



Role Description – Academy Designated Safeguarding Officer (Sessional)			
Job Title	Academy Designated Safeguarding Officer	Salary	Dependent upon experience
Reports To	Head of Safeguarding Academy Manager	Hours	As required
Direct Reports	Not Applicable	Location	Various locations across Newport and south Wales

Newport County AFC are seeking expert individuals to support the fulfilment of our safeguarding responsibilities with a particular focus on the Newport County AFC Girls Development Centre. The successful candidate will have experience and knowledge of working within safeguarding in football.

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

Newport County AFC are seeking to diversify our workforce by ethnicity, gender and sexual orientation and would encourage applications from these demographics. Newport County AFC is committed to promoting a diverse and inclusive community – a place where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together.

This post requires an Enhanced Criminal Record Check and may include checks against the Barred Lists, as such it is exempt from the Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared.

Job Description
<ul style="list-style-type: none"> • Support colleagues and players with safeguarding and/or welfare issues, to ensure that they are reported and managed appropriately, building emotional resilience in our Academy players. • Work closely with Player Care to support the emotional and wellbeing of the players. • Support in maintaining accurate records on the Single Central Record for all staff. • Build positive and pro-active relationships with colleagues, parents/carers, players, and external stakeholders including the EFL, LADO, FA, FAW • Work with others, both internally and externally to create a positive, child-centred environment. • Play a lead role in developing and establishing the Club’s approach to safeguarding children, young people, and adults at risk.



- Provide advice, and support to all staff, volunteers, and associates of the Academy in relation to safeguarding concerns and queries.
- Effectively manage cases of poor practise and abuse reported.
- Maintain accurate, confidential, and up-to-date documentation on all cases of safeguarding and child protection and report where required in line with GDPR regulations, using the Club's safeguarding software.
- Ensure safeguarding standards are met, changes implemented, and improvements maintained as set out in various audits.
- Encourage good practice by promoting and championing the safeguarding policies and procedures.
- Encourage the culture of listening to children, young people and adults at risk and take into consideration their feelings and wishes.
- Maintain a transparent approach to safeguarding.
- Support in the development of the safeguarding strategy with opportunities for improvements by listening to young people, parents, and colleagues.
- Support in the delivery of player and parent forums, along with retain and release.
- Undertake regular safeguarding visits to all Academy training sessions.
- Travel to away games and on tours on occasions to review safeguarding practices, as required.
- Develop safeguarding risk assessments for training venues, trips and tours
- Actively keep own knowledge up to date in line with local and national cases studies and legislation.

Knowledge, skills, and experience in sport

- Must be confident in using Microsoft Office
- Must be a confident team player who can work autonomously.
- Must have experience of working in a safeguarding in sport role.
- Must be flexible to working patterns, and willing to travel.
- Must have exceptional communication, organisational and time management skills.
- Must represent Newport County AFC in a positive and professional manner and protect the Club from all instances of negative publicity and litigation due to safeguarding issues.
- Must always act in the best interests of the child.

Club responsibilities

Safeguarding

- To ensure that you take personal responsibility in reporting any safeguarding concerns to the Head of Safeguarding.



- Ensure that you behave responsibly, in a professional manner which will not abuse your position of Trust.

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment, and to comply with Newport County AFC's Equal Opportunities Policy.

Health & Safety

- To take responsibility for your own health, safety, and welfare, ensuring compliance with Newport County AFC's Health & Safety Policy, procedures, and safe systems of work.

Data Protection

- To take responsibility for the protection of personal data and confidential information, ensuring compliance with General Data Protection Regulations and Newport County AFC's Data Protection Policy.

Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

Safeguarding Statement

Newport County AFC is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. Relevant information/documents will be distributed as part of the recruitment process.

Equality & Diversity Statement

Note that we are seeking to diversify our workforce by ethnicity, gender and sexual orientation and would encourage applications from these demographics. Newport County is committed to promoting a diverse and inclusive community – a place where we can all be ourselves. We will support staff from different backgrounds to create the best environment for us all to prosper together. Please note that this role is exempt from the Rehabilitation of Offenders Act 1974.

To apply please complete the application form from the link below:

https://forms.office.com/Pages/ResponsePage.aspx?id=0pwxIASY_kCEvJTUWXyi0zpD963jo1dMpG1vh94zTVJUOUNCTFZTTERFQIAyTUIBWFozNUk0OVBPMY4u

Any enquiries please contact hywel.dafydd@newport-county.co.uk The closing date for this role is Thursday 31st October 2023 at 5pm.