INDEPENDENT CHILD SAFEGUARDING OFFICER – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Independent Child Safeguarding Officer is a paid appointment. The purpose of the post is to ensure that the BAB's Child Protection policy and practice is compliant with the NSPCC(CPSU) child safeguarding standards and current legislation. The duties and responsibilities include but are not necessarily limited to:

- Providing a monthly report to the Chairman on CP case management
- Leading the BAB Child Protection Case Management Group (CP CMG) and producing recommendations on appropriate courses of action on a case by case basis
- Taking, as required, follow-up action on CP CMG recommendations
- Keeping all records and files secure and confidential and in line with current legislation
- Returning all records and files to an appropriately appointed Board officer when no longer contracted as the BAB Independent Child Safeguarding Officer
- Monitoring, developing and updating, as required and appropriate, the BAB over-arching Child Protection policy

2. Person Specification

The incumbent should be child-focused and, ideally, have a recognized Child Safeguarding qualification (through Social work or via NSPCC CPSU training modules), and have a previous or current experience which encompasses:

- Working with other Sporting NGBs training children in sport and leisure activities
- An ability to plan and implement training and development programmes at national, regional and local level, recognising priorities within a restricted budget
- An ability to work with a diversity of Aikido Associations, recognising their independence, but seeking to develop their commitment to a corporate approach to Child Protection