protection of children and vulnerable adults.
* Communicate with members on issues of child and vulnerable adult protection
* Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
* Encourage good practice and support of procedures to protect children and vulnerable adults.
* Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
* Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure that they have access to all necessary information.
* Organise and facilitate training for members.
* Regularly monitor and review Wales Netball’s Safeguarding Policy and procedures.

The Designated Safeguarding Lead for the Welsh Netball Association is Laura Milford (Head of Operations).

Supported at Board level by Andrew Brenton (Director).

These positions are **reviewed annually.**