



CB Safeguarding Manager (Volunteer)

Reports To:

Constituent Body (CB) Management Board and RFU Head of Safeguarding

Key Relationships:

CB Chairman, CB Hon Secretary, CB Head of Game Development, CB schools & youth committees (as appropriate), RFU Safeguarding Team, Rugby Development Officer(s), CB Discipline, Club Safeguarding Officers, Local Safeguarding Team/ Partnership and County Sport Partnership.

Nature of the Role:

To provide leadership in the area of safeguarding children and adults at risk through the CB. Providing the CB Management Board with support and guidance so that safeguarding is a priority. In accordance with Working Together to Safeguard Children Statutory Guidance (July 2018) ensuring that the CB and its clubs is compliant with this guidance as well as the RFU Safeguarding Policy and Procedures.

The CB Safeguarding Manager should undertake any appropriate RFU safeguarding courses as well as attending annual RFU Safeguarding Conference.

Personal skills:

- The Safeguarding Manager will ideally have a background in safeguarding from any of the statutory agencies (Police, Social Services, and Children's services, Education, Health Services or Probation Service).
- A child centric approach.
- High level of integrity and trust with the ability to deal with sensitive and confidential matters.
- Have a current DBS and attended an RFU Safeguarding Play it Safe course and desirable to have attended an InTouch Course.
- An understanding of RFU Safeguarding Policy and RFU Regulation 21 (Safeguarding).
- A range of key skills including empathy, approachability, objectivity, attention to detail, and resilience

Key tasks:

- To ensure that all safeguarding issues (children and adults at risk) are reported promptly to the RFU Safeguarding team.



- To conduct information gathering or investigations as requested by the RFU Safeguarding team, and be available to attend RFU, CB or Club Disciplinary hearings when required.
- To be an active member of the CB Governance or Management / Executive Committee.
- To offer support and guidance to Sub Committees and Representative Squads including CB performance pathway.
- To identify, develop, train, support and maintain a team of Club Safeguarding Officers (CSOs), and, if appropriate, deputy CBSMs, across the CB area.
- Offer guidance & support to local clubs on developing their own Safeguarding policy, in conjunction with their Club Safeguarding Officers including arranging an annual CB training event for CSOs and any deputy CBSMs.
- Offer guidance & support to local clubs to ensure compliance with RFU Regulation 21 and a safer recruitment process part of which is the Disclosure and Barring Service (DBS) requirements of the RFU.
- To co-ordinate a programme of training, in conjunction with CSOs, RFU Rugby Development Officers (RDOs) and RFU Area Training Managers for club personnel involved in working with young people (i.e. Play it Safe and In Touch courses).
- To attend the annual RFUs CB Safeguarding Manager Conference.
- To have contact details for the local statutory agencies and liaise with them when necessary in the absence of the RFU Safeguarding Team.
- To ensure and update the presence on social media of safeguarding within the CB including the prominence and easily accessible safeguarding information on CB website.
- To review on an annual basis, 10% of the clubs with players and teams under 18 within the CB and assist the CSO in implementing any action plans arising out of that review.
- To be involved in a Club's Accreditation and to verify and confirm the information relating to Safeguarding issues provided to the RDO is accurate.
- To distribute literature, electronic communication and new developments concerning safeguarding to the CB and clubs as appropriate.