



## Safeguarding Officer Scope of Duties

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**Document reviewed and accepted by Committee of Harlequin Bowmen**

- The Safeguarding Officer (formerly the Child Protection Officer (CPO)) will act as the first point of call for any members or non-members who may have a concern regarding child welfare and protection.
- The appointed Safeguarding Officer is a formal member on the club's committee, whose primary function will be to advise on actions required, raise awareness and promote best practice in child protection matters.
- The incoming Safeguarding Officer must agree to undergo a Disclosure and Barring Service (DBS) check [formerly a Criminal Record Bureau (CRB) check] carried out via Archery GB, before formally being appointed as the club's Safeguarding Officer.
- The appointed Safeguarding Officer is expected to secure appropriate child protection in sport training recognised by NSPCC (refer to training section).
- Ensure Harlequin Bowmen Child Protection Policy is made accessible to all club members, coaches, officials, parents and non-members.
- To highlight that it is a mandatory requirement to implement Archery GB policy to help safeguard children, young people and vulnerable adults.
- Ensure that members and club coaches that are in regular contact with children undergo a DBS check every three years (consent must be given).
- Maintain links with the local statutory agencies, children social care services, police, NSPCC, Berkshire Archery Association's appointed Safeguarding Officer, Harwell Recreational Society Representative and local safeguarding boards
- Ensure the Code of Conduct is in place at the club and organised events for staff, volunteers, children, young people and parents.
- Ensure all incidents are correctly reported and in accordance with Archery GB guidelines (refer to reporting procedures).