



CB Safeguarding Manager (Volunteer)

Reports To: CB Management Board (and RFU Safeguarding Manager)

Key Relationships: CB Hon Secretary, CB Head of Game Development, CB schools & youth committees (as appropriate), RFU Safeguarding team, Rugby Development Officer (s), RFU Regional Press Officer, Club Safeguarding Officers, Local Safeguarding Team/ Partnership and County Sport 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 Management Committee, RFU Safeguarding Team and local Club Safeguarding Officers (CSO). The CB Safeguarding Manager should undertake NSPCC training and any appropriate RFU safeguarding courses. The Safeguarding Manager will ideally have a background in child protection from any of the statutory agencies (Police, Social Services, Children's services). **The person should** also have a range of key skills and attributes including: *empathy, approachability, good sense of humour, objectivity, 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 role.

Key tasks:

- To be an active member of the CB Governance or Management / Executive Committee;
- To offer support and guidance to Sub Committees and Representative Squads;
- Offer guidance & support to local clubs on developing their own Safeguarding policy, in conjunction with their Club Safeguarding Officers;
- To identify, develop, train, 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 co-ordinate a programme of training, in conjunction with CSOs and/or RDO, for club personnel involved in working with young people (i.e. Safeguarding & Protecting Young People in Rugby Union courses);
- To be the Safeguarding advisor for the CB performance pathways;
- To attend the RFUs CB Safeguarding Manager Conference.
- In conjunction with the CSOs, develop an effective DBS process 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** the CB Hon Secretary;
- 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, 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 web pages;
- To be involved in a Club's Accreditation and to verify and confirm the information relating to Safeguarding issues provided to the RDO is accurate; and
- To distribute literature, electronic communication and new developments concerning the Safeguarding of young people to the CB and clubs as appropriate.