The main responsibilities of the Safeguarding Officer(s) are:

• Be the club’s first point of contact for anyone where concerns about a young person’s or adult’s welfare, poor practice, or abuse are identified.

• Be the first point of contact with the Archery GB Safeguarding Team ensuring Sport 80 is up to date.

• Represent welfare on the Club Committee, reporting safeguarding updates.

• Understand the Archery GB/Club Disciplinary Procedures and report to the Chairperson regarding disciplinary and safeguarding matters.

• Promote club’s best practice guidance and codes of conduct within the Club.

• Familiarise themselves with Archery GB’s safeguarding policies, guidance, and codes of conduct.

• Communicating with the Club Secretary to ensure Enhanced DBS or PVG background checks are carried out for those with regulated activity.

• Communicating with the Club Secretary to follow sound recruitment process to ensure those working with vulnerable members are suitable. IS THIS APPROPRIATE?

• Provide members with safeguarding and wellbeing guidance including junior members and parents.

• Work with the club committee to ensure a positive child-centred club environment.

• Keep up to date with safeguarding training and continual professional development.

• Maintain contact details for local Children’s/Adults Social Services & Police Safeguarding Children Board is always up to date.

• Ensure confidentiality is maintained.