

## Role Description

**Role Description**                      **Club Safeguarding Officer**

**Reports to**

### Nature and scope:

Safeguarding is a term used to describe measures that help keep children and adults at risk, free from abuse or harm in the game. Safeguarding in Rugby is everyone's responsibility.

Whilst safeguarding in rugby is everyone's responsibility, the Club Safeguarding Officer (CSO) is responsible for championing safeguarding at . The CSO is responsible for championing the safety and welfare of all children and adults at risk at their club. Every person at has the responsibility to adhere to their safeguarding duties, as per the Rugby Football Union (RFU) Safeguarding Children Policy and Regulation 21.

### Accountabilities:

The CSO is accountable for:

- Being the first point of contact for safeguarding concerns relating to children and adults at risk
- Encouraging an environment where the voice of the child or adult at risk is central to influencing club policy and procedure, and that their feedback is actively sought out and acted upon where possible
- Ensuring that all safeguarding concerns are reported appropriately to the Constituent Body Safeguarding Manager (CBSM), the RFU Safeguarding team and/or the appropriate statutory agencies in a timely fashion, in line with the appropriate RFU procedures
- Ensuring that everyone at the club is aware of the appropriate reporting structures regarding safeguarding concerns and championing an environment where this is common knowledge
- Leading on the annual club safeguarding audit, with support from the Club Committee, its Chair and all its volunteers and staff as and where appropriate
- Working in partnership with the volunteer coordinator, or club equivalent, to ensure safer recruitment procedures are followed, in line with the RFU Safeguarding Children Policy and Regulation 21. This includes ensuring references are received and vetted (where appropriate), and advising the club on which appointments require appropriate Disclosure and Barring Service (DBS) checks and that these checks are carried out in the appropriate timeframe and accurate records are kept
- With the support of the committee, ensuring that the club adheres to all its safeguarding responsibilities detailed in the annual Club Safeguarding Audit
- Ensuring the club is proactive in making sure its staff and volunteers who are required to carry out safeguarding training carry it out in the appropriate timeframe, including refresher training
- Supporting all safeguarding concerns or queries volunteers, staff or members have. This includes offering advice and insight into club practice, supporting children and adults at risk in making disclosures and ensuring that the committee is updated on all safeguarding issues
- Ensuring the club's safeguarding policy is openly accessible to everyone and is kept updated, and ensuring safeguarding information and contacts is readily available on the club website
- Attending club committee meetings as a member of that committee, who is responsible for ensuring safeguarding is a mandatory standing item on the agenda

### Knowledge, skills and abilities:

The CSO should:

- Have a child or adult at risk centred approach to their work, and have the knowledge and ability to ensure the child or adult at risk's voice is central in their approach to the role
- Be aware of, and understand how to apply the RFU Safeguarding Children Policy, Regulation 21, as well as Regulation 9 and 15 and the RFU Safeguarding toolkit to their role
- Have the ability to provide support to the Club Discipline Officer with Age-Grade discipline matters, as well as supporting other volunteers, in creating a safe environment for children and adults at risk
- Have an understanding of Statutory agencies, such as police, social care or the local authority designated officer (LADO) and their role in child protection and safeguarding
- Know the different forms of abuse that can occur within and outside of rugby which is harmful to children and adults at risk and have the ability to recognise signs and indicators of them
- Be able to converse with children and adults at risk in a meaningful and caring way, helping to build effective relationships with them and earn their trust
- Be able to remain calm and professional when having sensitive and possibly upsetting information disclosed to you
- Understand the requirements of collating and administering paperwork and information received in a confidential and secure manner
- Be confident in assessing when there is immediate harm, where police or social care need to be informed as a matter of urgency, and in these situations, be confident in sharing information with those agencies and ensuring this is followed by a referral to the RFU Safeguarding Team

### Requirements:

The CSO must:

- Be a member of the club and attend the appropriate committee meetings
- Attend an 'In-Touch' training course within three months of taking up the post
- Be subject to a Disclosure and Barring Service Check, with an enhanced check of the barred lists
- Ideally, not hold a role in the club where they're in a position of trust or influence over children or adults at risk. There must be a clear line of reporting concerns open to children and adults at risk. Therefore, if the CSO is in a position of trust or influence at the club, there **must** be an assistant in place.

### Useful contacts:

- The Constituent Body Safeguarding Manager:
- The Club's discipline officer and the rugby safe officer
- The RFU Safeguarding Team: [safeguarding@rfu.com](mailto:safeguarding@rfu.com)
- NSPCC: <https://www.nspcc.org.uk/>
- Childline: <https://www.childline.org.uk/>
- Local Multi-Agency Safeguarding Hub: <https://www.gov.uk/report-child-abuse-to-local-council>

### Useful reading:

- [The RFU Safeguarding Children Policy and The RFU Safeguarding Adults Policy](#)
- [Regulation 9, 15 and 21](#)
- [UK Coaching Safeguarding Adults](#)