



# MORECAMBE FOOTBALL CLUB

## JOB DESCRIPTION

<b>Job Title</b>	<b>:</b>	<b>Academy Designated Safeguarding Officer (Academy DSO)</b>
<b>Reporting to</b>	<b>:</b>	<b>Academy Manager / Club DSO / Senior Club DSO</b>
<b>Locations</b>	<b>:</b>	<b>Morecambe FC, Globe Arena, Lancaster &amp; Morecambe College (other venues, as required)</b>
<b>Responsible for</b>	<b>:</b>	<b>Management of all issues relating to safeguarding and the welfare of young players within the Academy and relevant administration. Designated person for CRCs.</b>
<b>Scope</b>	<b>:</b>	<b>Morecambe Football Club Academy, Pre-Academy, Development Centre(s), operated by the Academy and other associated activities.</b>

### Overall Purpose of the Job

- To safeguard and promote the welfare of children and young people and ensure all Academy staff, volunteers, parents and players understand their role in safeguarding children/young players.
- Report and refer child protection and/or poor practice complaints in line with the Club Safeguarding Policy and guidance advised by the English Football League (EFL) and The Football Association (The FA).
- Deal with any complaints about poor practice in line with the Club Safeguarding Complaints Procedure.
- Keep confidential records of any incidents relating to the welfare of a child and retain securely, in accordance with the Club Data Protection Policy.
- Identify Academy safeguarding training needs and facilitate or deliver training to ensure all club staff/volunteers undertake training appropriate to their work with children.
- Ensure all staff/volunteers working with children (appropriate to their role) have an enhanced CRB clearance for work in football which is regularly updated in line with FA and EFL guidelines.
- Ensure the Academy has appropriate policies and procedures in place for identifying and reporting concerns or disclosures related to child protection.
- Disseminate to all staff working with children, up-to-date legislative and good practice requirements in relation to safeguarding children.
- To liaise with all parents/guardians/carers and authorities in respect of any Safeguarding complaints.

Ref:	1.4.1
Version:	1.4
Date:	07/10/2019

- To support the Academy Manager and Head of Education & Life Skills in the release of players, where appropriate.

## **Main Tasks**

- When required to attend the Academy Management Team meeting, the Academy Designated Safeguarding Officer will advise the meeting on any welfare/safeguarding issues involving Academy players and staff (where appropriate to do so), as well as new legislation, processes and procedures.
- To play a key role in liaising with the EFL and The FA, to safeguard children involved with Morecambe Football Club Academy.
- To manage any appropriate database systems related to safeguarding children in line with GDPR/Data Protection legislation.
- To respond to requests from the EFL or The FA, in relation to information or enquiries regarding safeguarding children involved with Morecambe Football Club Academy and its associated activities.
- To facilitate safeguarding training for relevant Academy staff, appropriate to their work with children and young people and keep a record of staff development and Continuous Professional Development requirements.
- To monitor statistics in relation to instances of poor practice and/or child protection and report through club reporting procedures.
- To represent Morecambe Football Club at Safeguarding workshops or training delivered by The FA or the EFL or other specified training agencies.
- To take a lead role in raising the profile of safeguarding children both within the Academy, the Football Club and with external or partner agencies, including Local Safeguarding Children's Board's if required.
- Working to and with the Academy Manager/Head of Coaching, manage any budget related to the post.
- To attend training and demonstrate Continued Professional Development.
- Attend weekly multi-disciplinary Team Meetings as scheduled; attending 75% per year; to present issues in relation to safeguarding within the Academy.
- Attend the Academy coaching team weekly meeting, when required.

Ref:	1.4.1
Version:	1.4
Date:	07/10/2019

# PERSON SPECIFICATION

## ACADEMY DESIGNATED SAFEGUARDING OFFICER

### ESSENTIAL SKILLS/EXPERIENCE:

- Excellent communication and interpersonal skills including written, verbal, and presentation skills in a professional setting
- Proven organisational skills and excellent attention to detail
- Ability to work with conflict and emotionally distressing matters
- Administration and systems management skills
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support-provision skills at all levels
- An understanding of day to day operational issues facing sports-based activities
- Experience of developing, managing and/or implementing policies and procedures in relation to the safety & welfare of children at risk
- The ability to analyse complex situations and advise appropriately
- Experience of working with children and young people in a sport or community setting

### DESIREABLE SKILLS/EXPERIENCE:

- Experience of working within football
- Excellent organisational and time management skills
- Ability to self-motivate and work on own initiative and as part of a team.
- Ability to remain calm under pressure
- Ability to prioritise workload
- Practical experience of planning and delivering safeguarding workshops, training / network events and supporting knowledge sharing with a range of stakeholders

### KNOWLEDGE REQUIRED:

- Role and responsibilities of statutory agencies, including Local Safeguarding Children Boards
- Club's policy and procedures related to safeguarding and protecting children
- EFL rules relating to safeguarding
- Knowledge of safeguarding best practice, safeguarding legislation, statutory guidance and regulation impacting on the protection of children and adults at risk
- The ability to demonstrate a strong conviction regarding the need to safeguard children at risk, exercising the highest standards of confidentiality and to work sensitively with those affected by issues of safeguarding

### PERSONAL ATTRIBUTES:

- Approachable and caring personality with good interpersonal and communication skills
- Respect and consideration of others and generosity in sharing knowledge and expertise
- Flexible and adaptable attitude towards work
- Highest levels of personal integrity and ability to maintain trust, sensitivity and confidentiality.

Ref:	1.4.1
Version:	1.4
Date:	07/10/2019