

Club Safeguarding Officer

As the Club Safeguarding Officer (CSO) your primary responsibility is ensuring that the club complies with the WRU Safeguarding Policy and other related matters. Your role is central to ensuring that children and vulnerable adults can participate in rugby in a safe environment. You will be the main point of contact between the WRU and the club in relation to safeguarding matters.

What kind of person should you be?

1. **Approachable and empathetic** – the range of people who may want to talk to you about sensitive matters is wide. It ranges from young players to parents through to coaches and the WRU Safeguarding Unit so being approachable and empathetic is essential to the role.
2. **A good communicator** – to ensure that safeguarding is a whole club responsibility, you will need to communicate the policy and the responsibilities contained in it to everyone in the club.
3. **Able to organise and maintain records** – the process of DBS checks is part of the role. To perform this element, you will need to be organised and maintain records of who has been checked and when.
4. **A multi-tasker** – As the first point of contact for concerns and complaints in the club, you will need to be able to investigate or refer the concern / complaint whilst also interacting with the club committee.

The core responsibilities

1. Act as the first point of contact with the WRU Safeguarding Unit in relation to DBS checks and also concerns / complaints.
2. Requesting and processing DBS applications for all eligible volunteers at your club
3. Ensure that everyone in the club is aware of who you are and how you can be reached should they have any queries / concerns regarding safeguarding in the club
4. Sit as part of the committee particularly when considering its safeguarding matters.
5. Promote the WRU Safeguarding Policy within the Club and ensure it is adhered to.

The Commitment

1. A CSO is appointed for the whole season so you will be expected to perform the role for at least 12 months.
2. The workload will be heavier over the summer due to the influx of new volunteers who have contact with children. Processing DBS checks for these individuals will be a priority at this time. After this, the role will be more about monitoring the club's activities and dealing with any issues that arise, and processing CRBs for any newcomers, or renewals throughout the season.
3. The time commitment will be around 4 – 5 hours a week at the maximum

What do you get out of it?

This is an opportunity to positively influence the experience of children and vulnerable adults within the club and to ensure everyone can enjoy rugby in a safe environment. Due to the nature of the position, all CSO's will have to have a valid and up-to-date WRU DBS check.

