

MSA Club Safeguarding Officer Job Description

JOB PURPOSE AND SCOPE

The role of the MSA Club Safeguarding Officer is to be the first point of contact for all safeguarding enquiries within their club and to ensure that children's welfare is considered in all aspects of the club Activities.

DUTIES AND KEY RESPONSIBILITIES

- Assist and liaise with the MSA to fulfil its responsibilities to safeguard children and vulnerable adults at all levels.
- Assist and liaise with the MSA to implement the MSA Safeguarding Policy.
- Promotes the MSA Safeguarding Policy.
- Ensure the club or association has a Safeguarding Policy to align with that of the MSA, or adopts the MSA Safeguarding Policy.
- Be the first point of contact for club enquiries and approaches from other officials, parents, guardians, carers, and young people themselves where issues of concern regarding children's welfare, poor practice or child abuse are identified.
- Promote and ensure that confidentiality is maintained.
- Be a member of the club management committee (where possible).
- Provide basic advice and support to club members and children and young people.
- Provide information about local and national resources relating to child safeguarding.
- Maintain a child focused approach at all times.
- Maintain accurate records of safeguarding incidents and store these in accordance with data protection legislation.
- Maintain contact details for local social services and police and obtain the local safeguarding children board policy or procedures.
- Maintain contact details for local and national helplines.
- Ensure all club events display details of the Club Safeguarding Officer
- Keep Club committee informed on matters relating to safeguarding and welfare.
- Ensure the MSA Club Safeguarding Policy is reviewed to remain in alignment with the MSA Safeguarding Policy following any revision.
- Attend MSA Safeguarding Training.

MSA Club Safeguarding Officer Person Specification

	CRITERIA
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Child centered approach • Ability to communicate with children and young people • Promotes equal opportunities for all and demonstrates a knowledge of equality and diversity issues • Demonstrates an ability to maintain a professional boundary with children and young people • Ability to research information relating to national and local resources • Demonstrate good communication skills
EXPERIENCE	<ul style="list-style-type: none"> • Experience with working with children and young people • Ability to make proportionate decision making under pressure • Maintaining records • Liaising with other professionals and agencies
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of legislation and guidance for Child Safeguarding including ~Working together 2015 • Knowledge of the Children's Act 1989 and 2004 • Understanding of the roles and responsibilities of statutory and non-statutory agencies within child Safeguarding • Understanding of the Data Protection Act and confidentiality and how this relates to child Safeguarding and record keeping • Demonstrates continued professional development in Safeguarding knowledge and experience
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Approachable • Flexible • Tenacious approach to tasks • Willing to learn and develop skills and knowledge in relation to current national trends within the safeguarding and child Safeguarding arena

The person specification contains the ideal requirements for an individual undertaking this role. However, it is recognised by MSA that this is an additional volunteer role that clubs are required to fulfil, and it is intended that subsequent training would assist individuals in filling the knowledge gaps.