



# SAFEGUARDING OFFICER ROLE DESCRIPTION

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| Date that this document was last reviewed and updated if appropriate: | 22 December 2025 |
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## **Introduction**

1. Glenearn Badminton Club ("the Club") has adopted this job description for the role of Safeguarding Officer ("SO").
2. Everyone has a responsibility to ensure children and young people are safe from harm.
3. The Club's SO might also be the Club's Child Wellbeing and Protection Officer ("CWPO"), albeit the two roles might be held by different individuals at any time. The Club has adopted a separate role description for the role of CWPO.

## **Roles and responsibilities of the Club's SO**

4. The Club's SO has the following roles and responsibilities:
  - a. Responsibility for disclosure information at the Club, including applications under the Protecting Vulnerable Groups ("PVG") scheme.
  - b. Lead contact for Badminton Scotland when specific information relating to a disclosure needs to be discussed.
  - c. Carrying out required identification checks in respect of PVG applications.
  - d. Liaising with Badminton Scotland in respect of PVG checks.
  - e. Notifying Badminton Scotland if a PVG Scheme Member leaves the Club.
  - f. Ensuring information provided on a disclosure is only used for the purpose it was provided for, such as to make a recruitment decision.
  - g. Supporting Badminton Scotland, as appropriate, with any audits to ensure the information it holds on the SO and the Club is accurate and up to date.
  - h. Notifying Badminton Scotland if he or she leaves the role of the Club's SO.

### **Person specification**

5. The SO will have:
  - a. An interest in, and awareness of, child protection and wellbeing matters.
  - b. A willingness to challenge opinion, where necessary.
  - c. Strong listening skills, non-judgemental and the ability to deal with sensitive situations with empathy and integrity.
  - d. An understanding of the importance of confidentiality and when information may need to be shared to protect the best interests of a child.
  - e. The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child, follow appropriate procedures and knowing when to ask for help or support.
  - f. Relevant training to fulfil the role of SO.
  - g. Good record-keeping skills.
  - h. A child-centred approach.

### **Changes to this document**

6. Changes may be made to this document from time to time with the agreement of two or more of the Club President, the Club Secretary and the Club Treasurer.