



# LLANDAFF NORTH RUGBY, SPORTS & SOCIAL CLUB LTD

## Role Description – Safeguarding & Welfare Director (Club Safeguarding Officer)

**Role title:** Safeguarding & Welfare Director

**Also fulfils:** WRU Club Safeguarding Officer (CSO) role

**Type:** Volunteer Board Director (company director)

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### 1. Role summary

The Safeguarding & Welfare Director is the **Board lead for safeguarding and welfare** across the Club, and acts as the **Club Safeguarding Officer (CSO)** as required by the WRU.

They are responsible for:

- Making sure the Club complies with the WRU Safeguarding Policy and related guidance,
  - Being the main point of contact with the WRU Integrity / Safeguarding team on safeguarding and DBS matters.
  - Ensuring that children and adults at risk can participate in rugby in a safe, respectful and supportive environment.
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### 2. Key responsibilities

#### Policy, compliance & reporting

- Ensure the Club adopts and implements the WRU Safeguarding Policy and club-level safeguarding procedures.
- Act as the first point of contact with the WRU Integrity/Safeguarding team for DBS checks and safeguarding concerns or complaints.
- Keep up to date with relevant safeguarding legislation, WRU guidance and best practice, and brief the Board on key issues.

#### DBS and safer recruitment

- Oversee the Club's DBS process, making sure all eligible volunteers and staff have up-to-date checks in line with WRU requirements.
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- Use the WRU / online DBS platforms and maintain accurate, confidential records of DBS status and renewal dates.
- Prioritise DBS and safeguarding checks during peak times (e.g. pre-season, new volunteer onboarding).

### **Responding to concerns**

- Act as the designated contact for anyone with safeguarding or welfare concerns (children, adults at risk, parents, volunteers, officials).
- Manage concerns in line with WRU and club procedures:
  - Record concerns accurately and promptly
  - Seek advice from the WRU Integrity/Safeguarding team where needed
  - Refer to statutory agencies (Police, Social Services) where appropriate
- Ensure confidentiality is maintained and information is shared only with those who need to know to protect individuals.

### **Awareness, training & culture**

- Make sure everyone in the Club knows who the Safeguarding & Welfare Director is and how to contact them (posters, website, briefings).
- Promote the Club's and WRU's safeguarding messages in player/parent information, codes of conduct, and club communications.
- Help ensure that coaches, team managers and key volunteers receive basic safeguarding training / briefings, and understand:
  - How to recognise concerns
  - How to respond and report appropriately
- Encourage a culture where players, parents and volunteers feel safe to speak up.

### **Board leadership & reporting**

- Provide regular safeguarding updates to the Board (patterns, training, DBS status, key risks) while maintaining confidentiality.
- Work with other Directors (e.g. Chair, Director of Rugby, Commercial (incl. H&S), Membership & Community, Minis & Juniors Chair) so safeguarding is built into:
  - Rugby activity and coaching
  - Facilities and events
  - Membership and communications
- Contribute to the Club's risk register and self-assessment in relation to safeguarding and welfare.

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## **3. Person specification**

### **Essential**



- Strong understanding of safeguarding principles, policies and procedures, or clear willingness to undertake WRU training.
- Ability to communicate clearly and sensitively with children, parents, volunteers, staff and governing bodies.
- High level of discretion and confidentiality – able to handle sensitive information responsibly.
- Good organisation and attention to detail, especially in record-keeping and DBS processes.
- Calm, empathetic and approachable manner, especially when dealing with concerns or complaints.
- Problem-solving ability – able to identify risks and work with others to resolve issues effectively.
- Willingness to commit to the role for at least one full season and manage occasional peaks in workload (e.g. start of season checks).

### Desirable

- Previous experience in a safeguarding, welfare, education, health or youth work role.
- Experience delivering briefings or training to volunteers, parents or club members.
- Comfortable using online DBS systems and basic digital tools for secure record-keeping.

*A valid and up-to-date WRU DBS check is required for this role.*

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## 4. Time commitment

- Attend **Board meetings** (3–4 per year) plus the **AMM**.
- Additional time for safeguarding work – varies through the year but typically:
  - A few hours per month in season
  - Higher workload around DBS / onboarding peaks and if concerns arise

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## 5. Accountability

- The Safeguarding & Welfare Director is a company director of Llandaff North Rugby, Sports & Social Club Ltd and shares collective responsibility for overall club governance.
- For safeguarding, they are accountable to the Board and the WRU for:
  - Promoting and overseeing effective safeguarding practice
  - Ensuring concerns are managed in line with WRU and Club policy
  - Providing appropriate reporting and advice to the Board
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## **6. Additional development opportunities**

In order to progress the club's objectives, the Chair of the Club may recruit and manage the following volunteer roles:

- Club Safeguarding Officers
- Mental Health Leads

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