

HAMPSHIRE RUGBY FOOTBALL UNION LIMITED

Terms of Reference 15
Created May 2020



HAMPSHIRE COUNTY SAFEGUARDING MANAGER (CBSM)

1501 Purpose and Skills required

1. The purpose of the County Safeguarding Manager is to provide leadership in the Safeguarding of Children in Rugby Union across the Constituent Body area, maintaining key relationships with the CB Game Development Committee, RFU Safeguarding Team and local Club Safeguarding Officers (CSO). They will also oversee all aspects of RugbySafe with the County RugbySafe Manager.
2. Key Relationships: Deputy CBSM and/or assistants, Chair of CB Game Development Committee, CB Executive Director, Chair of CB Board, CB schools & youth committees (as appropriate), CB Age Grade Committee, RFU Safeguarding team, Rugby Development Officer (s), RFU Regional Press Officer, Club Safeguarding Officers, Local Safeguarding Team/ Partnership and CB RugbySafe lead.
3. The person should also have a range of key skills and attributes including: *empathy, approachability, good sense of humour, comprehensive communication (speaking AND listening) skills, objectivity, sound knowledge of relevant RFU policies and procedures, attention to detail, resilience and dedication to the cause of safeguarding children, young people and vulnerable adults.*
4. In return, the appointed individual will receive intensive support from the RFU Safeguarding team in the form of training, conferences and regular communications and will receive corporate kit and resources to support them in the delivery of this voluntary role.
5. The appointed Manager will be in charge of the Hampshire RFU Safeguarding team which is at present a team of three for Inclusion, Audits and a general deputy.
6. The appointed Manager will also have the CB RugbySafe Lead reporting to them.
7. The County Safeguarding Manager will ideally have a background in child protection and/or safeguarding.

1502 Composition of Committee and Frequency of Meetings

- 1 The Safeguarding manager will hold meetings as necessary with their team of Deputy CBSM and/or assistants and also with all Club Safeguarding Officers. (CSOs) These meetings can be held Virtually if holding a group meeting is not possible. (Online over a meetings platform)
- 2 The Safeguarding Manager will also hold an Hampshire RFU Safeguarding conference (this may be part of the Annual Club Development Conference).
- 3 The Safeguarding Manager along with one of their team is expected to attend the annual 2-day RFU conference.

1503 Accountable to

The Game Development Chairman and the RFU safeguarding Manager for all matters concerning Safeguarding in Member Clubs.

1504 Authorised to

- 1 commit expenditure to meet the purposes within the Safeguarding budget approved by the Management Board.
- 2 undertake any appropriate RFU Safeguarding courses.
- 3 attend the annual RFU Safeguarding Conference

1505 Tasks

1. To be an active member of the CB Game Development Committee, and to offer support and guidance to Sub Committees as required
2. To co-ordinate a programme of training, in conjunction with the Area Training Manager, CSOs and/or RDOs, for club personnel involved in working with young people (i.e. Play It Safe/In Touch courses)
3. To attend the RFU's CB Safeguarding Manager Conference
4. To liaise with the County RugbySafe lead and be aware of what they are delivering around the County.
5. To submit, service and report on a budget from CB LRP monies
6. To appoint and support deputy CBSMs as appropriate

1506 Additional Tasks that could be delegated to team members

1. To identify, develop, mentor, support and maintain a team of Club Safeguarding Officers (CSOs) across the CB area, and ensure their registration on the RFUs Game Management System
2. To offer guidance and support to Club Safeguarding Officers in all matters, on developing their own Safeguarding policy and strategies
3. To be the Safeguarding Advisor for the CB performance pathways, and to offer support and guidance to Representative Squads
4. In conjunction with the Club Safeguarding Officers, develop an effective process for ensuring up-to-date Workforce Lists for every club within the CB to ensure that all individuals working with young people undertake a DBS application every three years unless they are signed onto the government update.
5. To ensure that all safeguarding issues and incidents involving adult(s) and children/ young people under 18 are reported promptly to the RFU Safeguarding team and others within the CB as appropriate
6. To conduct information gathering or investigations as requested by the RFU Safeguarding team, and be available to attend RFU, CB or Club Disciplinary hearings when required
7. To have contact details for the local statutory agencies and liaise with them when necessary;
8. To monitor, on an annual basis, a minimum of 10% of the clubs with players and teams under 18 within the CB, and return audit forms to RFU Safeguarding team for analysis.
9. To ensure and update the presence of a 'Safeguarding' page on the CB website and other Social Media platforms.
10. To be involved in a Club's Accreditation where requested and to verify and confirm the information relating to Safeguarding issues provided to the RFU is accurate
11. To distribute literature, electronic communication and new developments concerning the Safeguarding of young people to the CB and clubs as appropriate.