## Example Role Description: Safeguarding Lead

The designated person within a sports organisation has primary responsibility for putting into place procedures to safeguard adults at risk, supporting club, county and regional welfare/safeguarding leads, where relevant and for managing concerns about adults at risk.

Duties and responsibilities include:

* Working with others within the organisation to create a positive inclusive environment within the sport.
* Play a lead role in developing and establishing the organisation’s approach to safeguarding adults and in maintaining and reviewing the organisation’s implementation plan for safeguarding adults in line with current legislation and best practice.
* Coordinate the dissemination of the safeguarding adult policy, procedures and resources throughout the organisation.
* Contribute to ensuring other policies and procedures are consistent with the organisation’s commitment to safeguarding adults.
* Advise on the organisation’s training needs and the development of its training strategy.
* Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
* Support the chair to co-ordinate the case management process.
* Manage liaison with, and referrals to, external agencies for example adult social-care services and the police.
* Create a central point of contact for internal and external individuals and agencies concerned about the safety of adults within the organisation.
* Provide advice and support to regional/county [adapt as appropriate] safeguarding/ welfare officers and play a lead role in their recruitment, selection and training.
* Represent the organisation at external meetings related to safeguarding.