

## **Role Profile for Nominated Safeguarding Lead for GB Skate Artistic Affiliated Clubs**

### **Purpose of the role**

To take the lead in ensuring that appropriate arrangements for keeping children, young people and vulnerable adults safe are in place at [insert name of Club]. To promote the safety and welfare of keeping children, young people and vulnerable adults involved in [insert name of Club]'s activities at all times.

### **Duties and responsibilities**

1. Take a lead role in developing and reviewing [insert name of Club]'s safeguarding and child protection policies and procedures.
2. Take a lead role in implementing [insert name of Club]'s safeguarding and child protection policies and procedures; ensuring all safeguarding and child protection issues concerning children and young people who take part in [insert name of Club]'s activities are responded to appropriately.
3. To make sure that everyone working / volunteering with or for children and young people at [insert name of Club], including the committee members understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at [insert name of Club] and their parents know who they can talk to if they have a welfare concern and understand what action the Club will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in [insert name of Club]'s activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with [insert name of 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 club's committee
  - d) following the club's safeguarding policy and procedures.

7. 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

c) GB Skate Artistic Safeguarding Team via email – [Safeguarding@GBSkateartistic.co.uk](mailto:Safeguarding@GBSkateartistic.co.uk)

This includes making formal referrals to agencies when necessary.

8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.

10. Work closely with the Club committee to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about the club's safeguarding and child protection practice.

11. Report regularly to the Club committee 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.

12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.

13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.

14. Attend GB Skate Artistic Safeguarding Team Training sessions as required and complete the required Safeguarding Online Training every 3 years.