**NYSAA Safeguarding Officer – Role description**

**About the role**

The person within NYSAA with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children.

**Duties and responsibilities**

* Work with others in the club to ensure a positive child-centred environment
* Assist the organisation to fulfil its responsibilities to safeguard children
* Assist the organisation to implement its safeguarding children plan
* Act as the first point of contact for committee members, volunteers, parents, children and young people where concerns about children’s welfare, poor practice or abuse are identified
* Act as the first point of contact with regard to any safeguarding concerns
* Implement the organisation’s reporting and recording procedures
* Maintain contact details for children’s social care, the police and Local Safeguarding Children Partnership
* Promote the organisation’s best-practice guidance and/or code of conduct
* Sit on the NYSAA committee
* Ensure adherence to the organisation’s safeguarding children training
* Ensure appropriate confidentiality is maintained
* Promote anti-discriminatory practice

**Skills and abilities**

Required:

* Child-focused approach
* Basic administration and computer skills
* Basic advice and support-provision skills
* Communication skills, including use of social media
* Ability to maintain records
* Ability to provide information about local resources
* Ability to promote organisation’s policy, procedures and resources

**Knowledge**

Required:

* Own organisation’s role and responsibilities to safeguard the welfare of children and young people
* Boundaries of the role of safeguarding officer
* Basic knowledge of the roles and responsibilities of statutory agencies (children’s social care, the police and the NSPCC) and Local Safeguarding Children Partnership
* Local arrangements for managing safeguarding children and reporting procedures
* Poor practice and abuse – behaviour that is harmful to children
* Core values and principles underpinning practice
* Awareness of equality issues and protecting children from abuse
* Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people
* How adults groom children for abuse