

Lead Safeguarding Officer



About the Role

The designated person within a sports organisation with primary responsibility for managing and reporting concerns about children / vulnerable people and for putting into place policies and procedures to safeguard children, young people and vulnerable people. Includes supporting appointed club welfare officers across our network of affiliated clubs and centres.

The role is part time / flexible and equates to 0.25 of a full-time role / ad hoc hours per week on demand in line principally with the seasonality of the sport, £30K per annum pro rata. Some occasional evening or weekend working may be required from time to time. Remote / hybrid working is available for the role.

Core Responsibilities

- Working with others within the organisation to create a positive and proactive safeguarding culture within the sport
- Play a lead role in developing and implementing the organisation's approach to safeguarding and establishing a duty of care culture
- Act as part of the Case Management Group and take the lead on responding to information that may constitute a safeguarding concern, including a concern that an adult involved with BWSW may present a risk to children or young people. This includes:
 - a. assessing and clarifying the information
 - b. making referrals to statutory organisations as appropriate
 - c. consulting with and informing the relevant members of our organisation's senior management as and when necessary
 - d. following the organisation's safeguarding policy and procedures
- Central point of contact for internal and external individuals and agencies, passing on information to and receive information from statutory child protection agencies such as:
 - a. the local authority child protection services
 - b. the police.This includes making formal referrals to agencies when necessary
- Store and retain safeguarding records according to legal requirements and the organisation's safeguarding policy and procedures.
- Represent the organisation at external meetings related to safeguarding e.g. bi-annual meetings with the Child Protection in Sport Unit (CPSU)
- Coordinate the dissemination and communication of policy, procedures and resources throughout the organisation (admin support via our HQ office available) via a variety of media
- Provide advice, third party training and support to club welfare officers and act as a point of contact
- Play the lead role in maintaining and reviewing the organisation's implementation plan / action plan for safeguarding / take responsibility for completing the mandatory annual CPSU compliance process as required
- Audit safeguarding standards at club / centre level e.g. that our clubs have DBS checked welfare officers appointed as per the affiliation agreement

- Work closely with the senior management to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice
- Attend team meetings, training sessions and management meetings as arranged
- Review of policy and procedures as and when required

Skills and Abilities - Essential Requirements

- Able to demonstrate a commitment to safeguarding with a child and adult at risk focused approach
- Holds and maintains a some understanding of legislation, guidance and plans for safeguarding and promoting the welfare of vulnerable groups as well as the management of safeguarding incidents, concerns and allegations of poor practice and abuse
- Holds and maintains a sound level of knowledge and understanding of developing and implementing safer recruitment practices
- Ability to work effectively under own direction without day-to-day management
- Ability to work under pressure and to deadlines
- Ability to communicate effectively, clearly and accurately both verbally and in writing with a diverse audience
- Ability to recognise and challenge inappropriate behaviour and poor practice
- Discretion and confidentiality, sharing information only where appropriate
- Ability to record, handle and store clear and comprehensive records and information in line with legislation

Personal Requirements - Essential

- Well organised, able to prioritise workload whilst being flexible and able to cope with the unexpected or unplanned
- Personable and approachable with excellent interpersonal skills
- Remains focused on responsibilities and objectives
- Must adhere to confidentiality and data protection procedures at all times
- Willingness to undertake any appropriate training in relation to the role
- Applicants must be eligible to live and work in the UK
- Meet the clearance requirements of any Enhanced DBS check

Personal Requirements - Desirable

- A successful track record of supporting and driving cultural change
- Experience in contributing and working as part of a team
- Knowledge and experience of identifying and managing risk
- Experience of offering safeguarding advice and support to colleagues, vulnerable groups
- Experience of working within voluntary sport

Other Information

This role is regarded as a 'Regulated Activity' and is therefore subject to an Enhanced DBS check, which includes the barred list for working with children. This post is exempt from the Rehabilitation of Offenders Act 1974.

All applicants should hold valid permission to live and work in the UK in accordance with the Asylum and Immigration Act 1996. Proof of status will be required as per current employment legislation.

Equality Statement

British Water Ski & Wakeboard is an equal opportunities employer and aims to provide a working environment that is inclusive and free from any form of harassment, intimidation, victimisation or discrimination. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, ethnicity, faith, gender, marital status, race, sex or sexual orientation. If you have specific considerations when applying for work or being employed, please contact us so we can discuss those with you in complete confidence. All appointments are made purely on merit based on a fair and open process.