

CPSU job description template

Adopted by WW



Lead safeguarding officer

About the role

The designated person within Weightlifting Wales with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the organisation, including supporting club welfare officers, where relevant.

Duties and responsibilities

- Working with others within the organisation to create a positive, child-centred environment within the sport
- Play a lead role in developing and establishing the organisation's approach to safeguarding children and young people – a key role within the organisation
- Manage cases of poor practice and abuse reported to the organisation – including records system
- Manage referrals to children's social-care services and the police
- Central point of contact for internal and external individuals and agencies
- Represent the organisation at external meetings related to safeguarding
- Coordinate the dissemination of policy, procedures and resources throughout the organisation
- Provide advice and support to regional/county welfare officers and play a lead role in their recruitment, selection and training
- Advise on the organisation's training needs and the development of its training strategy; provide training where appropriate
- Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children
- Ensure safeguarding standards are met and maintained
- Keep own knowledge and skills up-to-date

Skills and abilities

Required:

- Child-focused approach
- Administration and systems (records) management skills
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support-provision skills at all levels within the organisation
- Communication skills
- Ability to develop and produce national level guidance and resources
- Influencing skills
- Ability to work with conflict and emotionally distressing matters

Recommended:

- Ability to deliver core training through different levels within the organisation

(CPSU 2016)



Knowledge

Required:

- Role and responsibilities of statutory agencies, including Local Safeguarding Children Boards
- Planning processes for safeguarding and child-protection enquiries and investigations
- Behaviour that is harmful to children, thresholds of poor practice and abusive behaviour
- Own organisation's role and responsibilities
- Boundaries of the lead safeguarding officer role
- Organisation's policy and procedures related to safeguarding and protecting children
- Core values and principles of work with children
- Equality issues and safeguarding
- How abusers target and groom organisations in order to abuse children
- Best practice in prevention
- Legislation, government guidance and national framework for safeguarding children
- How adults groom children for abuse

