

## **AC Delco Committee**

Role description:

### **Safeguarding Co-ordinator**

1. Ensure the Club is run and managed in accordance with its constitution
2. Manage and report concerns about children and vulnerable adults and put into place procedures to safeguard children, young people, and vulnerable adults in the club.
3. Assist the club in fulfilling its responsibilities to safeguard children, young people, and vulnerable adults.
4. To be the first point of contact for members, volunteers, parents, and children/young people where concerns about children's or vulnerable adults' welfare, poor practice, or child abuse are identified
5. To be the first point of contact with the Archery GB Safeguarding Team, as required.
6. Implement Archery GB's reporting and recording procedures.
7. Ensure and facilitate the process for DBS checks to be carried out for all Club officials that require such checks.
8. In the event of any incident being reported deal with the matter in accordance with current Archery GB guidelines.
9. Maintain contact details for local Social Services, Police, and the Area Child Protection Committee.
10. Maintain a Club safeguarding policy that is fully compliant with current Archery GB guidelines

20 October 2022