



## The Role of the Club Safeguarding Officer

The Club Safeguarding Officer (CSO) is the first point of contact for all safeguarding issues within the 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 England Netball Reporting a Safeguarding Concern Procedures. The CSO is the person to take appropriate action on receipt of any concerns or referrals and liaise with England Netball's Lead Child Protection Officer to handle concerns.

The CSO is responsible for giving advice about the wellbeing, safeguarding and protection of all member's, 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 clubs who have under 18s as members to appoint a CSO and where possible we would encourage clubs to recruit two CSOs.

### 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, young people 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, young people and adults to thrive within netball.
- The CSO needs to be accessible and approachable, especially for children, young people and adults.
- Ideally the CSO will not be the coach or volunteer with direct responsibility for coordinating or delivering the junior or adult programmes at the club, as it is important that this person's role is as independent as possible.



## Skills

- Approachable and enthusiastic
- Respectful, unbiased, empathetic
- Professional, reliable, committed and helpful
- Engaging and supportive
- Caring and compassionate
- Good listener and friendly
- Organised and able to create and maintain records appropriately
- Trustworthy, tactful and aware of the need for confidentiality

## Knowledge

- Awareness of the local statutory child protection network, including the contact details for the local police and Children's Services, the role of the Local Safeguarding Children's Board (LSCB), Local Authority Designated Officer and an awareness of local inter-agency child protection procedures.
- Knowledge of core legislation and government guidance on safeguarding.
- Have an understanding of poor practice and abuse – behaviour that is harmful to children, young people or adults at risk or has a potentially negative impact upon their welfare and enjoyment of netball.

## Requirements

- Be affiliated to England Netball
- Record their details on ENgage
- Have a Enhanced DBS clearance check through England Netball

## Training

Every CSO must complete the following in relation to safeguarding and renew the training courses every three years. As a CSO you will also need to evidence that you have completed safeguarding training.

### 1. Read

Read the England Netball; Safeguarding Young People in Netball Policy; Safeguarding Adults at Risk Policy; Reporting a Safeguarding Concern Procedure; Club Safeguarding Guidance; DBS Guidance and Codes of Conduct.

### 2. Attend

Attend a UK Coaching Safeguarding and Protecting Children (SPC) face to face or virtual training course.



Attend the Child Protection in Sport Unit Time to Listen (TTL) face to face or virtual training course. Delivered through your [Active Partnership](#) and further details can be found on the [Child Protection in Sport Unit website](#).

### 3. Renew

CSOs must complete a renewal of their SPC and are recommended to renew their TTL training every three years

Renew your UK Coaching SPC training by completing the [online renewal](#) then 3 years later renew again by completing the [face to face](#) or [virtual](#) training course.

Repeating this cycle for each renewal.

Renew (recommended) your Child Protection in Sport Unit TTL training by completing the face to face or virtual training course. Delivered through your [Active Partnership](#) and further details can be found on the [Child Protection in Sport Unit website](#).

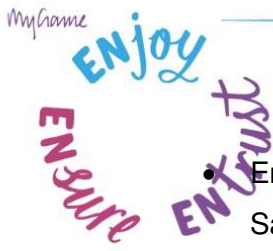
### Responsibility

The CSO is the person with primary responsibility for managing and reporting concerns about children or adults at risk and for putting in to place safeguarding procedures. It is important to highlight however that safeguarding is everyone's responsibility and all at the club should do their bit.

- To assist the club to put Safeguarding Policy and Procedures in place.
- To work with others in the club to ensure safeguarding information, including policies, reporting procedures and details of the CSO are visible and available.
- To promote awareness of the Codes of Conduct for staff, volunteers, coaches, members (juniors and adults) and parents.
- To ensure that safe recruitment and induction procedures within the club for staff and volunteers are followed.
- To ensure that, where necessary, all existing staff or volunteers have an up-to-date DBS Enhanced Disclosure checks through England Netball and these should be renewed every 3 years. Be the point of contact for risk assessments and clearance communications with England Netball.

### Referrals

- To be the first point of contact for club staff, volunteers, members, young people, adults and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse.
- To work with the England Netball Lead Safeguarding Officer when concerns arise and ensure that all incidents are reported correctly.



- Ensure concerns raised are referred on promptly to the England Netball Lead Safeguarding Officer. [Besafe@englandnetball.co.uk](mailto:Besafe@englandnetball.co.uk)

- To follow the England Netball Reporting a Safeguarding Concern Procedure
- To contact the Local Authority children's or adults' social care teams and the police about concerns where appropriate.
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.
- Maintain contact details for the local children's social care department, the police and Local Safeguarding Children's Board.

### **General**

- Work with others in the club to ensure a positive child-centred environment.
- To signpost those with roles and responsibilities for children and young people to appropriate safeguarding training opportunities.
- Assist England Netball to fulfil its responsibilities to safeguard children, young people and adults at risk at club level.
- To sit on the club management committee to advise on child and adult at risk safeguarding issues or be in attendance as necessary.
- To educate the members of their club on the Reporting a Safeguarding Concern Procedure and good practice in safeguarding.
- To advise the club on appropriate training for coaches and volunteers based on the England Netball's recommended safeguarding training requirements

For further information, contact the Compliance Team at England Netball Head Office

Email: [besafe@englandnetball.co.uk](mailto:besafe@englandnetball.co.uk)

Website: <https://www.Englandnetball.co.uk/governance/safeguarding/>