



THE  
DW  
STADIUM



<b>Job title</b>	Safeguarding Officer	<b>Reports to</b>	Head of HR and Safeguarding
<b>Location</b>	DW Stadium		
<b>Department</b>	HR and Safeguarding		
<b>Job purpose</b>			
To safeguard and promote the welfare of children and vulnerable adults and ensure all staff and volunteers, parents and players/children understand their role in safeguarding children, young people and vulnerable adults.			
<b>Jobs reporting into the job holder</b>		N/A	
<b>Key responsibilities and duties</b>			
<ul style="list-style-type: none"> <li>• Write, update and disseminate policies and procedures to equip all stakeholders of the group to identify, respond to and report safeguarding concerns</li> <li>• Work with the Head of HR and Safeguarding and designated safeguarding officers to deliver the safeguarding action plan for the group to ensure vulnerable groups are effectively safeguarded and implement best practice safeguarding into policies, procedures and working practices.</li> <li>• Support and guide the designated safeguarding officers in the management of safeguarding within their departments.</li> <li>• Ensure the MyConcern safeguarding reporting tool is utilised to its full potential, respond to concerns raised and produce reports.</li> <li>• Conduct investigations and other incident management work in connection with safeguarding allegations and concerns including liaising with and making referrals to external agencies in line with the safeguarding policy.</li> <li>• Provide expert advice and guidance to employees to ensure safeguarding is prioritised, demonstrates best practice and achieves national standards for safeguarding in sport.</li> <li>• Report and refer child protection and/or poor practice complaints in line with policy guidance advised by the EFL and the FA.</li> <li>• Create and review safeguarding risk assessments for activities, trips and tours and support staff to develop and embed bespoke risk assessments.</li> <li>• Work with line managers to ensure that members of staff complete a safeguarding induction and receive training appropriate to their work with children and vulnerable adults.</li> <li>• Participate in safeguarding reviews and audits by regulatory bodies and respond to requests or enquiries from the EFL or the FA in relation to safeguarding.</li> <li>• Disseminate to all staff working with children and vulnerable adults, up-to-date legislative and good practice safeguarding requirements.</li> <li>• Report regularly to the Head of Safeguarding and Senior Safeguarding Manager on safeguarding matters and provide monthly updates for the board of directors and board of trustees.</li> <li>• Oversee the process of the Disclosure and Barring Service (DBS) checks for all staff, students and volunteers ensuring checks are conducted in accordance with guidelines and the single central record is accurate and maintained.</li> <li>• Performing disclosure and barring risk assessment interviews where necessary.</li> <li>• Manage the assessment of the suitability of potential host families to provide care and accommodation ensuring the process complies with EFL and company policies.</li> <li>• Represent the club at safeguarding meetings and events.</li> <li>• Attend safeguarding workshops and training to ensure knowledge of best practice</li> </ul>			

safeguarding and continued professional development.

**Health and safety**

- Fully endorse, demonstrate and carry out the group's health and safety policy.
- Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your work place, and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of procedures for evacuation with regard to fire.
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.

**Safeguarding**

- The group is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the group's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding.

**General**

- Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the group.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers.
- The above job description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the group.

**DBS check required**

Yes - Enhanced

**Person specification**

	<b>Essential requirements</b>	<b>Desirable requirements</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant professional qualification in safeguarding, welfare or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>• FA Safeguarding Certificate</li> <li>• FA Welfare Officer Certificate or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working in safeguarding/ welfare in youth sport and/ or community work</li> <li>• Previous experience of safeguarding case management, referrals and escalation process involving external agencies</li> <li>• Proven track record of developing, reviewing and implementing written policies and procedures for safeguarding</li> <li>• Experience of positively influencing staff and volunteers at all levels</li> <li>• Previous experience of designing and delivering safeguarding training.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of safeguarding in sport</li> <li>• Experience of using electronic case management software</li> </ul>
<b>Knowledge, skills and</b>	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of safeguarding legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of mental health and the services available</li> </ul>

<b>qualities</b>	<ul style="list-style-type: none"> <li>• Ability to assess, plan, devise and implement interventions to support staff.</li> <li>• Aptitude for conflict resolution and dealing with sensitive issues.</li> <li>• Professionally curious with the drive to understand and resolve issues.</li> <li>• Ability to effectively influence key internal and external stakeholders.</li> <li>• Ability to work on own and use own initiative.</li> <li>• Ability to deliver high quality work at a fast pace with excellent attention to detail.</li> <li>• Strong organisation and planning skills.</li> <li>• Excellent verbal and written communication skills.</li> <li>• A good working knowledge of equality and diversity and its implications within safeguarding.</li> <li>• Ability to travel to other sites or external meetings as required.</li> <li>• Flexibility and willingness to work evenings and weekends if required.</li> </ul>	
------------------	--	--

I confirm that I have read and agreed to this job description outlining the main duties of my job role.	
<b>Job holder name:</b>	
<b>Signed:</b>	<b>Date:</b>