



Designated safeguarding officer - job description

About the role

AFC Wimbledon recognises and accepts its responsibilities for the safety and wellbeing of children and vulnerable adults who come into contact with the organisation and its staff. Safeguarding is everyone's responsibility, and all staff and volunteers have a duty to safeguard the welfare of children and other vulnerable people.

The Club has comprehensive safeguarding policies and procedures for all staff and volunteers which meet the requirements of the EFL's guidance on Safeguarding Children and Young People, The FA Safeguarding Children Rules and Government legislation.

The designated person with primary responsibility for managing and reporting safeguarding concerns and for putting into place and monitoring policies, procedures and daily practice to safeguard children and adults at risk in the organisation.

Duties and Responsibilities

- Working with others within the organisation to create a positive, child-centred environment
- Play a lead role in developing and establishing the organisation's approach to safeguarding children, young people and vulnerable adults
- Manage cases of poor practice and abuse reported to the organisation
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required in line with GDPR regulations
- Manage referrals to children's social-care services, LADO, the police, the EFL and FA as and when required
- Central point of contact for internal and external individuals and agencies
- Represent the organisation at external meetings related to safeguarding
- Coordinate the dissemination of policy, procedures and resources throughout the organisation
- Provide advice and support to all staff, volunteers and associates of the organisation in relation to safeguarding concerns and queries
- Advise on the organisation's training needs and the development of its training strategy; provide training where appropriate
- Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children
- Ensure safeguarding standards are met and maintained
- Keep own knowledge and skills up-to-date



- Encourage good practice by promoting and championing the safeguarding policy and procedures

Person Specification

- Ability to build effective working relationships with staff, fans, EFL, etc
- Ability to advise and support individuals at all levels within the organisation
- Act with integrity and respect when working with others
- Good administration management skills
- Excellent communication skills
- Good influencing skills
- Ability to work with conflict and emotionally distressing matters, and the ability to know when to self-refer
- Ability to produce and develop guidance and resources