

T5 – CLUB SAFEGUARDING OFFICER ROLE DESCRIPTION

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

Areas of Responsibility

1. Policy and Procedures

- To provide information and advice on safeguarding within the club and promote a child focus.
- To ensure that the club adopts and follows the Canoe Wales Safeguarding Children and Young People Policy, Safeguarding Adults Policy and procedures.
- To promote awareness of all Codes of Conduct and Paddlesafe documents.
- To implement recruitment and screening procedures within the club.
- To be a confirmation signatory, verifying the identity of individuals completing disclosures.

2. Referrals

- To receive information from club staff, volunteers, children or parents and carers who have concerns about child protection or adults at risk and record it.
- To follow the Canoe Wales Responding and Reporting Concerns flow chart (G2 and G3)
- To ensure that the referral is confirmed in writing using the Recording Concerns Report Form (G4).

3. Education and Training

- To advise the club about appropriate training for coaches and volunteers based on the Canoe Wales/British Canoeing recommended training requirements.
- To advise the club about Child Safeguarding and Adults at Risk 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 Services, the role of the Local Safeguarding Children's Board (LSCB), where applicable, and the awareness of local inter-agency child protection procedures.
- They should understand the Canoe Wales Safeguarding Children and Young People Policy and Safeguarding Adults Policy and procedures and the requirement to safeguard and protect children and adults at risk in sport.

- Awareness of Equality, Diversity and Inclusion, Child safeguarding and Safeguarding Adults at Risk.
- Understanding of poor practice and abuse – behaviour that is harmful to children or adults at risk.
- Be aware of the requirement for DBS checks to be carried out for those roles requiring it, including initial and re-verification check, when required.

The Person

The Club Safeguarding Officer should be well known in the club and have a strong child focus. They need to be accessible to and approachable for children, young people and adults at risk but not 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 and of Canoe Wales.

Training

The designated person should have undertaken the UK Coaching Safeguarding and Protecting Children workshop or an equivalent training programme. They must also have attended or be committed to attending the Time to Listen Workshop that has been developed specifically for Club Safeguarding Officers with the NSPCC. These courses will support them in this important role.