



## **Pentathlon GB Safeguarding and Child Protection Lead Officer Roles and Responsibilities**

- Assist *Pentathlon GB* to fulfill its responsibilities to safeguard children, young people and vulnerable adults.
- Regularly monitor and review the *Pentathlon GB*'s Child and Vulnerable Adult Protection Policy and Procedures.
- Implement and promote *Pentathlon GB*'s Safeguarding and Child Protection Policy, Procedures, Codes and Guidelines for athletes, coaches, officials and clubs
- Encourage good practice and support of procedures to safeguard and protect children and vulnerable adults.
- Make regular reports to the Board (quarterly as a minimum).
- Act as the main contact within *Pentathlon GB* for staff, volunteers, parents and children/young people and vulnerable adults where concerns about children's welfare, poor practice or child abuse are identified.
- Provide information and advice on the safeguarding and protection of children and vulnerable adults.
- Support and raise awareness of safeguarding and the protection of children and vulnerable adults.
- Communicate with members via the website and other appropriate mechanisms on issues of child and vulnerable adult protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the safeguarding and protection of children and vulnerable adults.
- Manage Safeguarding and Child Protection cases that arise including activating the Case Management Group where appropriate, gathering pertinent information together for them and to deliberate and make recommendations going forward.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Commission Criminal Records Bureau Disclosures on individuals engaged in regulated activity, staff and volunteers. Receive Disclosures and destroy via shredding after 6 months
- Record and coordinate child protection training.
- Ensure there are mechanisms in place for quality assurance
- Attend training on the protection of children

- Establish and maintain contact with statutory agencies nationally (including the CPSU) and where appropriate establish and maintain contact with local agencies (including the Police, local authority Social Work Department and Local Safeguarding Board).

Roles and responsibilities may be changed from time to time by written agreement of the both parties