

Safeguarding Officer Role Description

Purpose: to act as the lead officer within Active Lincolnshire in relation to Safeguarding casework, and to take a key role in the development and implementation of Safeguarding policies and procedures for both children and adults.

Key Tasks:

- To receive and collate concerns which are reported to Active Lincolnshire, and to act as necessary.
- To seek advice and guidance regarding the handling of safeguarding concerns as necessary, acting as advised by safeguarding boards or Police.
- Together with the Deputy Safeguarding Officer(s), to liaise with individuals and their families who raise Safeguarding concerns, and where appropriate with individuals who are the subject of those concerns, to ensure effective and timely communication.
- To record efficiently and securely retain all information relating to safeguarding concerns and cases.
- To act, together with the Deputy Safeguarding Officer(s), as the point of contact for partner and external organisations in relation to safeguarding matters.
- Where competent to do so, provide support on guidance to external organisations relating to safeguarding. Alternatively, to seek advice from specialised partners such as safeguarding boards, the NSPCC's Child Protection in Sport Unit (CPSU) and the Ann Craft Trust.
- To lead the internal safeguarding group to manage the safeguarding work and handling concerns for Active Lincolnshire.
- To keep up to date with and promote safeguarding policy, procedure and regulations.
- To have a sound understanding of Active Humber's recruitment policy and procedures including DBS checks where required.
- To promote Safeguarding best practice training workshops within the county and clubs.
- To ensure appropriate training is sought and undertaken by all relevant officers and to maintain up to date qualified officers are in the relevant positions.
- To lead on the review of the safeguarding policies and procedures for Active Lincolnshire.