



Job Description

Post Title:	Safeguarding Case Officer
Team:	Governance
Responsible to:	Lead Safeguarding Officer
Responsible for:	N/A

Purpose:

To support the Lead Safeguarding Officer in coordinating and conducting the investigation of safeguarding incidents, referrals and reports of poor practice to England Golf.

Specifically, this post will have a central role in managing cases that require involvement at a national level.

Working Relationships:**Internal:**

- Lead Safeguarding Officer – regular meeting and communication.
- Managers and team members – Legal and Governance Director, National Welfare Manager, DBS Administrator, Legal and Governance Officer, Legal & Compliance Officer, and other England Golf employees.
- County Unions & Associations – communication with County Welfare Officers, as well as other county staff and volunteers.
- Clubs – communication with Club Welfare Officers, as well as club owners, staff, members and volunteers.
- Safeguarding tribunal and investigators – communications as required.

External:

- SafeGolf Strategy Group – communication.
- England Golf Case Management Group – communication and attendance at meetings if required.
- NSPCC Child Protection in Sport Unit (CPSU).
- Liaison with other National Governing Bodies.
- Liaison with other golf bodies including The PGA, The Golf Foundation, Wales Golf and Scottish Golf, Golf Ireland.
- Statutory Agencies including law enforcement and Social Services and attendance at meetings when required.
- Communication with alleged perpetrators (including Registered Sex Offenders)

Main Duties & Key Responsibilities:

- Safeguarding investigation and risk management analysis of concerns reported to England Golf at affiliated clubs, counties and associations, as well as within national and regional elite squads.
- Preparation of cases for Case Management Group presentation, including case reports.
- Maintain up to date case records for all safeguarding cases, using the electronic case management software.



- Act swiftly and appropriately to referrals involving Registered Sex Offenders, working effectively with partner agencies (such as Multi-agency Safeguarding and Operational Response to Violence and Offenders (MOSOVO) and Probation) to manage the risk presented.
- Act on safeguarding and poor practice referrals, managing a caseload efficiently and effectively in line with England Golf policies and procedures, regulations and protocols.
- Progress cases to their full conclusion within the timescales stipulated by England Golf.
- Act as initial fact-finding/investigative officer for reported concerns, in preparation for initial analysis/triage actions, as required.
- Undertake investigations on criminal records information, complete a risk assessment and where appropriate recommend the terms of a risk management plan to the Lead Safeguarding Officer and the England Golf Case Management Group (CMG).
- In conjunction with the Lead Safeguarding Officer and taking advice from the Case Management Group (CMG), take decisions on appropriate action in safeguarding cases and concerns.
- In conjunction with the Lead Safeguarding Officer, liaising with appropriate authorities on reported cases (police, social services, Local Authority Designated Officer's (LADOs) etc) as and when required.
- Prepare all relevant reports and paperwork for consideration by the Lead Safeguarding Officer and England Golf Case Management Group.
- Provide appropriate reports to the Statutory Agencies as required.
- Keep all case files up to date by accurately and consistently recording information and actions taken.
- Work in partnership with the PGA, Wales Golf, Golf Federation and other Golf Governing Bodies and organisations.
- Work with and support the network of Club and County Welfare Officers where required.
- Self-reflect on performance, ask for feedback, identify relevant learning needs in order to keep skills and knowledge up to date, attend and effectively prepare for regular supervision meetings and seek guidance and support from the Lead Safeguarding Officer.
- In addition to the duties and responsibilities listed, the job holder will be required to perform other duties reasonably requested from time to time.

Dimensions/Resources:**Staff:**

- N/A

Financial:

- N/A

Administrative:

- Governance team meetings – attendance as required.
- England Golf team meetings – attendance as required.

Location:

England Golf Headquarters, Woodhall Spa, Lincolnshire.



Person Specification

Post Title: Safeguarding Officer

Team: Governance

	ESSENTIAL	DESIRABLE
Attainment:	<ul style="list-style-type: none">• Sufficient educational attainment to demonstrate ability to carry out the role to the required standard.• Safeguarding training evidenced above basic awareness levels.	<ul style="list-style-type: none">• A Level or equivalent.
Knowledge:	<ul style="list-style-type: none">• Understanding of safeguarding.• Understanding of roles and responsibilities of statutory agencies, including Local Safeguarding Boards (Children and Adults).• Knowledge and experience of safeguarding and working with children at operational levels.• Understanding of data protection and information sharing principles.	<ul style="list-style-type: none">• Understanding of safeguarding in sport, and/or a membership organisation.• Knowledge and understanding of the culture and structure of golf or sport.• Knowledge and understanding of safeguard relating to vulnerable adults at risk.• An understanding of the principles of equality and safeguarding in a sporting environment.
Skills:	<ul style="list-style-type: none">• Ability to work under pressure and to meet deadlines.• High level of integrity and trust, with the ability to deal with sensitive and confidential matters.• Robust and accurate record keeping.• Competence in the use of IT tools including spreadsheets, databases, email and word processing.• Excellent written and spoken communication skills.• Ability to analyse and disseminate information.	



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Competencies/ Behaviours:	<ul style="list-style-type: none">• Excellent interpersonal skills to develop positive and supportive relationships with individuals, players, parent, volunteers and staff at all levels.• Display empathy and sensitivity when managing cases, with the ability to carry out duties in a non-judgemental manner.• Demonstrate resilience in order to deal with subject matter that can be challenging.• Display and encourage attitudes and behaviours that respect and value diversity and promote equal opportunities.• Excellent attention to detail and accuracy.• Flexible and adaptable approach.• Reliability and clear understanding of confidentiality.• Able to work independently or as part of a team and with partner organisations.• Understanding of core values and principles of working with and protecting children and vulnerable adults.• Calm under pressure.• Highly motivated, positive, solution focussed attitude.	
Relevant Experience:	<ul style="list-style-type: none">• Previous safeguarding case management experience.• Experience in conducting interviews.• Establishing relationships with volunteers and staff at all levels.• Ability to undertake basic risk assessment.• Previous experience of working with statutory agencies.	<ul style="list-style-type: none">• Working within a sport governing body or membership organisation environment.• Evidence of experience of volunteering and/or empathy for working with volunteers.
Any other requirement:	<ul style="list-style-type: none">• Ability to maintain close and effective personal working relationships at all levels of the organisation.• Full UK driving licence.	<ul style="list-style-type: none">• Understanding of the game of golf.