

Surf Life Saving Association of Wales – Appendix 29

Role of the Club Safeguarding Officer

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

- Be visible and act as the first point of contact for parents, and young people, staff and volunteers, where concerns about children's welfare, poor practice or abuse are identified and ensure appropriate actions are taken.
- Work with others in the club to ensure a positive child-centered environment and promote safeguarding policies and materials. Promote anti-discriminatory practice.
- Assist the organisation to implement its Child safeguarding Policy at club level.
- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Ensure the Child Safeguarding Policy and its policies and procedures are promoted, explained, publicised, followed and adhered to within the club so that all key members are aware of processes, actions to take. Signpost members to the Child safeguarding Policy on the SLSA Wales Website.
- Promote the organisations' Codes of Conduct within the club and ensure that club members know where they can be found.
- Implement the organisations' reporting and recording procedures by documenting all instances of concern no matter how small and send a copy to the LSO for recording purposes. All incidents must be shared with the LSO
- 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. Changes are made to these forms where there has been a change in the process, change in legislation or **GDPR** requirement.
- 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.

- Ensure that anyone volunteering with under 18-year-old members complete a DBS application form and consent to annual check form and confirms that ID documents have been verified in line with the DBS process. Gov.Uk
- Act as the first point of contact with the Lead Safeguarding Officer
- Maintain contact details for the local children's social care department, the police and Local Safeguarding Children Board.
- Maintain accurate DBS returns for the purposes of GDPR advising the LSO of any members who leave regulated activity.
- Sit on the club's management committee and provide safeguarding updates as cascaded by Safeguarding Lead.
- Ensure adherence to the organisations' safeguarding children training which includes Safeguarding & Protecting Children training for key club coaches and Time To Listen.
- Promote anti-discriminatory practice.

Skills and abilities Required:

- Child-focused approach. Safety of the child is paramount.
- Must be able to maintain confidentiality
- Visible and approachable by all members
- 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
- Ability to maintain up to date records to ensure compliance with GDPR
- Ability to confidently enforce and promote the organisations' policy, procedures and resources

Knowledge Required:

- 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.
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police and the NSPCC) and Local Safeguarding Children Board. Maintain contact details for local children's social services department, the police and Welsh Safeguarding Children Board.
- Local arrangements for managing safeguarding children and reporting procedures
- Poor practice and abuse – behaviour that is harmful to children as

Training Given

Safeguarding Children in Sport

Safeguarding Children in Sport 16-18

Time to Listen

Any other such training that is suitable and will help develop the coach / volunteer

