



Deputy Designated Safeguarding Officer

– Role Profile

Role purpose

Support the Designated Safeguarding Officer to manage the CFA's safeguarding work, in line with legislation, FA Safeguarding Policy, Procedures and Regulations

Support delivery of the Safeguarding Operating Standard for the CFA

Work in partnership with The FA, statutory agencies and other relevant organisations to manage concerns effectively and efficiently in the absence of the Designated Safeguarding Officer.

Key responsibilities are:

- o Support 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 In the absence of the Designated Safeguarding Officer, 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 Participate in 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 Liaise with the CFA's designated persons network as appropriate, which may include; relevant Local Agencies, Children's Social Care, Police Child Protection Team(s)
- o Support youth league and club welfare officers to be compliant with safeguarding legislation, FA safeguarding policy, best practice guidance and education programmes.
- o Oversee the club affiliation process to include:
 - o Safeguarding compliance – coaches & club officials records for CRC, Safeguarding Children, Welfare Officer
- o Periodically monitor and check Club records throughout each season, with specific reference to on-going compliance with Charter Standard and Safeguarding requirements

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

Signed

Name

Date
