



Job & Person Description

Job Title	Club Safeguarding Officer
Department	Academy
Reports to	Senior Safeguarding Manager (SSM)/ The Board
Responsible for	NA

Purpose of role

The Club Safeguarding Officer role is to safeguard and promote the welfare of children and adults at risk and ensure all staff and volunteers, parents and parents/children understand their role in the safeguarding of children, young people and adults at risk.

The Club Safeguarding Officer will have the primary responsibility for managing and reporting safeguarding concerns and for putting into place policies and procedures and continually monitoring these to safeguard young people and adults at risk across the entire organisation.

Main Duties

Safeguarding Strategy and policy

- As a subject matter expert, responsible for ensuring role is conversant with relevant legislation, policies & procedures and an awareness of best practice externally, using this to make changes and recommendations.
- To work closely with the part time Safeguarding Officers across the organisation to create a positive safe environment.
- To develop, implement and review safeguarding policies and processes to ensure they meet legislation, guidance and are relevant.
- Ensure that all policies relating to safeguarding and welfare are signed off by the Board annually or when required due to a change in legislation or practice.
- Co-ordinate the dissemination of policy, procedures and awareness throughout the organisation.
- Work with Human Resources to deliver the safeguarding strategy, safeguarding induction and training for staff.
- To work in accordance with the English Football League (EFL) safeguarding standards and audited practices.
- Play a lead role in developing and establishing the organisation's approach to safeguarding children, young people and adults at risk.
- Ensure safeguarding standards are met and maintained.

Reporting

- You will be the main point of contact for audit procedures (EFL, Barnardo's, Elite Player Performance Plan (EPPP) and any others as required).
- Record, manage and investigate all reported safeguarding concerns, managing the caseload appropriately.
- Report to the Board of directors regularly on organizational safeguarding and Duty of Care matters, including highlighting areas of risk/concern, identifying areas of poor practice/areas for improvement, and providing analysis of numbers and types or safeguarding concerns/disclosures, complaints, and bullying incidents within the organisation.
- Manage the electronic case management system for recording and tracking concerns and allegations pertaining to the safety and welfare of children and adults at risk.
- Be the main point of contact and provide expert advice for all Peterborough United safeguarding

concerns for internal and external individuals and appropriate agencies.

- Report and refer to external agencies child protection/poor practice in line with policy guidance advised by EFL/FA.

Employee checks

- Oversee the DBS checks, barring referrals, risk assessments and the Single Central Record (SCR)

Training and awareness

- Work closely with the Peterborough United Academy to ensure the safeguarding ethos is embedded and support with player care and scholar accommodation.
- Deliver Continuing Professional Development (CPD) to other Club Safeguarding Officer's, coaches, volunteers and parents and or guardians.
- Ensure a person-centred approach is taken no matter what the issue is, provide support and sign posting where required.

Other

- To support the Peterborough United values, Equality, Diversity and Inclusion Policy and our Safeguarding policies in every aspect of your work and positively promote the principles of these policies amongst colleagues, stakeholders, service users and other members of the community.
- To represent Peterborough United at external multi agency safeguarding meetings, creating new links with external statutory and voluntary agencies.
- Confidentiality is important within our business, understanding the need for boundaries and privacy is paramount.

Other responsibilities

- Be available to travel to other sites outside of their region (if required)
- Be aware of the PUFC policies, procedures & best practise so that concerns of non-compliance can be raised at all times e.g. Safeguarding, Inclusion, Diversity
- Work within the company processes (People, Finance, Training, Estates and Marketing Team). Seek advice & guidance if required ensuring employees and processes work seamlessly together
- Attend meetings, training and professional updating as and when required
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Self-assess and work on own personal and professional development
- To uphold the values of Peterborough United Football Club (PUFC) and not tolerate offensive, discriminatory or intimidating language or behaviour.
- To act as an ambassador/role model for PUFC and consider conduct takes into account the club's commitment to equality and safeguarding.
- To ensure PUFC provides a level playing field for all its fans, players and guests.
- Promote an inclusive environment within the club for colleagues, supporters and visitors, championing a zero-tolerance approach to bullying, harassment and victimisation within PUFC
- Demonstrate a commitment to PUFC's safeguarding policy.
- Promote EFL and FA regulations and ensure compliance with these.
- Ensure PUFC upholds current legislation, in particular, in relation to equality, health and safety and safeguarding.
- Be responsible for reporting any concerns to a senior colleague in relation to equality, health and safety and safeguarding immediately

In addition to these responsibilities carry out such duties as may reasonably be required. The above duties are a guide to the nature of the work required & are not intended to reflect all tasks associated within the role.

Person Specification

These are the attributes you need to be to be considered for this role. All criteria are essential unless stated as desirable only. To be considered for working at PUFC we expect you to share and demonstrate Our Values. These are a key part to you getting the most out of work at Peterborough United Football Club.

Experience & Qualifications

- Relevant professional qualification in Safeguarding/welfare/education
- Experience of working within a football club (desirable)
- Previous experience of safeguarding case management/referrals/escalation/risk management
- Valid Driving Licence and ability to travel independently
- The ability to work some evenings and weekends to meet the needs of the business
- This role requires an Enhanced Disclosure and Barring Service Criminal Records Check. Applicants will be asked about any previous convictions, cautions, reprimands that are not 'protected' as defined by the Rehabilitation Offenders Act 1974 (Exceptions Order 1975) (Amended 2013 and 2020)
- Demonstrable safeguarding and support planning in sport/community/education
- Appreciation and experience of working with sensitive and confidential information and understanding of GDPR legislation
- Track record of effective working relationships, partnerships and collaboration with stakeholders, statutory and voluntary agencies and service providers
- Established record of developing, reviewing and implementing written policies and procedures

Skills and personal attributes

- High level of integrity and discretion
- Strong work ethic with a can-do attitude with drive and self-motivation
- Good IT skills with the ability to use MS Office, Teams etc
- Accuracy and attention to detail including good written and verbal skills
- Understands and embraces speed of response and able to own issues to resolution
- Proven planning and organisational skills with excellent attention to detail
- Examples of self-motivation and the ability to work on own initiative as well as part of a team.
- Demonstrate a commitment to equality and diversity, customer service and quality assurance in a professional setting.
- Well-presented and professional
- Ability to Understanding KPI's and stats to drive KPI improvements
- Ability to travel to various sites
- Ability to build excellent working relationships with our Managers colleagues and staff
- Plan and prioritise workload and own administration so that deadlines and standards are met