



## APPENDIX 15

### Club/League Safeguarding Officer – Role Description

**Job Title:** Club/League Safeguarding Officer (CSO/LSO)

**Responsible to:** Club/League Executive Committee

**Time Commitment:**

**About the Role:**

The person within a netball club with primary responsibility for managing and reporting concerns about children and young people, and for putting into place safeguarding procedures in the club.

**Skills and Abilities Required:**

- child-centred approach
- basic administration and computer skills
- basic advice and support-provision skills
- communication skills, including use of social media
- ability to maintain accurate and detailed records
- ability to provide information about local resources
- ability to promote organisation's policy, procedures and resources
- Approachable with a calm and friendly manner
- Good listener
- Motivated
- Prepared to pass on concerns to professional agencies when necessary



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#### **Duties and Responsibilities:**

- work with others in the club to ensure a positive child-centred environment
- assist the organisation in fulfilling its responsibilities to safeguard children at club level
- assist the organisation in implementing its safeguarding children plan at club level
- act as the first point of contact for staff, volunteers, parents/carers, children and young people where concerns about children's welfare, poor practice or abuse are identified work closely with the Lead Safeguarding Officer to ensure best safeguarding practice
- implement the organisation's reporting and recording procedures
- be confident in recognising if there is immediate harm or risk of abuse to a member of the club and proactively inform the police and/or social services in your local area
- promote the organisation's best-practice guidance and/or code of conduct within the club
- sit on the club's management committee
- ensure adherence to the organisation's safeguarding children training
- ensure appropriate confidentiality is maintained
- ensure proper safeguarding records are created and maintained
- promote inclusive and anti-discriminatory practice
- Ensure that the child protection procedures are understood and adhered to by all members.
- Ensure that all club coaches and volunteers involved in regulated activity undertake a DBS check.
- Attend the relevant Sport Wales/N.S.P.C.C. training courses, including:
  - a) UK Coaching Safeguarding and Protecting Children, and/or ACT Adults at Risk (depending on club members' ages (as a minimum)
  - b) UK Coaching 'Time to Listen'
  - c) maintain an up-to-date training portfolio.



- Be familiar with current child protection legislation, including The Children Act 1989, Social Services and Wellbeing (Wales) Act 2014.
- Understand all Wales Netball safeguarding and child protection procedures, rules, and regulations.
- In the event of a concern being made ensure that the concern reporting procedures are met and see the procedures through to the final decision.
- If unable to attend any executive committee meeting, a report/apologies should be sent to the secretary.

**Required Knowledge:**

- how to recognise and respond to allegations of abuse
- own organisation's role and responsibilities to safeguard the welfare of children and young people, and adult's at risk
- boundaries of the role of club safeguarding officer, and of other staff/volunteers at the club
- basic knowledge of the roles and responsibilities of statutory agencies such as children's social care, the police, Designated Officer (formerly LADO) and the NSPCC, and the Local Safeguarding Children Boards
- local arrangements for managing safeguarding children and reporting procedures
- ability to recognise and define poor practice and abuse
- own organisation's policy and procedures relating to safeguarding children and young people
- core values and principles that underpin the club's practice awareness of contextual safeguarding and current affairs that impact the welfare of children and young people
- basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people

Training should be provided to support the person in this role with their safeguarding knowledge. Please note that this level of knowledge would be expected from a qualified social worker, police officer, etc. However, a volunteer would not be expected to have the same level of safeguarding knowledge.



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**Signatures are required when the CSO role is assigned:**

Club Safeguarding Officer Name:

Date .....

Chairperson .....

Date .....