



TITLE: Safeguarding & Welfare Officer

RESPONSIBLE TO: Disability Sport Glasgow committee

SKILLS AND ATTRIBUTES REQUIRED:

- Level 2 Safeguarding training dated within the last three years
- Clearly understand DSG Safeguarding & Welfare Policy and Protocol
- Be able to co-ordinate and collate sometimes complex information, from a variety of sources
- Ability to remain impartial and transparent while ensuring confidentiality is maintained throughout
- Effective and appropriate communication skills
- Attention to detail, to record information accurately - as reported
- Strong administrative and organisational skills

MAIN DUTIES:

1. Promote and 'Champion' Safeguarding and Welfare for DSG.
2. Ensure all safeguarding and welfare policies and procedures are adhered to and ensure they are kept up to date in line with national guidelines and UK Law.
3. Point of contact for all members who wish to raise any concerns, allegations or issues related to Safeguarding & Welfare.
4. Recording accurate disclosures, ensuring evidence is preserved where possible.
5. Reporting incidents, concerns and disclosures to relevant local authorities, and Emergency Services where appropriate.
6. Ensure relevant safeguarding training is undertaken and up to date for volunteers of DSG.
7. To manage, promote and adhere to safeguarding & welfare policy and protocols, all events and competitions.
8. To deal with breaches of either the Athlete or the Volunteer Code of Conduct.
9. Work with others to create a positive and safe athlete-centred environment.
10. Assist the organisation to fulfil its responsibilities to safeguard children and adults at all levels.
11. Liaise with athletes, family members, relevant professionals and committee members on safeguarding and welfare issues.
12. Uphold principles of inclusion, diversity, equality and respect.

Child Welfare Protection Officer is formally elected bi-annually at the Annual General Meeting. The current CPO is Nancy Peters. To be reviewed and appointed at the AGM 2025.

Approval Date: 2025

Renewal Date: 2027