

Cymdeithas Achub Bywyd o'r Môr Cymru

Surf Life Saving Association of Wales

Surf Life Saving Association of Wales – Appendix 26 Role of the Lead Safeguarding Officer

List of responsibilities

- To act as a point of contact for staff or volunteers concerned about the safety and welfare of a child if further assistance / advice is needed.
- To be responsible for contacting children's social care in cases where a child is at risk of harm
- To promote SLSA Wales safeguarding policy and procedures to members and volunteer staff including attending club meetings
- To ensure that all staff/volunteers know where they can find the child protection policies and procedures
- To advise and provide guidance to staff concerned about a safeguarding issue
- To support staff/volunteers after they have shared their concerns about a child
- To communicate to Coaches, members and Volunteers any changes in policy and procedures
- To keep accurate records of concerns about children and actions taken
- To liaise with appropriate local agencies for support and advice and keep a list of local contacts
- To develop your organisation's safeguarding policy and procedures and complete a review every 3 years
- To provide training for staff on how to respond to safeguarding concerns
- To evaluate the effectiveness of safeguarding within the organisation
- To collect monitoring data on all safeguarding activities across the organisation
- To review and update the organisation's policy and procedures on safeguarding
- To ensure parents, carers, children and young people are aware of the organisations safeguarding policy and procedures
- To maintain SLSA Wales DBS database and to issue clubs returns periodically for accuracy checking and changes
- Ensure that only records for members currently in regulated activity are held on the database by liaising with club Safeguarding Officers and sending club returns on a quarterly basis for SO's to check and confirm GDPR compliant
- To promote the importance of safeguarding across the organisation
- To manage complaints about poor practice of either staff or volunteers
- To make decisions about appointing someone who has a criminal record
- To ensure that the organisation meets the requirements of its insurers regarding it's safeguarding responsibilities.
- To ensure that club Safeguarding Officers are aware of and compliant with GDPR and our member's information held.



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- Instigate investigations of concerns by forming a case management team and include relevant authorities.
- Manage DBS applications for volunteer staff
- Register DBS checked members with the Update Service and provide account details via email
- Enable the organisation to achieve recognised safeguarding standards and awards

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