

The Role and Responsibilities of IWA-Sport Club Safeguarding Officers

The appointment of the Club Safeguarding Officer (CSO) is an essential element in the creation of a quality atmosphere. The CSO acts as a resource with regard to children's issues. The CSO should be child centred in focus and have as the primary aim the establishment of a child centred ethos within the club. S/he is the link between the children and the adults in the club. S/he also takes responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and Sports Leaders.

The Club Children's Officer should have the following role:

To promote awareness of safeguarding guidelines within the club, among young members and their parents/guardians. This could be achieved by:- the production / distribution of information leaflets, the establishment of children's/age-group specific notice boards, regular information meetings for the young people and their parents/guardians

Policy awareness

- To be aware of and understand the IWA Safeguarding Policies and Principles.
- To be aware of and understand the IWA Flow Chart for Reporting Safeguarding Concerns.
- To promote awareness of the Code of Ethics and Good Practice for Children's Sport across all personnel of the Club, and among young members and their parents/guardians.
- To implement policy and influence practice within the club in order to prioritise children's requirements.

Volunteer recruitment, training and involvement

- To ensure all volunteers over the age of 16 involved in club activities are formally registered with IWA-Sport.
- To ensure no one is volunteering in club activities without having formally registered with IWA-Sport and completed the required processes e.g. Garda Vetting/Reference Checks etc.
- To ensure all club volunteers have received Safeguarding training which has been delivered by IWA, LSP or an appropriate training body.

Key relationships and reporting structures

- To establish an effective relationship with the IWA-Sport National Safeguarding Officer (NSO) and DLP.
- To report regularly to the Club Committee on any updates as directed by the IWA-Sport NSO.
- To have a regular involvement with club activities and to remain informed (via the club committee) and monitor changes in membership and follow-up on any unusual dropout, absenteeism or transfers by children or sports leaders/coaches and volunteers.
- To ensure there are records of each member on file, their contact numbers and any additional requirements of children that should be known to leaders/coaches and volunteers.
- To advise and provide support to the Sports Leaders/Coaches and volunteers on best practice in children's sport.
- To ensure that children know how to make their concerns known to the appropriate adults or agencies.

General

- To encourage the appropriate involvement of parents/guardians in club activities.
- To ensure that the children have a voice in the running of their activities and ensure that there are steps young people can take to express concerns about their sports activities/experiences.
- To ensure that each member signs up to the code of conduct.
- To ensure that club members are familiar with IWA-Sport Policy and rules and regulations regarding complaints, disciplinary and appeals procedures, an anti-bullying policy, safety statement, rules in relation to travelling with children, supervision and recruitment of leaders.

Nomination of Club Safeguarding Officers

The Club Management Committee will identify the ideal person to take on the role from the club and nominate them to the IWA-Sport Director of Sport for consideration. The nomination will be assessed by the Director and the National Safeguarding Officer. The process will ensure that the required checks are in place in relation to Garda Vetting, Volunteer Registration Process and Training requirements. The Club Safeguarding Officer is required to complete Safeguarding 1 and Safeguarding 2 programmes and submit their certification to IWA-Sport NGB Office.

