

ELITE YOUTH RUGBY - ROLE DESCRIPTION

CLUB SAFEGUARDING OFFICER CSO



Role Description – **Club Safeguarding Officer [Peter Hayes RFU ID:3213646]**

Reports to Academy Manager and Programme Leadership, including Head of Development.

Nature and scope:

Safeguarding is a term used to describe measures that help keep children free from abuse or harm in the game. Safeguarding in Rugby is everyone's responsibility. Whilst safeguarding in rugby is everyone's responsibility, the Club Safeguarding Officer (CSO) is responsible for championing safeguarding.

- 0 The CSO is responsible for championing the safety and welfare of all children and adults at risk at their club. Every person at has the responsibility to adhere to their safeguarding duties, as per the Rugby Football Union (RFU) Safeguarding Children Policy and Reg 21.

Accountabilities:

The CSO is accountable for:

- 0 Being the first point of contact for safeguarding concerns relating to children at risk.
- 0 Encouraging an environment where the voice of the child is central to club policy and procedure, and that feedback is actively sought and acted upon where possible.
- 0 Ensuring that all safeguarding concerns are reported appropriately to the Leadership Team, and if appropriate the RFU Safeguarding team and/or the appropriate statutory agencies in a timely fashion, in line with adopted RFU procedures.
- 0 Ensuring all at the club are aware of the appropriate reporting structures for safeguarding concerns and championing an environment where this is common knowledge.
- 0 Leading on the annual club safeguarding audit, with support from the Leadership Team, its Chair and all its volunteers and staff as and where appropriate.
- 0 Ensure safe recruitment procedures are followed, in line with the RFU Safeguarding Children Policy and Regulation 21. This includes ensuring references are received and vetted (where appropriate), and advising the club on which appointments require appropriate Disclosure and Barring Service (DBS) checks and that these checks are carried out in the appropriate timeframe and accurate records are kept.
- 0 With the support of the Leadership Team, ensuring that the club adheres to all its safeguarding responsibilities detailed in the annual Club Safeguarding Audit.
- 0 Ensuring the club is proactive in making sure its staff and volunteers who are required to carry out safeguarding training carry it out in the appropriate timeframe, including refresher training.
- 0 Supporting all safeguarding concerns or queries volunteers or members have. This includes offering advice and insight into club practice, supporting children at risk in making disclosures and ensuring that the Leadership is updated on safeguarding issues.
- 0 Ensuring the club's safeguarding policy is openly accessible to everyone and is kept updated, and ensuring safeguarding information and contacts is readily available on the club website.
- 0 Attending Leadership Team meetings as a member of that Leadership Team, who is responsible for ensuring safeguarding is a mandatory standing item on the agenda.

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Knowledge, skills and abilities:

The CSO should:

- 0 Have a child or adult at risk centred approach to their work, and have the knowledge and ability to ensure the child or adult at risk's voice is central in their approach to the role.
 - 0 Be aware of, and understand how to apply RFU Safeguarding Children Policy, Regulation 21, as well as Regulation 9 and 15 and the RFU Safeguarding toolkit to their role.
 - 0 Have the ability to support to the Leadership Team with Age-Grade discipline matters, and supporting staff, in creating a safe environment for children and adults at risk.
 - 0 Gather information and event feedback from an equivalent role at third party venues that the Academy and players visit, including Bisham Abbey.
 - 0 Have an understanding of Statutory agencies, such as police, social care or the local authority designated officer (LADO) and their role in child protection and safeguarding.
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- 0 Know the different forms of abuse that can occur within and outside of rugby which is harmful to children and have the ability to recognise signs and indicators of them.
 - 0 Be able to converse with children and adults at risk in a meaningful and caring way, helping to build effective relationships with them and earn their trust.
 - 0 Be able to remain calm and professional when having sensitive and possibly upsetting information disclosed to you.
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- 0 Understand the requirements of collating and administering paperwork and information received in a confidential and secure manner.
 - 0 Be confident in assessing when there is immediate harm, where police or social care need to be informed as a matter of urgency, and in these situations, be confident in sharing information with those agencies and ensuring this is followed by a referral to the RFU Safeguarding Team. when appropriate.

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Training & Development Requirements:

The CSO must:

- 0 Be subject to a Disclosure and Barring Service Check, with an enhanced check of the barred lists.
- 0 Be a member of the club and attend the appropriate Leadership Team meetings.
- 0 Attend an 'In-Touch' training course within 3 months of taking up the post [next 31/7]
 - 0 Includes: the RFU Safeguarding Children Policy Guidance & Procedures and Safeguarding Toolkit.
 - 0 **In Touch: 31 July 2025** (10:00 - 12:30) <https://gms.rfu.com/GMS/coursefinder>
Required Qualification: Play it Safe, bookable using RFU GMS registered platform.
 - 0 **England Rugby: Play it Safe** (Face to Face), only possible after July
 - 0 3hr course for any volunteer, coach, match official working with or has responsibility for children within rugby.
- 0 Ideally, **not** hold a role in the club where they're in a position of trust or influence over children or adults at risk. There must be a clear line of reporting concerns open to children and adults at risk. Therefore, if the CSO is in a position of trust or influence at the club, there must be an assistant in place.

Useful contacts:

- 0 The Academy Manager and Head of Development.
- 0 The RFU Safeguarding Team: safeguarding@rfu.com
- 0 NSPCC: <https://www.nspcc.org.uk/>
- 0 Childline: <https://www.childline.org.uk/>
- 0 Local Multi-Agency Safeguarding Hub: <https://www.gov.uk/report-child-abuse-to-local-council>

Useful reading:

- 0 The RFU Safeguarding Children Policy and
- 0 The RFU Safeguarding Adults Policy Regulation 9, 15 and 21
- 0 UK Coaching Safeguarding Adults.

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