



## Purpose of the Role

To ensure Children and Vulnerable adults are safeguarded within the sport of Artistic Roller Skating in line with the policies of the BRSF and any specific requirements of FARS.

## Job details

Job title	<b>Child Protection Officer</b>
Reports to	<b>Chairperson</b>
Function	<b>Senior Team</b>

<b>Key areas</b>	<b>Main duties and responsibilities</b>
Leadership	<ul style="list-style-type: none"> <li>• To implement the Child Protection and Safeguarding Policies (covering children and vulnerable adults) of the BRSF and FARS. (From here on referred to as Safeguarding Policy)</li> <li>• To act as an adviser to the FARS Board of Management (BOM) e.g advise on safeguarding at FARS, Club and international competitions.</li> <li>• To ensure FARS clubs are implementing the FARS policy for safeguarding.</li> <li>• To ensure FARS officials, coaches and volunteers have the appropriate CPU Licenses to undertake their roles.</li> <li>• To deal with complaints and referrals in the best way possible to protect children and vulnerable adults. This includes the following examples: <ul style="list-style-type: none"> <li>○ Advise club Safeguarding Officers how to deal with a particular issue e.g how to appropriately investigate and record and who to refer on to.</li> <li>- Advise the FARS Chairman on a confidential need to know basis</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Management</li> </ul>	<ul style="list-style-type: none"> <li>• To keep under review the method of obtaining a DBS check. Currently, due to cost effectiveness, we use BIPHA, a member Federation of the BRSF.</li> <li>• To keep under constant review the effectiveness of the policies and recommend any changes or up-dates as and when required.</li> <li>• To keep under review the procedures for FARS officials, coaches and volunteers to obtain their CPU Licenses, including information on the FARS website.</li> <li>• To keep under review the quality, content and relevance of the training required by FARS officials, coaches and volunteers to obtain their CPU license. Currently training is provided on-line by Edu care.</li> <li>• To keep confidential records of any issues of concern or of active investigations in compliance with data a protection.</li> <li>• To keep up to date with developments in the field of Safeguarding e.g., through training etc.</li> <li>• To ensure the FARS admin is keeping records of the following examples: <ul style="list-style-type: none"> <li>- Clubs adopting the FARS Safeguarding Policy</li> <li>- Names and contacts of Club Safeguarding Officers</li> <li>- Data base of renewals for FARS officials, coaches and volunteers</li> </ul> </li> </ul>



<ul style="list-style-type: none"> <li>• Communication</li> </ul>	<ul style="list-style-type: none"> <li>• To keep up-to date with knowledge of best practice in relation to safeguarding in sport and any legal requirements that may change over time.</li> <li>• To offer support and advice to clubs. This is usually via the club Safeguarding Officer.</li> <li>• To investigate issues further if clubs are not following procedures or there are further concerns that make it necessary for the FARS CPU Officer to be more directly involved. Most issues are dealt with at club level with clear reporting/ feedback to the FARS Safeguarding Officer.</li> <li>• Liaise with club officials, police or other agencies (social services, NSPCC etc) as and when the need arises in relation to safeguarding concerns.</li> <li>• To liaise with the Chairman of FARS or next senior official about any on-going concerns/ safeguarding cases that need to be actioned/ monitored by FARS</li> </ul>
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## Person specification

Criteria	Requirement
<ul style="list-style-type: none"> <li>• Knowledge and experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Safeguarding children and vulnerable adults.</li> <li>• Knowledge of how the FARS organisation operates.</li> <li>• Knowledge of current legislation and the FARS Safeguarding Policy and Procedures.</li> <li>• Knowledge of relevant agencies who support safeguarding in sport e.g NSPCC, EduCare etc.               <ul style="list-style-type: none"> <li>• Excellent communication skills, verbal and written.</li> <li>• Ability to deal with confidential and sensitive matters and supporting people who may be affected by any safeguarding concerns.</li> <li>• Maintaining appropriate records.</li> <li>• Monitor and evaluate policy implementation and procedures</li> <li>• Ability to chair and advise at meetings</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Skills/Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent IT skills (Word, PowerPoint, Excel etc)</li> <li>• Excellent organisational skills</li> <li>• Excellent time management skills</li> </ul>
<ul style="list-style-type: none"> <li>• Personal Qualities</li> </ul>	<ul style="list-style-type: none"> <li>• Working on own initiative</li> <li>• Approachable</li> <li>• Ability to challenge</li> <li>• Excellent attention to detail</li> </ul>