

CLUB SAFEGUARDING OFFICER - Role Description

The main purpose of a Club Safeguarding Officer (SO) is to promote best safeguarding practice and support the implementation of safeguarding policies and procedures in a club or league. The SO needs to ensure that all appropriate policies and procedures are followed and documentation completed in accordance with BSUK policy and current legislation.

WHAT YOU'LL DO:

- Familiarise yourself with all relevant policies and procedures, including those related to travelling with young people and the Joint Safeguarding Policies and Procedures, so you can clarify these for colleagues and players.
- Promote awareness of best safeguarding practice within the club environment.
- Promote the BSUK Codes of Conduct and work with others in the club to support their implementation.
- Promote the BSUK's guidance on social media use.
- Promote a robust recruitment practice for club helpers/officials/coaches and ensure each person completes a volunteer reference form.
- Be the first point of contact for coaches, umpires and volunteers where concerns about a child, poor practice or potential abuse are identified.
- In consultation with the BSUK Safeguarding Officer, ensure that any incidents or concerns are reported and managed in accordance with the Joint Safeguarding Policy.
- Be an approachable point of contact for young people and promote your role.
- Actively seek to get the views and engagement of young people and to involve them in decision-making where appropriate.
- Refer all media enquiries around safeguarding to BSUK.
- Maintain up-to-date knowledge of safeguarding issues with support from BSUK.

SKILLS REQUIRED:

- A child-focused approach.
- Friendliness and approachability.
- Good listener/effective communicator.
- Confidence and leadership skills.
- Organisational skills, including IT and use of social media.
- Enthusiasm and motivational skills.
- Knowledge of safeguarding policies and procedures and a current DBS check.
- The ability to deal with confidential matters.
- The ability to be tactful when dealing with sensitive issues.
- Awareness of equality issues.

BENEFITS:

- Learning new skills and developing existing skills through hands-on experience.
- Personal and professional development and/or training.
- A chance to have fun and meet new people, enjoying the traditional social life that baseball or softball clubs generate.
- Experiencing new challenges.
- Supporting your local community, with the personal satisfaction that comes from knowing that you have helped others.
- A written/verbal reference.
- A brilliant CV booster (73% of employers will employ a candidate with volunteer experience over one without).

SPECIAL CONDITIONS:

- The SO must have a Disclosure and Barring Service (DBS) check.
- The SO must complete the Time to Listen safeguarding course or a suitable equivalent within six months of appointment.

This is not a definitive role description and it may be amended from time to time following consultation.