THE ROLE OF THE CLUB SAFEGUARDING OFFICER

The Club Safeguarding Officer (CSO) is the first point of contact for all Safeguarding concerns within a club. They are the main point of contact for all children and adults to report concerns and disclosures, handling concerns calmly and sensitively in line with the EN Reporting a Safeguarding Concern procedures. The CSO is the person to take appropriate action on receipt of any concerns or referrals and liaise with the EN LSO.

The CSO is responsible for giving advice about the Wellbeing, Safeguarding and Protection of all members, promoting good practice and Safeguarding within the Club and to work with others to ensure that a safe and inclusive environment is achieved.

It is a requirement for all EN netball clubs to appoint a CSO (and where possible, EN would encourage clubs to recruit two CSO's), regardless of whether they have child members.

THE PERSON

- The CSO needs to be comfortable being well known in the club and in playing a lead role in advocating for the Children and Adults in their environment.
- They need to work with others to ensure that everyone has a fun, enjoyable and safe experience.
- They are passionate about creating an environment that enables Children and Adults to thrive within Netball.
- They need to be accessible and approachable, especially to Children and Adults at Risk.
- Should not be club chair or head coach. Ideally, they will not be a Coach or Volunteer with direct responsibility for Coordinating or Delivering the Child or Adult Programmes at the club, as it is important the CSO remains as independent as possible.

REQUIRED SKILLS

- Approachable and Enthusiastic
- Respectful, Empathetic and Unbiased
- Professional, Reliable, Committed and Helpful
- Engaging, Supportive, Caring and Compassionate
- Friendly and a Good Listener
- Organised, and able to create and maintain records appropriately
- Trustworthy, Tactful, and aware of the need for Confidentiality

PREFERRED KNOWLEDGE

- Awareness of the Local CP network, Police and Social Services Contact Details
- Aware of role of Local Safeguarding agencies, the LADO (Local Authority Designated Officer) and Inter-Agency Child Protection procedures.
- Knowledge of Core Legislation and Government Guidance on Safeguarding

- Understand Poor Practice and Abuse (behaviour that is harmful or has potentially negative impact on welfare and the persons enjoyment of Netball)

ROLE REQUIREMENTS

- Be an EN member, with their details recorded on ENgage
- CSOs for clubs with under-18 members (even one) must have an ENHANCED DBS check completed through England Netball (checks conducted through work or other sport will not be accepted).

ESSENTIAL TRAINING

Every CSO must complete the following actions in relation to Safeguarding and ensure they renew their training every three years. A CSO will need to evidence completion of Safeguarding training.

(1) Read the EN Safeguarding Children and Young People in Netball Policy (Link), Safeguarding Adults at Risk Policy (Link), Reporting a Safeguarding Concern Procedure (Link), Club Safeguarding Guidance (Link), DBS Guidance (Link), and Codes of Conduct (Link)
(2) CSOs in clubs with under 18 members (even 1) must attend Safeguarding Training in line with EN Guidance (Link).
    - UK Coaching 'Safeguarding & Protecting Children'* (SPC) Face to Face Training
    - CPSU 'Time to Listen'* (TTL) Face to Face Training

**The above training must be renewed every 3 years. The renewal can be done by completing the online training, then 3 years later, renewed by completing the face to face. Repeating this cycle every renewal.*

THE ROLE

The CSO is the person with primary responsibility for managing and reporting concerns about abuse or poor practice and for putting in place Safeguarding procedures. **It is important however to highlight that Safeguarding is everyone's responsibility and every volunteer at the club should remain vigilant and challenge any concerning behaviour.** It is important to work with others in the club to;

- Ensure Safeguarding information, including policies, reporting procedures and details of the CSO are visible both in the club setting and online.
- To promote awareness of the Codes of Conduct for staff, volunteers, coaches, parents and members (Child and Adult)
- To ensure that safe recruitment and induction procedures within the club are followed for all staff and volunteers
- To ensure that, where necessary, all existing staff and volunteers have an up-to-date EN Enhanced DBS Disclosure Check, which is renewed every three years, and to be the point of contact for DBS risk assessments and clearance communications with EN.

REFERRALS

- To be the first point of contact for club staff, volunteers, members, children, adults and parents for any issues concerning child welfare, poor practice and potential or alleged abuse.
- To work with the EN LSO when concerns arise and ensure that all incidents are recorded and reported correctly via the Online Reporting Form or via Besafe@englandnetball.co.uk
- To Follow the EN Reporting a Safeguarding Concern Procedure
- To ensure concerns are referred on promptly to the relevant agency when necessary (Local Authority Children's or Adult Social Care, Police, or Ambulance as appropriate
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

GENERAL

- Work with everyone in the club to ensure a positive environment
- Ensure those in positions of trust undertake the necessary safeguarding training
- Assist EN to fulfil its safeguarding responsibilities at Club level
- To sit on the Club Management Committee to advise on safeguarding issues
- To educate the members of their club on the Reporting a Safeguarding Concern procedure and good practice in safeguarding.

For further information,
Contact the Safeguarding Team at EN via besafe@englandnetball.co.uk
Read more here: England Netball | Safeguarding