

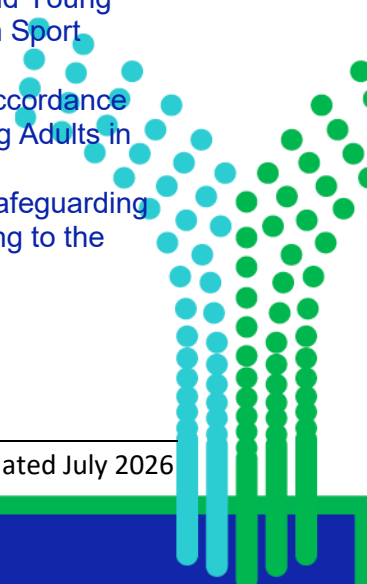
Lead and Deputy Safeguarding Role Description

The Lead Safeguarding Officer (LSO) is responsible for promoting the safeguarding and welfare of children, young people, and adults. Raising awareness of concerns relating to their welfare within the charity and promoting a safe culture and environment for the children, young people and adults who participate in Youth Sport Trust activities and events.

In the absence of the Lead Safeguarding Officer (LSO) the Deputy Safeguarding Officer (DSO) has overall responsibility.

The Lead / Deputy Safeguarding Officer is responsible for:

- Receiving and working together with the Youth Sport Trust Case Management Group (CMG) to manage all referrals where an allegation, incident or concern of alleged abuse or harm, safeguarding and/or welfare and wellbeing concerns and poor practice is raised.
- Overseeing the referral of cases directed to legal, independent or other professional case management services on behalf of the Youth Sport Trust.
- Working together with the CMG ensuring compliance with any directions, or requirements made by a statutory or other agencies in relation to a case. This can include, but not be limited to information requests and attendance at meetings.
- Working together with the CMG in accordance with the YST Safeguarding Concerns Referral Procedures.
- Manage disciplinary procedures for allegations made against members of staff and volunteers.
- Maintain a record of all referrals, complaint or concerns received.
- Ensure that all records are maintained and held securely in accordance with the Youth Sport Trust Data Protection and Privacy Policy.
- Membership of the Safeguarding Strategy Group including, but not limited to, convening meeting, sharing information for discussion and review, providing support and guidance, engaging with the Safeguarding Champions, and reporting to the Board.
- Working together with the Safeguarding Strategy Group reviewing, updating, and developing content and information for the Children and Young Person Safeguarding Policy, Procedures and Guidelines.
- Working together with the Safeguarding Strategy Group reviewing, updating, and developing content and information for the Adult Safeguarding Policy and Procedures.
- Keep up to date with safeguarding legislation and practice, attendance at the Ann Craft Trust and NSPCC Sport Lead Officer Forums, CPD, training and information sessions (as appropriate).
- Manage and lead on the charities approach to Safeguarding Children and Young people in accordance with NSPCC Sport formally the Child Protection in Sport Unit Framework for Safeguarding Children in Sport.
- Manage and lead on the charities approach to Safeguarding Adults in accordance with the requirements of the Ann Craft Trust Framework for Safeguarding Adults in Sport.
- Provide advice, resources, and support through the Youth Sport Trust Safeguarding Champions, directly to staff (as required), staff briefings on issues relating to the safeguarding and welfare of children, young people, and adults.



- Ensure that everyone engaged in YST activities are aware of the charities Safeguarding Policies, Procedures, and guidelines in relation to children, young people, and adults.
- Ensure that staff receive YST approved child and adult safeguarding training as appropriate to their role and are aware of their responsibilities in relation to policies, procedures, and guidelines for all staff.
- Provide a summary overview report of safeguarding related incidents or updates to the Senior Leadership Team.
- Provide an annual report to the Board and Senior Leadership Team setting out how the YST has discharged its duties, any deficiencies in procedures or policy that have been identified and need to be addressed, together with any learning and implications arising from cases.

