

## Appendix 2

### Club Safeguarding Officer – Role Description

The Club Safeguarding Officer is responsible for acting as a source of advice about safeguarding and protecting children, promoting good practice and for action on receipt of any concerns or referrals.

#### Areas of Responsibility

##### 1. Policy and Procedures

- To provide information and advice on safeguarding and protecting children within the club and promote a child-focused approach
- To ensure that the club adopts and follows the England Netball (EN) Safeguarding and Protecting Young People Policy and Procedures
- To ensure that all club members are made aware of and clearly informed about the role of the Safeguarding Officer and know how to contact them for advice, support and resources
- To promote awareness of the EN Codes of Conduct and to support the implementation of safe recruitment and induction procedures within the club.

##### 2. Referrals

- To receive information from club staff, volunteers, children or parents and carers who have any concerns relating to the welfare of children and young people and to maintain appropriate records
- To clarify any information received carefully, ensuring that this is referred on promptly to enable assessment to be undertaken, and support offered, by the EN Lead Child Protection Officer
- To follow the EN Responding and Reporting Concerns flow chart
- To ensure that the referral is confirmed in writing using the EN Safeguarding and Protecting Children Report Form.

##### 3. Education and Training

- To advise the club on appropriate training for coaches and volunteers based on the EN recommended safeguarding training requirements
- To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.

##### 4. Knowledge

- The designated person should 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.
- The Safeguarding Officer should understand the EN Safeguarding and Protecting Young People Policies and Procedures and be committed to promoting the welfare of children and their continued enjoyment and participation within netball.
- The designated person should have an awareness of equity issues, safeguarding and child protection.
- The designated person should have an understanding of poor practice and abuse – behaviour that is harmful to children or has a potentially negative impact upon their welfare and enjoyment of netball.

#### The Person

The Club Safeguarding Officer should be well known in the club and have a strong child focus. The Club Safeguarding Officer needs to be accessible to and approachable for children and young people but should ideally not be the coach or volunteer with direct responsibility for coordinating or delivering the junior programmes at the club. They should be a member of the club.

The Club Safeguarding Officer should have undertaken the sports coach UK 'Safeguarding and Protecting Children' workshop or an equivalent recognised direct delivery training course within the past three years. They must also be committed to receive further training as necessary and directed by the England Netball Lead Child Protection Officer.