

**Role Description:  
Designated Safeguarding Lead**



**Purpose of the Role**

To take the lead in ensuring that appropriate arrangements for keeping children, young people and members safe are in place at Southampton Kendo Club.

To promote the safety and welfare of children, young people and members involved in Southampton Kendo Club's activities at all times.

To create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.

**Duties and Responsibilities**

- Help to create a safe, inclusive and welcoming environment for all members of Southampton Kendo Club.
- Take a lead role in developing and reviewing Southampton Kendo Club's complaints, safeguarding and child protection policies and procedures.
- Take a lead role in implementing Southampton Kendo Club's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people and members who take part in Southampton Kendo Club's activities are responded to appropriately.
- Make sure that everyone working or volunteering with or for children and young people at Southampton Kendo Club, including the club officers, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's or member's welfare.
- Make sure children, young people and members who are involved in activities at Southampton Kendo Club (and their parents if appropriate) know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child who takes part in Southampton Kendo Club's activities.
- Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Southampton Kendo Club may present a risk to children or young people. This includes:
  - a) assessing and clarifying the information
  - b) making referrals to statutory organisations as appropriate
  - c) consulting with and informing the relevant members of the organisation's management

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d) following the organisation's safeguarding policy and procedures.

Liaise with, pass on information to and receive information from statutory child protection agencies such as:

- a) the local authority child protection services
- b) the police.

This includes making formal referrals to agencies when necessary.

- Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- Work closely with the club coaches and officers to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- Report regularly to the club officers on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
- Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Southampton Kendo Club.
- Assist the club officers with managing online social media and communities.
- Attend team meetings as arranged.
- Work flexibly as may be required and carry out any other reasonable duties.

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**Training/Qualifications (to be provided as required)**

- Face-to-face safeguarding and child protection training
- Online community management training
- Safer recruitment training
- Equality and diversity training
- Appropriate First-Aid training
- BKA Level 1 Coaching qualification or higher

**Other**

Appointment to this role is subject to satisfactory vetting and barring checks.

Designated Safeguarding Leads must have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.