

# *The Club Safeguarding Officer*

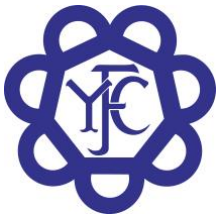
## *Role descriptor*

## As club safeguarding officer...

You will need to have a sense of maturity and an understanding of safeguarding and children's rights to undertake this role. The ability to communicate with members, keep records and a willingness to undertake training are all essential. You'll be required to work closely with the County Designated Safeguarding Officer (DSO) and must not be afraid to seek help and support as appropriate or ask questions when you are unsure of what to do.

### Your responsibilities include:

- Understanding and implementing the Policy for the Safeguarding Children and Young People and Adults at Risk. Make sure you have your own copy and write down the contact details for your county safeguarding officer and local police, as well as the local children's social care emergency number, local Safeguarding Partners, NFYFC and the NSPCC.
- Ensuring members are aware of your role and the club's policy. Set aside a club evening to run a safeguarding session. There are resources on the NFYFC website to help with this. You could also arrange for your county safeguarding officer, local youth organisation or local Safeguarding Partners to lead a session.
- Ensuring members over 18, particularly those in positions of responsibility, are aware of the requirements of their position and know how to avoid getting into potentially compromising situations and/or breaking the law. If all relevant safeguarding measures to protect children and young people are followed, by default the club officers and leaders stay safe too. There are some basic principles to follow when working with young people, which can be found in the policy.
- Making sure that the correct procedures are followed, such as safe recruitment, parental consent forms, transporting and reporting.
- Working with county officers to ensure that new club officers complete an application form, provide references that are followed up, and are DBS checked as necessary.
- Ensuring strict confidentiality is maintained at all times when dealing with sensitive information and personal data, and maintaining comprehensive records of all relevant information relating to incidents and cases. All records must be stored securely and with restricted access.
- Attending safeguarding training and promoting training to members. It keeps you up to date with information and legislation, allows you to ask questions that you are unsure of the answers to and enables you to network with others in a similar position.
- Liaising with other club officers. Your role is key in the running of a safe, vibrant club, so it's vital that you work with your fellow club officers.
- Reading and using the templates in Section 2: Get what you need, and using the resources in Section 3: Keeping it real and Section 4: The club mix.
- Have and use the safeguarding resources that are available including the Pocket Guide to Safeguarding for YFC Officers and the Safeguarding in YFC leaflet both available from NFYFC.



# The Club Safeguarding Officer

## Role descriptor

## Top tips for your role

Congratulations on deciding to take on this role and help keep your club safe. Although it can be quite daunting, there's lots of support available to help you in your role. Here are a few things to try.

### Prepare

Take time getting to know and understand your policy. Highlight any parts that you are unsure of and ask for clarification from your county safeguarding officer.

### Communication

You're the link between your club and the county safeguarding officer. Keep up to date with information and remember to pass it on to your members.

### In the know

Get to know your key contacts. It's always easier to pick up the phone to someone you know in the event of an incident.

### Don't be scared

By following safeguarding procedures, you can reduce the opportunity for incidents to happen, giving everyone peace of mind.

### Training

Jump at the chance to undertake training when it's offered to you. It's an ideal opportunity to ask questions and network.

Version	Date	Author	Comments & status
1.0	29.06.2021	NFYFC	Final document - for publication