

Cymdeithas Achub Bywyd o'r Môr Cymru

Surf Life Saving Association of Wales

Role of the Club Safeguarding Officer – Appendix 25

Club Safeguarding officer

The person within a sports club with primary responsibility for managing and reporting concerns about children and ensuring safeguarding policies and procedures set out by the Sport's National Governing Body and Safeguarding Lead are adhered to by members.

Duties and responsibilities

Work with others in the club to ensure a positive child-centred environment.
Assist the organisation to fulfil its responsibilities to safeguard children at club level.
Assist the organisation to implement its safeguarding children plan at club level.
Be visible and act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children's welfare, poor practice or abuse are identified.
Act as the first point of contact with the Lead Safeguarding Officer
Implement the organisation's reporting and recording procedures.
Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board
Promote the organisation's Codes 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 in this position of trust. Any information that you are given or establish either via the DBS process, via another member or Lead Safeguarding Officer should be treated with total confidentiality and on a need-to-know basis.
Promote anti-discriminatory practice.

Skills and abilities Required:

Child-focused approach
Basic administration and computer skills which include Microsoft Teams and excel. Training can be given by the LSO.
Basic advice and support skills
Communication skills, including use of social media and approachability
Ability to maintain up to date records to ensure compliance with GDPR
Ability to promote organisation's policy, procedures and resources

Knowledge Required:

Own organisation's role and responsibilities to safeguard the welfare of children and young people.
Boundaries of the role of club Safeguarding Officer
Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police and the NSPCC) and Local Safeguarding Children Board
Local arrangements for managing safeguarding children and reporting procedures
Poor practice and abuse – behaviour that is harmful to children

Training Given

Safeguarding Children in Sport
Time to Listen



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- Assist the organisation to fulfil its responsibilities to safeguard children and young people
- Be knowledgeable of organisations' role and responsibilities to safeguard the welfare of children and young people and the policies, tools and forms used to deal with incidents, questions and promoting these policies.
- Ensure the Child Protection Policy and procedures are explained, publicised, followed and adhered to within the club so that all key members are aware of processes, actions to take and where SLSA Wales forms are available. Also, all members are aware of where to find the Child Protection Policy on the SLSA Wales site.
- To promote SLSA Wales safeguarding policies and appendices and readily signpost coaches, members and volunteers to these policies as signed copies are no longer required due them being agreed to as a condition of membership.
- Be the first point of contact for staff, volunteers, parents, children / young people where concerns about a child's welfare, poor practice or abuse are identified and ensure appropriate actions are taken.
- Be the first point of contact with the SLSA Wales Lead Safeguarding Officer should an incident occur in your club – 07853 000457. Except in circumstances where your first contact should be with the police or ambulance.
- Maintain contact details for local children's social services department, the police and Welsh Safeguarding Children Board.
- Ensure appropriate confidentiality is maintained in this position of trust. Any information that you are given or establish either via the DBS process, via another member or Lead Safeguarding Officer should be treated with total confidentiality and on a need to know basis.
- Ensure any records are stored securely complying with **GDPR** and not shared with anyone. Ideally DBS returns and emails sent containing safeguarding information about any member should not go to a shared email address, club email address where members other than the Safeguarding Officer have access to it or laptop, pc or other device that is shared by other people. Email accounts should be password protected to ensure that we are complying with our own policies on legislation pertaining to the safe handling, storage, retention and disposal of disclosure information and storage of information
- Ensure that the correct version of the SLSA Wales safeguarding forms are used at all times. These forms can be found on the SLSA Wales website under member's area / public documents depository. <https://www.slsawales.org.uk/Safeguarding.asp> or in clubs files on MS Teams
Changes are made to these forms where there has been a change in the process, change in legislation or **GDPR** requirement.



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- Be responsible for ensuring that DBS checks are completed on any members to assess their suitability to work with children **prior** to undertaking any roles with children and young people within SLSA Wales and that all relevant ID documents are verified.
- Ensure that DBS application forms are completed in full and correctly adhere to the requirement to check 3 original pieces of ID once the application form has been checked and prior to allowing unsupervised access to children.
- Ensure that DBS checked members have read the Coaches, Members and Volunteers Code of Conduct form and that this has been captured with their membership details.
- Ensure that DBS checked members have signed the Consent to Annual DBS Status Check form. *This is a legal requirement*
- It is the Safeguarding Officers responsibility to inform the Lead safeguarding Officer that a member has left the club or left regulated activity and needs to come off the SLSA Wales DBS return to prevent a status check being completed that we have no reason to do. This ensures we comply with **GDPR**.
- Respond to quarterly emails requesting an update on the clubs DBS return status and let the Lead Safeguarding Officer know that everyone that needs to be included on the return is on there and anyone who no longer requires DBS checking can come off to comply with **GDPR**.
- Ensure that any club volunteers that volunteer for Nipper / Junior camp are DBS checked and hold membership in the club that gives them full public liability and personal accident cover should anything happen whilst volunteering at your club. If they are not club members and don't hold a current DBS check at the time of camp, they will not be permitted to go.
- Promote the online Update Service as a condition of having a DBS check with SLSA Wales.
- Assist the Lead Safeguarding Officer in identifying members who require relevant training e.g. Mandatory Safeguarding courses. These will be your main coaches in the club.

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