**Club Safeguarding Officer Role Profile.**

**Core Tasks**

* Promote good practice in safeguarding and protecting children in their club, working with the coaching teams, club committee and club members to create a welcoming and child centred environment with a proactive safeguarding culture.
* To encourage and promote an environment where children and parents’ views are actively sought and acted upon.
* To help safeguard and protect children by assisting in the promotion and implementation of the Safeguarding Children Policy at the club.
* To be the first point of contact for all club child safeguarding issues.
* To act as a source of advice on current best practice and provide support to the Club Committee and the members of the club on safeguarding issues and procedures.
* To attend Club Committee meetings as a member of that Committee.
* To ensure safeguarding is a mandatory standing item on the committee agenda and that safeguarding is considered the primary driver in junior cricket decisions.
* To advise the Committee on which roles within the club require the post holder to undertake the ECB vetting process and ensure such vetting applications are completed.
* To work closely with the Volunteer Co-ordinator, where one is in place, ensuring vetting checks and training are completed as required.
* To maintain accurate records and keep all documentation in a secure fashion.
* To ensure matters of a possible child safeguarding nature are reported/referred appropriately to the County Safeguarding Officer, the ECB and/or Statutory Agencies in a timely fashion, and in accordance with ECB procedures.

**Core knowledge**

* To be aware of the ECB process for reporting incidents to the County Safeguarding Officer, ECB and Statutory Agencies.
* To have a basic knowledge of the different forms of abuse that can occur within, and outside of sport, which are harmful to children.
* To have a basic understanding of the Statutory Agencies and their role in child safeguarding.
* To be aware of ECB safeguarding policies and procedures as set out in “Safe Hands.”

**Core skills**

* Experience of child safeguarding either at work or in other volunteering, for example as a teacher, social worker, police officer, charity organiser.
* Empathy with children and the ability to communicate with children and parents.
* Excellent communication skills, including the ability to advocate the benefits of safeguarding.
* Able to collate and administer paperwork and information received in a confidential and secure manner.