



Cumbria Rugby Football Union Ltd

CLUB SAFEGUARDING OFFICER JOB DESCRIPTION

The purpose of the Safeguarding Officer is to provide leadership in safeguarding children within the club, maintaining a supportive and positive environment in which children can play rugby safely and ensuring that members understand the RFU Codes of Conduct and Core Values.

The Safeguarding Officer will;

- Have a current DBS check (must also complete the mandatory e-learning Safeguarding training)
- Keep your GMS Golden Role details current and inform the CBSM of any changes cumbriarugbysafeguarding@outlook.com
- Be registered with DBSEapp to enable you to complete DBS checks within your club for relevant people ie coaches. GMS will warn you of those running out in the next 6 months
- Complete In Touch within 6 months of taking the post
- Complete the online Safeguarding Audit in September each season
- Contribute to the completion of the RugbySafe audit in September each season
- Apply for Club Approval for 17 year olds by September each season. You may not need it but it's not a quick application should you need approval.
- Ensure that policies relating to Safeguarding are up to date
- Ensure that Safeguarding is on every General Committee meeting agenda
- Have an overview of training completed in your club re Play it Safe, Headcase, In Touch
- Have a good awareness of RFU Regulation 15 to do with Age Grade and U18 players
- To be aware of adult players/members who may be classed as 'adults at risk'

Key aspects of the role

1. Develop and implement safeguarding policies and procedures

In conjunction with RFU guidance, develop safeguarding policies and procedures and arrange a training programme for club personnel working with young people, ensuring that a system of DBS checks are in place for anyone working with young people. Ensure that all parents of new mini and youth players receive and sign the relevant club policies and procedures. Ensure that any new information concerning the safeguarding of children is distributed.

2. Be aware of club and member specific information

Be aware of individual children's special educational or medical needs and the need to inform appropriate club age-group coaches and/or managers; verify and confirm club accreditation information.

3. Ensure prompt and accurate reporting

Ensure that all safeguarding issues and incidents are reported promptly, liaising with local statutory agencies when necessary and ensure that first aid arrangements comply with RFU policies.

At every stage please remember that the CB Safeguarding Manager is there to help and support you