

Department:	Academy
Job title:	Safeguarding Officer
Salary:	£10,575
Contract type:	Permanent, Part-Time
Hours:	16
Responsible to:	HR and Safeguarding Manager Head of Academy Education and Holistic Development
Location:	Eco-Power Stadium, Stadium Way, Doncaster, DN4 5JW Cantley Park Elite Performance Centre, Aintree Avenue, Doncaster, DN4 6HR

Purpose of the post:

Ensure that appropriate arrangements for keeping children and young people safe are in place within Doncaster Rovers' Academy (U9s-U16s).

To promote the safety and welfare of children and young people involved in Doncaster Rovers Academy's activities at all times.

Key duties and responsibilities:

- Be a present and approachable figure at Doncaster Rovers Academy training sessions for players within the system, parents and staff.
- Monitor safeguarding referrals through MyConcern ensuring interventions are timely and responsive, in line with child protection legislation and statutory guidance.
- Ensure child protection records relating to safeguarding information are accurately recorded and stored in line with club procedure.
- Establish, maintain and develop effective relationships.
- Develop good working relationships with stakeholders, ensuring effective sign-posting of services and referrals.
- Implement Club Doncaster's safeguarding and child protection policies and procedures: ensuring safeguarding and child protection issues concerning children and young people who take part in Academy activities are responded to appropriately.
- Make sure staff or volunteers working in the Academy are aware of their safeguarding and child protection responsibilities.
- Receive and record information from anyone who has concerns about a child who takes part in Academy activities.
- Take a lead on responding to information that may constitute a child protection concern, including a concern that an adult is involved with may present a risk to children or young people. This includes:
 - Assessing and clarifying the information
 - Making referrals to statutory organisations as appropriate
 - Consulting with and informing the relevant members of the organisation's management
 - Following the organisation's safeguarding policy and procedures
- Work closely with the HR and Safeguarding Manager to ensure they are kept up to date with issues and are fully informed of concerns.
- Ensure cases of suspected or actual child protection or safeguarding concerns are referred to appropriate agencies and the DSO.
- Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Club Doncaster.
- Attend weekly Club Doncaster safeguarding meetings.
- Work flexibly as may be required to carry out any other reasonable duties.
- Being available for all staff to discuss any safeguarding issues or concerns. They should ensure that all staff are aware of the safeguarding team and contact details.

Club Doncaster:

- Active participation in continuing professional development.
- Act at all times with utmost good faith to the club(s) and company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with fellow staff, maintain good relationships, and collaborative working practices.
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements.
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Person specification:**Our non-negotiables:**

1. Be punctual and prepared for all meetings.
2. Clear and respectful communication with your peers and customers.
3. Keeping to deadlines set by your line manager or senior management.

Our values:

- We are **proud** of our work and our working environment(s).
- We are **passionate** about everything we do.
- We are **high performing** in everything we do.
- We move **forward as one** as a group of staff and organisation.

Character specification:

- Embody high energy, enthusiasm and humility.
- Being customer focused in providing the best supporter or client experience possible.
- Perform all assigned tasks efficiently and in a timely manner.
- Flexibility in doing things differently to improve efficiency.
- Able to communicate effectively and confidentially individually and in group situations.
- Listen and respects other people's views and opinions.
- Can develop open and effective relationships with all colleagues.
- Awareness of impact of own behaviours on others and is able to modify approach or style to achieve results.

Important information:

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must hold a full driving licence. It is the employee's responsibility to ensure up-to-date documentation is provided to Club Doncaster.

About Club Doncaster:

Club Doncaster is the elite brand of sporting organisations working to support and strive forward our community. Our spoken aim is to be: ***an ambitious and successful club of which the community is proud of.***

We work with a culture that promotes unity, creativity and aspiration to promote success – this is why we are Club Doncaster.

We look for people with passion, honesty and who embrace a challenge on a daily basis, with the energy and passion to strive forward and prove each day.

Safeguarding:

Club Doncaster takes its safeguarding responsibility very seriously. This means recruiting the correct people for Club Doncaster.

We acknowledge our clear responsibility to safeguard children and vulnerable groups in our care, and have policies and guidelines to ensure this.

The successful candidate will have to complete an Enhanced DBS check before starting employment with the club.

Equal opportunities:

Club Doncaster is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Recruitment and Selection Policy, Code of Conduct, Diversity & Equality Policy, Equal Opportunities Policy and Right to work in UK Policy are available to all applicants on request.