



Quick guide to committee roles: SAFEGUARDING OFFICER

NAME OF CLUB:

CLUB NAME

ROLE:

SAFEGUARDING OFFICER

RESPONSIBLE TO:

NORMALLY CLUB COMMITTEE

NAME OF VOLUNTEER:

NAME

START DATE:

00/00/00

END DATE:

00/00/00

Roles and responsibilities

- Assist in adopting and promoting the NGB safeguarding policies and procedures.
- Assist in identify areas of development to ensure a safe and welcoming environment for young people and adults at risk.
- Be the first point of contact for staff, volunteers, members, children and parents for any issue concerning the safeguarding of children and adults at risk, poor practice and potential or alleged abuse within or outside the sport.
- Ensure all incidents/concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate safeguarding training.
- Ensure that appropriate procedures for safe recruitment of staff and volunteers are in place.
- Maintain contact details for CSC, ASC, the police and the NGB.
- Ensure that codes of conduct are in place and understood.
- Advise on safeguarding issues and attend, as necessary, club/county management meetings.
- Maintain confidentiality but do not promise secrecy.