

## Childrens Officer Role Description (ROI)

All clubs with young members (U18) and/or vulnerable adults must appoint a Children's Officer and a Designated Liaison person with in their club.

It is strongly recommended that The Children's Officer sit on the committee, or reports to the committee and with the support of the committee will 'champion' good practice and make sure club policies and procedures are put in place. Contact details and the role of the Children's officer should be widely and easily accessible and understood by sports volunteers/coaches, children and parents/ carers.

### TEMPLATE ROLE DESCRIPTION CHILDRENS OFFICER (ROI)

#### Roles & Responsibilities

- Promote and champion child safeguarding and wellbeing at the club and encourage good practice
- Highlight the importance of Club members and/or volunteers/staff who are working with children are being recruited safely and in line with legal/policy requirements
- Make sure that all volunteers/staff, parents/carers, adults, and children are aware of:
  - How to contact the Children's Officer
  - The Code of Conduct
  - How to raise concerns
- Deal with/highlight breaches of the Code of Conduct
- Keep up with developments in Child Safeguarding and wellbeing by liaising with Cricket Ireland Safeguarding Officer
- Attend relevant training
- Signpost other adults in the club to relevant training such as Safeguarding 1 course
- Liaise with Club and Provincial Union DLP and Cricket Ireland Safeguarding Officer

#### Person Specification

An interest in child safeguarding and wellbeing matters

- Friendly and approachable with the ability to communicate well with adults and children
- A willingness to challenge opinion, where necessary, and to drive the child safety and wellbeing agenda
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity
- An understanding of the importance of confidentiality and when information may need to be shared to protect the best interests of a child
- The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support

#### Skills & Relevant Experience

- Complete training to fulfil the role (Safeguarding 1 and 2 courses)
- Experience of working with children

## Designated Liaison Person Job Description (ROI)

All clubs with young members (U18) and/or vulnerable adults must appoint a Designated Liaison Person and a Children's Officer with in their club.

The Designated Liaison Person is to act as a liaison person with outside agencies and a resource person to any staff member or volunteer who has child safeguarding or welfare concerns.

### TEMPLATE JOB DESCRIPTION FOR DESIGNATED LIASION PERSON (ROI)

#### Roles & Responsibilities

- The DLP is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child abuse and/or neglect are reported promptly to the relevant statutory authorities
- A Club Authorised Person who validates ID for vetting purposes for members/volunteers
- In the event of an emergency where a child is thought to be in danger, and a Social Worker cannot be contacted, contact should be made with An Garda Siochana/Police Services Northern Ireland
- The Designated Liaison Person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. In the event of an emergency where a child is in immediate danger and TUSLA/HSCCT cannot be contacted, An Garda Siochana/Police Services Northern Ireland should be contacted
- Co-operate as required with the statutory authorities (as above) if any disclosures or concerns of abuse regarding a club member arise within the club
- Operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment

#### Person Specification

- Strong awareness and understanding of policies and procedures in relation to Safeguarding
- Ability to be a resource to others with Child Protection concerns
- Be a person in a senior position within the club
- Ability to keep accurate records

#### Skills & Relevant Experience

- Complete training to fulfil the role (Safeguarding 1 and 3 courses)
- Experience or knowledge of dealing with statutory agencies

The DLP does not have the responsibility to investigate or validate child/vulnerable adult protection allegations or concerns within the Club. Rather, it is their responsibility to report any concerns to the relevant bodies, as detailed above. The concern will be investigated by trained professionals in the relevant authorities who will decide on any further action required.

## Reporting a Child Protection Concern

It is the role of the Designated Liaison Person within the club to make a report to the appropriate agency if there is cause for concern. This will often be done in conjunction with another person who is reporting the information to the DLP. It can also be done as a joint report with CI Safeguarding Officer who is CI's mandated person.

If there are reasonable grounds for concern for a child's welfare, a report should be made to the appropriate statutory agency (see more information in 'Dealing with Concerns'). It is not necessary to prove that abuse has occurred to report a concern. All that is required is reasonable grounds for concern.

