

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 HLG 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:

- Be available to attend (as necessary) County junior competitions and training events including Junior County Match week (JCMW).

Finances/Expenses:

- Account for and claim expenses in accordance with the HLG Expense Policy