

## **Safeguarding Officer role description**

The person within an equine organisation with primary responsibility for managing and reporting concerns about children and adults and for putting into place procedures to safeguard children and in the club.

### **Duties and responsibilities**

- Work with others in the organisation to ensure a positive environment
- Assist the organisation to fulfil its responsibilities to safeguard children and adults at organisational level
- Assist the organisation to implement its safeguarding children and adults plan at organisational level
- Act as the first point of contact for staff, volunteers, parents, adults, children and young people where concerns about welfare, poor practice or abuse are identified
- Act as the first point of contact with the lead safeguarding officer
- Implement the organisation's reporting and recording procedures
- Maintain contact details for the local adults and children's social care department, the police and Local Safeguarding Children and Adults Boards
- Promote the organisation's best-practice guidance and/or code of conduct within the club
- Sit on the organisation's management committee
- Ensure adherence to the organisation's safeguarding children and adults training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice

### **Skills and abilities Required:**

- Child/adult-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, young people and adults
- Boundaries of the role of a Safeguarding Officer
- Basic knowledge of core legislation and government guidance
- Basic knowledge of the roles and responsibilities of statutory agencies (adults and Children's social care, the police and the NSPCC) and Local Safeguarding Children and Adults Boards
- Local arrangements for managing safeguarding children and adults and reporting procedures
- Knowledge of what poor practice and abuse may look like - behaviour that is harmful to children and adults
- Own organisation's policy and procedures relating to safeguarding children, young people and adults
- Core values and principles underpinning practice
- Awareness of equality issues and protecting children and adults from abuse
- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children, young people and adults
- How people groom children and adults for abuse