

- ROLE:** Phoenix Tri-MK Safety Officer
- RESPONSIBLE TO:** Phoenix Tri-MK Committee
- PURPOSE:** Implement good practice, safeguarding and child protection policies
- COMMITMENT:** 8 -12 meetings a year plus ad hoc admin tasks.

Roles and Responsibilities

1. Act as the first point of contact for individuals who have queries or concerns regarding safeguarding.
2. Ensure that all club personnel who work with children have received appropriate training.
3. Facilitate the process of DBS checks when required.
4. Receive, record and forward to the Lead Officer of your Home Nation any concerns that are expressed to you.
5. Keep confidential records of all related documents.
6. Ensure that the club has a safeguarding and child protection policy and that this is followed and accessible to all.
7. Be familiar with national safeguarding and child protection policies

Required Candidate Skills and Qualities

8. Essential to attend a sports coach UK Safeguarding and Protecting Children workshop – England, Scotland, Wales.
9. Desirable to attend the Child Protection in Sport Unit, Time to Listen workshop delivered via the county sports partnerships network.
10. Approachable and a good listener.
11. Respect of confidentiality.
12. Tactful and discrete.
13. Knowledge of Child Protection policies and DBS checks.
14. Basic knowledge of the roles and responsibilities of local statutory agencies and their contact details.
15. Ability to manage issues if / when they occur.

Phoenix Tri-MK Role Holder:	Sarah Loftus
British Triathlon Membership No:	
Start Date:	1.10.2017
Renewal Date:	30.9.2018