



Designated Safeguarding Officer – Role Profile

Role purpose

Manage the CFA's safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations

Significantly contribute to the implementation of the Safeguarding Operating Standard for CFAs

Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently

Key responsibilities are:

- o Operationally lead the implementation and delivery of safeguarding policy and procedures within the County FA, being accountable for relevant areas of the Safeguarding Operating Standard as set out by The FA
- o Refer to FA Case Management Safeguarding children and adults at risk abuse concerns and take action(s) in accordance with FA safeguarding regulations, policy and procedures, and as agreed with The FA Safeguarding Team
- o Ensure all safeguarding referrals are recorded within The FA's Case Managements system and securely retained in accordance with FA regulations, policies and data protection legislation
- o Deal with all poor practice concerns relating to children and adults at risk in accordance with FA regulations, safeguarding policy, procedures and disciplinary processes; providing guidance to clubs and leagues, recording incidents of Poor Practice within the CFA's Recording Systems and seeking guidance from the FA Safeguarding Team as required
- o Co-ordinate CFA safeguarding visits, spot checks/audits on clubs throughout the season to ensure they are compliant with the records they have submitted to the CFA.
- o Arrange and deliver CPD events for existing leagues and clubs to ensure that sufficient workshop opportunities are available for new volunteers.
- o Strategically manage an effective designated persons network; liaising with relevant Local Agencies, Children's Social Care, Police Child Protection Team(s) and supporting youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.

I accept this role and the responsibilities and will also sign and comply with the Safeguarding Code of Conduct – Staff.

Signed

Name

Date
