



JOB DESCRIPTION	
Job Title:	Safeguarding Officer
Term of Office:	3 Years
Accountable to:	Governance Director (with a dotted line to Junior & Intermediate Golf Director
Purpose:	
<ul style="list-style-type: none"> To assist the HLG Board in ensuring that HLG has the appropriate Safeguarding and Child Protection policies, procedures and processes in place to meet its legal requirements 	
Responsibilities:	
<ul style="list-style-type: none"> Primary responsibility for managing and reporting concerns about children or adults at risk; act as the first point of contact for volunteers, young people and parents for any issues concerning child welfare / adults at risk, poor practice and potential or alleged abuse In consultation with the Governance Director (GD) and the Junior & Intermediate Golf Director (JIGD), implement and maintain HLG's Safeguarding and Child Protection policies and procedures Arrange for DBS checks for anyone engaged in 'regulated HLG activity' and take references for anyone working with children or vulnerable adults in any capacity; maintain an up to date register Work with the GD and JIGD to ensure that appropriate Codes of Conduct are in place for staff, volunteers, coaches, players (juniors and adults) and parents; promote awareness of these guidelines to all interested parties. Ensure all incidents are reported correctly and referred in accordance with HLG's safeguarding policies; act independently and in the best interests of the child – putting their needs above those of others Ensure confidentiality is maintained and information is shared on a strictly 'need to know' basis; advise GD and JIGD on child protection issues, where appropriate Work with GD and JIGD to ensure safe recruitment procedures for staff and volunteers are followed Advise the HLG Board on appropriate safeguarding/child protection training for coaches and volunteers; signpost those with responsibilities for children/young people to appropriate safeguarding training opportunities. Maintain contact details for the local children's services department, the police and local safeguarding children's board. Nominate a Junior Sub-Committee member to ensure signed Player Profile Consent Forms are obtained annually for each Junior girl attending county events or Academy sessions; ensure these records are accurately maintained and accessible to appropriate volunteers & PGA Professionals Attend, as required, Junior sub-committee meetings and HLG Board meetings Complete, as directed, England Golf approved Safeguarding & Protecting Children (SPC) training and the NSPCC's Child Protection in Sport Unit (CPSU) 'Time to Listen' (TTL) workshop 	
County Fixtures:	
<ul style="list-style-type: none"> Be available to attend (as necessary) County junior competitions and training events including Junior County Match week (JCMW) 	
Finances/Expenses:	
<ul style="list-style-type: none"> Account for and claim expenses in accordance with the HLG Expense Policy 	