



APPENDIX A

ROLE OF DESIGNATED SAFEGUARDING OFFICER

1. The role of the Club's Designated Safeguarding Officer will be to provide advice and recommendations to the Club's Committee on safeguarding Policy and procedures, and to ensure that these are in place and communicated to all employees working directly with children, young people and vulnerable adults, and that Committee Members and all members are aware of the Policy and procedures.
2. The role will specifically involve;
 - 2.1. To be the main point of contact for all children, young people and vulnerable adults to report concerns and disclosures, handling concerns calmly and sensitively in line with the Club's reporting procedure and prioritising the wellbeing of children, young people and vulnerable adults at all times.
 - 2.2. Ensure that all employees/coaches are aware of what they should do and who they should go to if they are concerned that a child, young person or vulnerable adult may be subject to abuse or neglect.
 - 2.3. Receive as the first point of contact and record information from employees, Members, children, parents/guardians, vulnerable adults or carers who have child protection concerns.
 - 2.4. Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate.
 - 2.5. Record any reported incidents in relation to a child, young people or vulnerable adults and ensure that such records are kept in a secure place.
 - 2.6. To liaise with the Club's Committee, in the first instance the Club's Chairperson and Secretary, to report and incidents or concerns that have been raised, and to determine next steps and reporting requirements to external agencies, eg Local Authority children's or adults' social care teams and the police where appropriate.



- 2.7. Ensuring that the Club's Committee are managing safeguarding effectively, ensuring all procedures are communicated and adhered to and that relevant training is made available where required.
- 2.8. In consultation with the Club's Committee, reviewing and updating the Club's Safeguarding Policy and Guidelines in line with legislative and Club developments.
- 2.9. Providing safeguarding advice and information to the Club's Committee on a regular basis, as requested.
- 2.10. Being the first contact for any concerns raised and effectively managing these in line with statutory requirements.
- 2.11. Being the Club's contact and liaison for all relevant external agencies.