

# Role of the Safeguarding Officer

**This document is for clubs, centres and coaches to use to explain the role of the safeguarding officer within their organisation or activity.**

More advice is available [www.bhs.org.uk/safeguardingchildren](http://www.bhs.org.uk/safeguardingchildren)

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A centre or club safeguarding officer is primarily responsible for managing and reporting concerns about children and young people, and for putting in place procedures to safeguard children in the club or centre.

## Our Club or Centre Safeguarding Officer will need to:-

- Work with others in the centre or club to ensure a positive child-centred environment.
- Ensure that their club or centre is aware of The British Horse Society's safeguarding policies, procedures and guidelines.
- Ensure parents/children are aware of the policy and procedures.
- Receive queries and offer support regarding safeguarding concerns.
- Undertake training as necessary.
- Promote training to club and centre support staff, members and volunteers.
- Assist the club or centre to ensure that codes of conduct are in place for club staff, volunteers, coaches, young people and parents.
- Ensure confidentiality is maintained and information is only shared on a "need to know" basis.

## Responding to Concerns

- Respond to any allegations or complaints made from within your club/centre.
- Communicate with centre or club management and The BHS Safeguarding team regarding concerns.
- Maintain contact details for local children's social care and the police.

*Information taken from the Child Protection in Sport Unit website*