



# Safeguarding officer

## Roles & Responsibilities

### Club Safeguarding Officer:-

- Administer DBS programme
- Ensure coaches and relevant personnel are checked & have current and valid FAW numbers
- Ensure Junior Football Portal is updated
- Point of contact for minor safeguarding queries
- Implement best practice at club level

### League Safeguarding Officer:-

- Support club safeguarding officers- source of knowledge
- Communicate leagues responsibility to safeguard children
- Promote FAW safeguarding policies
- Monitor best practice
- Act as liaison between club and Area Association
- Implement reporting procedure and escalate concerns to Area Association
- Investigate safeguarding issues where appropriate
- Support clubs when going through a restructure (i.e. change of verifier)
- Ensure individuals have received the necessary training

### Area Safeguarding Officer:-

- Disseminate FAW Safeguarding policies and procedures
- Manage children's welfare within the Association
- Undertake necessary meetings with member leagues and clubs
- Assist FAW Safeguarding department with investigations into safeguarding concerns where directed
- Oversee junior football portal
- Club Accreditation Programme

### National Safeguarding Manager:-

- Statutory and legal matters
- Serious investigations; criminal activity, sexual offences, drugs, violence
- Policy development & implementation
- Training & education
- Consultation
- Manage National DBS Programme
- Manage independent Safeguarding Panel
- Management of junior football portal issues and queries
- Communication of safeguarding procedures and protocols
- Manage complaints/concerns and refer as necessary

