

Surf Life Saving Association of Wales – Appendix 30
Role of the Lead and Deputy Lead Safeguarding Officer

Lead Safeguarding Officer

Deputy Lead Safeguarding Officer - working under the direction of the Lead Safeguarding Officer and Board Liaison

About the role

The Lead Safeguarding Officer (LSO) within a sports organisation or activity has primary responsibility for managing and reporting concerns about children and for putting procedures to safeguard children in the organisation, including supporting club, county and regional safeguarding officers where relevant

Duties and Responsibilities

- Be visible and 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
- Working with others within the organisation to create a child-centered environment within the sport
- Have a lead role in developing and establishing the organisations approach to safeguarding children in the organisation, using their influence to create safe and positive environments for children to participate in sport and physical activity
- Manage cases of poor practice and abuse reported to the organisation
- Manage referrals to children's social-care services and the police
- Central point of contact for internal and external individuals and agencies
- Represent the organisation at external meetings related to safeguarding
- Co-ordinate the dissemination of policy, procedures and resources throughout the organisation
- Provide advice and support to regional safeguarding officers and play a lead role in their recruitment, selection and training.
- Advise on the organisations training needs and the development of its training strategy, providing training or signposting to training where appropriate.
- Play a lead role in the maintaining and reviewing the organisations implementation plan for safeguarding and protecting children and young people.
- Ensure safeguarding standards are consistently met, maintained and improved.
- Keep own knowledge and skills up to date.
- Promote inclusive and anti-discriminatory practice/
- To promote SLSA Wales safeguarding policy and procedures to members and volunteer staff including attending club meetings.
- To ensure that all members know where they can find the child safeguarding policies and procedures
- To advise and provide guidance to members concerned about a safeguarding issue
- To support staff/volunteers after they have shared their concerns about a child
- To communicate to Members through club Safeguarding Officers any changes in policy and procedures
- To keep accurate records of concerns about children and actions taken by Safeguarding Officers and Members by insisting on recording of all incidents however big or small.
- 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 review and update the organisation's policy and procedures on safeguarding
- To provide / signpost 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 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.
- 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

Required skills and Abilities

- Child-centred approach
- Administration and systems (records) management skills
- Advice and Support Provision skills at all levels withing the organisation
- Communication skills
- Ability to develop and produce national level guidance and resources
- Influencing skills and ability to facilitate systemic change
- Ability to handle emotionally distressing situations

Required knowledge

- Role and responsibilities of statutory agencies including the Local safeguarding Childrens Board
- Planning processes for safeguarding and child protection enquiries and investigations
- Ability to recognise and define poor practise and abuse, including thresholds of abuse
- Own organisation's role and responsibilities to safeguard and promote the welfare of children and young people
- Organisations policy and procedures related to safeguarding and protecting children
- Core values and principles that underpin good safeguarding practise
- Awareness of contextual safeguarding and current affairs that impact the welfare of children and young people and ability to quickly recognise And respond to emerging issues
- Safe recruitment and an understanding of its importance in preventing abuse within sport
- Legislation, government guidance and national framework for safeguarding children
- How to recognise and respond to allegations of abuse

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