



## Committee Role Description

Job Title:	Club Safeguarding Officer
Scope:	To provide leadership in child protection within the club
Reports to:	Executive Committee, Hampshire RFU Safeguarding Officer
<b>ACTUAL DUTIES INVOLVED</b>	
<ol style="list-style-type: none"> <li>1. Prepare, obtain approval for (from the Executive Committee) and administer the Club's Child Protection Policy.</li> <li>2. Review and update when necessary the Club's Child Protection Policy but not less than once per season.</li> <li>3. Prepare, obtain approval for (from Youth Section Committee) and issue the Club's Code of Conduct for Coaches, Procedures and Job Descriptions.</li> <li>4. Complete CRB checks for new volunteers and send to RFU.</li> <li>5. Get list of approved volunteers from RFU together with Disclosure Numbers.</li> <li>6. Make recommendations with regard to the acceptability of an individual for the post.</li> <li>7. Investigate any allegation, accusation or suspicion of child abuse, informing the relevant people and authorities as required.</li> <li>8. Arrange appropriate training in Child Protection if required.</li> <li>9. Promote Romsey Rugby Club and particularly Romsey Wasps, encouraging new players, Coaches and Helpers to join the club.</li> <li>10. Develop the clubs own safeguarding vulnerable people policy and procedures in conjunction with the RFU policy. Circulate and promote the RFU and club's codes of conduct</li> <li>11. Be visible and approachable to all club members and ensure contact details are available to all young people, parents and club personnel and that these are posted on club notice boards and on the club website and registered on RugbyFirst</li> <li>12. To have contact details for the local statutory agencies (police/social services etc.) and liase with them when necessary</li> <li>13. Be aware of individual children's special educational or medical needs and the need to inform appropriate club age-group coaches/managers</li> <li>14. To ensure that the club's first aid co-ordinator complies with RFU medical/first aid protocols</li> <li>15. To be involved in a club's seal of approval accreditation and to verify and confirm the information provided to the RDO is correct</li> <li>16. To distribute literature, electronic communication and new developments concerning the safeguarding of young people to club personnel as appropriate</li> <li>17. Develop and maintain the Safeguarding Vulnerable People in Rugby Union policy and procedures in conjunction with the RFU policy and circulate and promote both the RFU and club's Codes of Conduct.</li> <li>18. To have the contact details for the local statutory agencies (police and social services) and liase with them when necessary.</li> <li>19. Ensure Codes of Conduct are well publicised and adhered to by all members of the club.</li> <li>20. Be involved in the continuing reaccreditation of the club's Seal of Approval and take an active role in assisting with the Whole Development award process.</li> </ol> <p><b>The Safeguarding Officer should have a full understanding of and adhere to:</b></p> <ul style="list-style-type: none"> <li>• the RFU's Child Protection Policy</li> <li>• the Club's Child Protection Policy</li> <li>• the Club's Child Protection Policy Procedures</li> <li>• the Club's Coaches' Code of Conduct</li> </ul>	
<b>LIAISON WITH</b>	
Hampshire RFU's Safeguarding Manager and CRB Co-ordinator (if applicable), all members players and parents of the Club, RFU CRB Administrator, RFU Rugby Development Officer, Local Safeguarding Team/ Partnership and County Sport Partnership.	
<b>MEETINGS TO ATTEND</b>	
Be an active member of the Junior Section committee and attend Senior Section Committee meetings as required.	

<b>CHANGE CONTROL</b>			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release