Scottish Fencing

Role Description – Volunteer SGB Lead Safeguarding Officer

Scottish Fencing will:

* Ensure there are policies, procedures, systems, structures, resources, and personnel in place to promote the welfare and protection of everyone taking part in fencing.
* Actively work jointly with parents/carers and other agencies through joint planning, training, and monitoring of their arrangements for the protection of everyone.
* Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of everyone.

The Lead Safeguarding Officer for Scottish Fencing will:

**Responsibilities**

* Support the Scottish Fencing Board with the effective development and implementation of Safeguarding policies and procedures throughout the sport in Scotland
* Support Scottish Fencing to achieve and maintain Safeguarding standards.
* Implement the SGB adult and child safeguarding policies and procedures within the national organisation
* Encourage good practice by promoting and championing the safeguarding policies and procedures
* Monitor and review the Scottish Fencing safeguarding policies and procedures to ensure they remain current and fit for purpose
* Regularly report to the Scottish Fencing Board and work with Management/Committee/Board to develop and continually improve the culture around wellbeing and protection of children and young people
* Raise awareness of the Lead SGB Safeguarding Officer role to parents/carers, adults, and children involved in the organisation
* Raise awareness of the Codes of Conduct for working with children and adults to parents/carers, adults and children involved in the organisation
* Challenge behaviour which breaches the Codes of Conduct
* Keep abreast of developments in the field of adult and child safeguarding by liaising with the Child Wellbeing and Protection in Sport service and attending relevant training or events
* Organise/signpost appropriate safeguarding and child wellbeing and protection training for clubs and volunteers
* Respond appropriately to disclosures or concerns which relate to the wellbeing of any individual
* Maintain confidential records of reported cases and action taken
* Where required liaise with statutory agencies and ensure they have access to all necessary information
* Support affiliated clubs and their Welfare Officers
* Liaise with British Fencing on safeguarding matters as required
* Be a second signatory for the PVG scheme if required
* Confidently assess the suitability of an individual to work with children and young people.
* Understand legal responsibilities relating to PVG checks or referrals to Disclosure Scotland
* Recognise ways in which club culture influences the wellbeing and protection of children and identify methods for effecting cultural change in this important area

**Person Specification**

* The ability to build relationships with Management/Committee/Board members, parents/carers, children and adults working/volunteering with children and adults across fencing in Scotland
* An interest in the wellbeing of adults and children and in safeguarding and child protection matters
* A willingness to challenge opinion, where necessary, and to drive the welfare and safeguarding agenda
* Strong listening skills and the ability to deal with sensitive situations with integrity
* The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards an adult/child

**Skills/Experience**

* Relevant qualification in Child Wellbeing and Protection or previous experience or exceptional work experience relating to child wellbeing in a sports setting
* Knowledge of the Protection of Vulnerable groups (Scotland) Act 2007 in relation to regulated work roles and the referrals process
* Knowledge of child and adult wellbeing ideally within the sports industry
* Excellent interpersonal, communication and presentation skills with the ability to relate well to staff at all levels and to Scottish Fencing board members
* Attend relevant training to fulfil the role of Lead SGB Safeguarding Officer
* Willingness to challenge opinion, where necessary, and to drive the safeguarding agenda.
* Experience of working with children
* The postholder will require a Disclosure Check with Scottish Fencing