

# SAFEGUARDING LEAD



## JOB DESCRIPTION

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Job Title                  | Safeguarding Lead                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Department                 | Club / First Team / Academy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Reports To                 | Board / Academy Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Direct Reports             | Academy DSO / Club DSO                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Key Contacts               | Board of Directors, Academy Manager, Academy Head of Coaching, Academy Operations, First Team Staff, Designated Safeguarding Officer and Player Care, L.A.D.O., Academy Phase Leads, Academy Coaching Staff, Head of Performance, Head of Medical, Head of Analysis, Head of Academy Goalkeeping, Head of Academy Recruitment, Club Staff, Academy Players, and Parents, PGAAC and NSPCC Audit Team                                                                                                                                                                                                                                                        |
| Budgetary Responsibilities | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Location                   | USW / Rodney Parade Stadium / Newport Velodrome                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Hours                      | Full-Time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Job Purpose                | This role presents an opportunity to lead, develop and deliver a comprehensive safeguarding programme for Newport County AFC. To provide strategic leadership and operational management of safeguarding at Newport County AFC, ensuring the highest standards of protection for our Academy players, children, young people, and adults at risk. The Safeguarding Lead will ensure compliance with EFL, FA, PGAAC, and Barnardo's audit requirements in association with the club's current Academy Head of Safeguarding, embedding a culture of safeguarding across the club. Support the club's EDI objectives in line with the EFL's Code of Practice. |

### Role Responsibilities & Key Duties

|    |                                                                                                                                                                                                                    |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Lead the development, implementation, and regular review of the club's safeguarding strategy, policies, and procedures in line with statutory guidance, EFL/FA regulations, PGAAC, and Barnardo's audit standards. |
| 2  | Act as the Designated Safeguarding Lead (DSL) for the club, providing expert advice and support to staff, volunteers, players, and parents/carers regarding safeguarding concerns                                  |
| 3  | Ensure robust safer recruitment, induction, and ongoing training processes are implemented and maintained for all staff and volunteers                                                                             |
| 4  | Oversee and coordinate the management of safeguarding concerns, allegations, and disclosures, ensuring timely and appropriate responses, accurate record-keeping, and effective liaison with statutory agencies.   |
| 5  | Lead on safeguarding risk assessments for activities, events, and individuals as required.                                                                                                                         |
| 6  | Deliver and/or commission safeguarding training, ensuring all staff and volunteers are aware of their responsibilities and are up to date with best practice                                                       |
| 7  | Prepare and present regular safeguarding reports to the Board, including compliance updates, risk analysis, and recommendations for improvement.                                                                   |
| 8  | Ensure the club's safeguarding policies are accessible, understood, and implemented at all levels of the organisation                                                                                              |
| 9  | Maintain up-to-date knowledge of relevant legislation, guidance, and best practice, and ensure the club's practices reflect this                                                                                   |
| 10 | Promote a culture of listening to children, young people, and adults at risk, ensuring their voices inform safeguarding practice and club decision-making.                                                         |
| 11 | Liaise with the EFL, FA, PGAAC, Barnardo's, and local safeguarding partners as required, ensuring compliance with all audit and reporting requirements.                                                            |
| 12 | Support the club's equality, diversity, and inclusion objectives, ensuring safeguarding practice is anti-discriminatory and inclusive.                                                                             |

| Qualifications & Experience |                                                                                                                                                                                                         | Essential | Desirable |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| 1                           | Extensive experience in safeguarding children and/or adults at risk, preferably in a sporting or youth setting                                                                                          | ✓         |           |
| 2                           | In-depth knowledge of relevant legislation (e.g., Children Act 1989/2004, Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2024), statutory guidance, and best practice. | ✓         |           |
| 3                           | Experience of leading safeguarding investigations and managing complex cases, including liaison with statutory agencies.                                                                                | ✓         |           |
| 4                           | Understanding of Youth Development Rules and EPPP                                                                                                                                                       |           | ✓         |
| 5                           | Strong understanding of PGAAC and Barnardo's audit frameworks and requirements.                                                                                                                         | ✓         |           |
| 6                           | Experience of developing and delivering safeguarding training.                                                                                                                                          | ✓         |           |
| 7                           | Recognised safeguarding qualification (e.g., Level 3 Safeguarding, DSL training).                                                                                                                       |           | ✓         |
| 8                           | Ability to handle sensitive information with discretion and maintain confidentiality.                                                                                                                   | ✓         |           |
|                             |                                                                                                                                                                                                         |           |           |
| 9                           | Commitment to equality, diversity, and inclusion.                                                                                                                                                       | ✓         |           |
| 10                          | Be able to relate and build rapport quickly with children, young people, and their families.                                                                                                            | ✓         |           |
| 11                          | Have excellent written and communication skills both verbally and electronically                                                                                                                        | ✓         |           |
| 12                          | Can prioritise and manage your own workload                                                                                                                                                             | ✓         |           |
| 14                          | Have excellent written and communication skills both verbally and electronically                                                                                                                        | ✓         |           |
| 15                          | Excellent interpersonal and communication skills                                                                                                                                                        | ✓         |           |
| 17                          | Be able to manage the Single Central Record and Workforce Development Plan                                                                                                                              | ✓         |           |
| Attitude/Behaviours         |                                                                                                                                                                                                         |           |           |
| 17                          | Ability to work under pressure and to tight deadlines                                                                                                                                                   | ✓         |           |
| 18                          | A genuine team player                                                                                                                                                                                   | ✓         |           |
| 19                          | A reliable individual                                                                                                                                                                                   | ✓         |           |
| Personal Qualities          |                                                                                                                                                                                                         |           |           |
| 20                          | Displays a high level of discretion                                                                                                                                                                     | ✓         |           |
| 21                          | Personable with an ability to build individual relationships                                                                                                                                            | ✓         |           |
| 22                          | Hardworking and enthusiastic                                                                                                                                                                            | ✓         |           |
| 23                          | Ability to adapt to changing circumstances                                                                                                                                                              | ✓         |           |
|                             |                                                                                                                                                                                                         |           |           |
| 24                          | Loyal and committed                                                                                                                                                                                     | ✓         |           |

## **Safeguarding Statement**

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. Relevant information/documents will be distributed as part of the recruitment process.

## **Equality & Diversity Statement**

Note that we are seeking to diversify our workforce by ethnicity, gender and sexual orientation and would encourage applications from these demographics.

Newport County is committed to promoting a diverse and inclusive community – a place where we can all be ourselves.

We will support staff from different backgrounds to create the best environment for us all to prosper together.

Please note that this role is exempt from the Rehabilitation of Offenders Act 1974.