

## Role Description for Club Safeguarding Officer

*Everybody in volleyball has a responsibility to safeguard and protect young people.*

*The role of a Club Safeguarding Officer is primarily to promote good practice within your club, to be the named contact for young people, parents/carers, coaches and volunteers for advice about safeguarding and understand Volleyball England's reporting procedures if a concern is raised.*

*The information below outlines the role, knowledge and personal skills to look for when recruiting a Safeguarding Officer.*

### **Role**

- To promote safeguarding best practice within the club
- To provide information and advice on safeguarding and protecting young people within the club and promote a child-focused approach
- To be the first point of contact for young people, parents/carers, coaches and volunteers where concerns about welfare, poor practice or child abuse are identified
- To support the club to adopt and follow the Volleyball England Safeguarding and Protecting Young People Policy and Good Practice Guidance
- Sit on the club management committee and ensure that Safeguarding and Good Practice is an item on the agenda
- To ensure that all club members are made aware of and clearly informed about the role of the Safeguarding Officer and have access to Volleyball England Child Protection Policies and Good Guidance Practice
- To promote awareness of the Volleyball England Codes of Conduct, safe recruitment policy and DBS policy within the club
- To Ensure that any concerns are referred promptly to the Volleyball England Lead Safeguarding Officer and to follow the Volleyball England Recognising, Responding and Reporting Concerns procedures
- To ensure that all referrals are confirmed in writing in accordance with the Volleyball England Safeguarding Incident Report Form
- Ensure confidentiality is maintained
- Promote anti-discrimination practice
- To advise the club on appropriate training for coaches and volunteers based on the Volleyball England's recommended safeguarding training requirements

### **Knowledge**

- Be aware of the local statutory child protection network, including the contact details for the local police and Children's Social Care, the role of the Local Safeguarding Children's Board (LSCB) and the awareness of local inter-agency child protection procedures
- Knowledge and understanding of Volleyball England's Safeguarding and Protecting Young People Policy & Good Practice Guidance
- Awareness of equity issues, safeguarding and child protection
- Know the club's role and responsibility to safeguard the welfare of young people and the boundaries of the Safeguarding Officer role
- Basic knowledge of core legislation, government guidance and national framework for child protection
- Understanding of poor practice and abuse – behaviour that is harmful to children or has a potentially negative impact upon their welfare and enjoyment of volleyball

### Personal Skills

- Well known within the club and have a strong child focus
- Previous experience of working with children. (Desirable)
- Good communication skills
- Discrete positive mentality and integrity
- Accessible and approachable for all children and young members
- Maintaining records/ basic administrative skills
- Ability to promote policies, procedures and resource

### Training

- Attend the Sports Coach UK Safeguarding and Protecting Children in Sport workshop.
- Have an understanding of Child Protection issues in addition to knowledge and commitment to equal opportunities
- Willing to participate in further CPD
- Complete DBS check through Volleyball England where eligible
- Attend a Time To Listen (TTC) Workshop (when available)