### ***If you think that a child***

- is being abused or neglected
- has been harmed in any way at home or anywhere else
- is likely to suffer harm or neglect

### ***you should***

#### **NI**

Contact the Gateway Services teams for Children's Social Work at the Health and Social Care (HSC) Trust in the area that the child lives.

**Gateway Service Teams**  
[www.nidirect.gov.uk](http://www.nidirect.gov.uk)

#### **ROI**

Contact the Tusla team in the area that the child lives.

**Tusla Service Teams**  
[www.tusla.ie](http://www.tusla.ie)



**If it is an emergency and out of hours to contact a Social worker, the local PSNI or Garda station should be contacted.**



# Designated Liaison Person Reporting Process

Who might inform me of concern?

Staff or Volunteer

Child

Parent or other

What should I report?

**Any child safety/welfare concerns, including:**

- disclosure of abuse or harm from the child or another person about the child
- allegation, suspicion or observation that is concerning
- repetitive actions which together cause concern for the child's welfare

Report in as much detail as is possible

NB: You can make a joint report with another person (person informing you) or with the CI Safeguarding Officer

**If it's unclear a report is needed, contact your local statutory agency and get advice**

How do I report?

You can make a report face to face, by phone or in writing

**ROI:** Tusla report form is accepted by registered post or through their secure Web Portal

**NI:** Cricket Ireland 'Reporting Concerns' template

Who to?

The relevant statutory agency.

If it is out of hours and/or an emergency (child is at immediate risk) contact the Garda or PSNI

What happens next?

- Once the report has gone into the statutory agency, they will decide if further investigation is necessary
- Contact the PU DLP and then the CI Safeguarding Officer must be contacted within a maximum of 48hrs of making a report
- If there is an allegation against a CI staff member or volunteer, initiate appropriate Safeguarding processes within the club. Following consultation with statutory agencies, if it is deemed correct to do so, the staff member is asked to step aside (with no presumption of guilt)
- The agency may contact you for further information
- Store a copy of the report appropriately (safely and securely) with limited access. Confidentiality is of the utmost importance

Outcome

**It is not the role of CI or any Club to investigate reports.**

Where there is an allegation against a CI staff member/volunteer, and the statutory agency finds there is no further action, CI's National Safeguarding Panel will begin appropriate investigation/disciplinary procedures through the National Safeguarding Panel

## Club Children’s Officer (also Designated Liaison Person) Role Description (NI)

The person within a sports club with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children within the club. In NI the two roles are combined and carried out by the Club Children’s officer within the club. It is best practice to also have a Deputy Children’s Officer.

### TEMPLATE ROLE DESCRIPTION CHILDRENS OFFICER (NI)

#### Roles & Responsibilities

- Work with others in the club to ensure a positive child-centred environment
- Assist the organisation to fulfil its responsibilities to safeguard children at club level
- Act as the first point of contact for staff, volunteers, parents, children and young people where concerns about children’s welfare, poor practice or abuse are identified
- Implement the organisation’s reporting and recording procedures
- Promote the organisation’s best-practice guidance and/or code of conduct within the club
- Sit on the club’s management committee
- Ensure adherence to the organisation’s safeguarding children training
- Ensure appropriate confidentiality is maintained
- Liaise with Provincial Union DLP and Cricket Ireland National Safeguarding Officer

#### Person Specification

An interest in child safeguarding and wellbeing matters

- Child-focused approach and the ability to communicate well with adults and children
- Basic administration and computer skills
- Strong listening skills and ability to deal with sensitive issues
- Ability to maintain records
- Ability to provide information about local resources
- Ability to promote organisation’s policy, procedures and resources
- A willingness to challenge opinion ,where necessary and to drive the child safety and wellbeing agenda
- Be aware of boundaries of the role of Club Children’s Officer
- Basic knowledge of the roles and responsibilities of statutory agencies
- Local arrangements for managing safeguarding children and reporting procedures

#### Skills & Relevant Experience

- Complete relevant training Safeguarding 1 C&YP and Designated Safeguarding CO
- Experience of working with children
- Experience of dealing with statutory agencies