



SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION

County Safeguarding Officer

Role Description

ROLE SUMMARY:

To be primary point of contact for any safeguarding concerns or issues arising within the County

ESTIMATED HOURS:

3-4 hours per week plus regional and national meetings when required

KEY TASKS:

- Give advice regarding the wellbeing, safeguarding and protection of young people in our County clubs
- Promote good Safeguarding practices
- Ensure the safeguarding 'Reporting a Concern' process is clearly communicated and understood within the county.
- Assist club safeguarding officers create a safe and enjoyable environment where everyone understands their safeguarding responsibilities.
- On receipt of any concerns, take appropriate action and liaise with EN's Lead Child Protection Officer to handle concerns
- To promote awareness of the EN Codes of Conduct and to support the implementation of safe recruitment and induction procedures within the county
- To advise on the application of EN's DBS Guidance and to be the point of contact for risk assessments and clearance communications.
- To be the first point of contact to receive information from anyone who has concerns relating to the welfare of children and young people and to record and report appropriately.
- To clarify information received, ensuring that this is referred on promptly to EN's Lead Child Protection Officer to enable assessment to be undertaken, and advice offered.
- To follow the EN Responding and Reporting a Concern Procedure and flow chart.
- To advise the clubs on appropriate training for coaches and volunteers based on the EN recommended safeguarding training requirements;
- To educate County Safeguarding Officers of their on the Reporting a Concern process and good practice in safeguarding.



KNOWLEDGE & SKILLS:

- Strong interpersonal and communication skills
- Strong leadership and delegation skills
- Strong planning, organisational and facilitation skills
- Good organisation and able to work to a deadline
- Presentation skills
- Confident user of technology
- Ability to build and maintain effective networks
- Flexibility and willingness to take on responsibility
- Good decision-making skills
- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- A current member of England Netball, Netball South and South Buckinghamshire Netball Association.
- Must have:
 - Current enhanced DBS clearance certificate (issued within last 3 years)
 - Current safeguarding Children in Sport Certification (issued within last 3 years)
 - Have successfully attended Time to Listen safeguarding course