



## Hampshire CB Safeguarding Manager



**Reports To:** CB Game Development Committee (Governance), RFU Safeguarding Manager.

**Key Relationships:** Chair of CB Game Development Committee, CB Chief Executive, Chair of CB Board, CB schools & youth committees (as appropriate), CB Age Grade Committee, RFU Safeguarding team, Rugby Development Officer (s), RFU Regional Press Officer, Club Safeguarding Officers, Local Safeguarding Team/ Partnership

**Nature of the Role:** To provide leadership in the Safeguarding of Children in Rugby Union across the Constituent Body area, maintaining key relationships with the CB Game Development Committee, RFU Safeguarding Team and local Club Safeguarding Officers (CSO). The CB Safeguarding Manager should undertake any appropriate RFU safeguarding courses. The Safeguarding Manager will ideally have a background in child protection and/or safeguarding. The person should also have a range of key skills and attributes including: *empathy, approachability, good sense of humour, comprehensive communication (speaking AND listening) skills, objectivity, sound knowledge of relevant RFU policies and procedures, attention to detail, resilience and dedication to the cause of safeguarding young people.* In return, the appointed individual will receive intensive support from the RFU Safeguarding team in the form of training, conferences and regular communications and will receive corporate kit and resources to support them in the delivery of this voluntary role.

### Key tasks:

- To be an active member of the CB Game Development Committee, and to offer support and guidance to Sub Committees as required
- To identify, develop, mentor, support and maintain a team of Club Safeguarding Officers (CSOs), and, if appropriate, deputy CBSMs, across the CB area, and ensure their registration on the RFUs Game Management System
- To offer guidance and support to Club Safeguarding Officers in all matters, on developing their own Safeguarding policy and strategies
- To co-ordinate a programme of training, in conjunction with the Area Training Manager, CSOs and/or RDOs, for club personnel involved in working with young people (i.e. Play It Safe/In Touch courses)
- To be the Safeguarding Advisor for the CB performance pathways, and to offer support and guidance to Representative Squads
- To attend the RFU's CB Safeguarding Manager Conference
- In conjunction with the Club Safeguarding Officers, develop an effective process for ensuring up-to-date Workforce Lists for every club within the CB to ensure that all individuals working with young people undertake a DBS application every three years
- To ensure that all safeguarding issues and incidents involving adult(s) and children/ young people under 18 are reported promptly to the RFU Safeguarding team and others as appropriate
- To conduct information gathering or investigations as requested by the RFU Safeguarding team, and be available to attend RFU, CB or Club Disciplinary hearings when required
- To have contact details for the local statutory agencies and liaise with them when necessary;
- To monitor, on an annual basis, a minimum of 10% of the clubs with players and teams under 18 within the CB, and return audit forms to RFU Safeguarding team for analysis.
- To ensure and update the presence of a 'Safeguarding' page on the CB website
- To be involved in a Club's Accreditation where requested and to verify and confirm the information relating to Safeguarding issues provided to the RDO is accurate
- To distribute literature, electronic communication and new developments concerning the Safeguarding of young people to the CB and clubs as appropriate
- To submit, service and report on a budget from CB PFR monies