



## ACU Club Safeguarding Officer Role Description

### JOB PURPOSE AND SCOPE

The role of an ACU Club Safeguarding Officer is to be the first point of contact for all safeguarding enquiries within their club and to ensure that children's/vulnerable adult's welfare is considered in all aspects of the club activities.

### DUTIES AND KEY RESPONSIBILITIES

- Report **ALL** safeguarding concerns regarding the welfare of a child or vulnerable adult to ACU Compliance Officer as soon as possible.
- Assist and liaise with ACU to fulfil its responsibilities to safeguard children and vulnerable adults.
- Promote ACU Safeguarding Policy and Guidance and display as required.
- Ensure the club or association has a Safeguarding Policy to align with that of ACU or adopts ACU Safeguarding Policy and Guidance.
- Be the first point of contact for club enquiries and approaches from other officials, parents, guardians, carers, and young people themselves where issues of concern regarding children's/vulnerable adult's welfare, poor practice or child abuse are identified.
- Promote and ensure that confidentiality is maintained.
- Maintain a child focused approach at all times.
- Maintain accurate records of safeguarding incidents and store these in accordance with data protection legislation.
- Maintain contact details for local and national helplines.
- Ensure Club Safeguarding Policy is reviewed to remain in alignment with ACU Safeguarding Policy following any revision.