**Club/Championship Safeguarding Officer Role Description**

**JOB PURPOSE AND SCOPE**

The role of Club/Championship Safeguarding Officer is to be the first point of contact for all safeguarding enquiries within your nominated Club or Championship and to support the clubs’ committee or championship event management in ensuring that all children, young people, and adults at risk’s welfare is considered in all aspects of the Club or Championship activities.

**DUTIES AND KEY RESPONSIBILITIES**

Report **ALL** safeguarding concerns / incidents regarding the welfare of a child, young person or adult at risk to Motorsport UK Safeguarding team within 24 hours of you becoming aware of or notified of the concern using the Motorsport UK safeguarding report form[**(found here)**]((found%20here)).

Note: *Always ensure you password protect this document before sending and store in a secure place such as a cloud-based system or a metal locked storage unit.*

**Motorsport UK Safeguarding Team:  
T:  +44 (0) 1753 765071  
E: Safeguarding@motorsportuk.org**

* Assist and liaise with relevant Club/Championship and Motorsport UK staff and volunteers to fulfil their responsibilities to safeguard children and adults at risk.
* Ensure you are familiar with Motorsport UK Safeguarding policies, procedures, and guidance.
* Actively promote Motorsport UK/Club/Championship Safeguarding Policy and Guidance.
* Sign and visibly display the Motorsport UK, Club or Championship Safeguarding Code of Conduct.
* Complete and visibly display the Motorsport UK Club/Championship Safeguarding Officer Profile Poster.
* Visibly display the Motorsport UK ‘*Report Safeguarding Concerns*’ Poster.
* Support/guide the Club/Championship committee or management team to align their Safeguarding Policies and Procedures with that of Motorsport UK’s.
* Be the first point of contact for Club/Championship enquiries and approaches from other Officials, parents, guardians, carers, children and young people themselves where issues of concern regarding children’s or adult at risks welfare, poor practice or child abuse are identified.
* Promote and ensure that confidentiality is maintained. Information be shared on a need to know basis.
* Be a member of the Club/Championship management committee (*where possible, when not possible the Club/Championship must nominate a committee or event management representative to oversee, liaise with their Safeguarding Officer keeping the committee or management team informed).*
* Always maintain a child, young person, or adult at risk of harm focused approach.
* Maintain accurate records of safeguarding incidents and store these in accordance with Motorsport UK safeguarding policies and guidance and data protection legislation.
* Maintain contact details for your Local Authority Designated Officer, Child and Adult Social Services and police and include them in the Club/Championship safeguarding policies and display them on Safeguarding documentation such as CSO profile posters.
* Submit regular (minimum quarterly) anonymised reports to Club/Championship committee or management team that include incident data (number of concerns raised) and matters relating to the management of safeguarding and participant welfare.
* Ensure Club/Championship Safeguarding Policy is reviewed to remain in alignment with Motorsport UK Safeguarding Policy following any revision, or in line with lessons learnt and legislation updates. *Note: Look out for Motorsport UK safeguarding newsletters and bulletins.*
* Carry out Motorsport UK Safeguarding training when requested by Motorsport UK.

**Club/Championship Safeguarding Officer Person Specification**

The person specification for Club/Championship Safeguarding Officer contains the ideal requirements for an individual undertaking this role. All Motorsport UK Clubs/Championship committees and management teams are required to have a suitable person designated as Club/Championship Safeguarding Officer however, it is recognised by Motorsport UK that this role is often added to a volunteers or staff members other duties as additional responsibilities it is intended that subsequent training would assist individuals in filling the knowledge gaps.

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|  | **CRITERIA** |
| **SKILLS AND ABILITIES** | * Promotes and understands a 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** | * Experience of working with children and young people * Experience of making proportionate decisions under pressure * Maintaining records * Liaising with other professionals and agencies |
| **KNOWLEDGE** | * Knowledge of legislation and guidance for Child Safeguarding including - Working Together 2019 * Knowledge of the Children 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** | * 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 |