



**SHEFFIELD UNIVERSITY
BANKERS HOCKEY CLUB
SUBHC**

Sheffield University Bankers Hockey Club

Designated Safeguarding Lead – Role Description

Sheffield University Bankers Hockey Club

Policy Owner: SUBHC Vice Chair (2025–26 Season, Richard Kirtley)

Approved by SUBHC Committee: 01/09/2025

Signed: *Christina Woods* (SUBHC Club Chair Woman, Christina Woods)

Due for Review: 07/09/2026

Description: Safeguarding Lead and Deputy Safeguarding Lead

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

Duties and responsibilities include:

- Working with others within the club to create a positive inclusive environment within the sport.
- Play a lead role in developing and establishing the organisation's approach to safeguarding adults, children, and young persons and in maintaining and reviewing the organisation's implementation plan for safeguarding adults, children, and young persons in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding adults and children policy, procedures, and resources throughout the club.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding adults, children, and young persons.
- 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 club – including an appropriate recording system.
- Support the club chairman and club-secretary to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example adult and children 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, children, and young persons within the club.
- Provide advice and support to county, regional and national safeguarding, and welfare officers.
- Represent the club at external meetings related to safeguarding as required.
- Liaise with Deputy Designated Safeguarding Lead to ensure they are up to date with procedures and policies.