Keeping Safe

Role Description of an Adult Safeguarding Champion



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All sporting organisations that work with adults should follow good safeguarding practice.

The Adult Safeguarding Champion (ASC) leads and oversees safeguarding for adults within the organisation. The ASC promotes good safeguarding practice, supports the development of a positive safeguarding culture, provides strategic advice and guidance, and helps ensure the organisation meets its adult safeguarding responsibilities.

Depending on the size, structure and complexity of a sporting organisation, adult safeguarding responsibilities may be carried out by one person or shared between the Adult Safeguarding Champion and an Adult Safeguarding Lead (ASL). There is no single approach that will suit every organisation. In some organisations, one person may take responsibility for both the strategic oversight and the day-to-day management of safeguarding. In others, these responsibilities may be divided between different people to ensure there is clear oversight alongside dedicated responsibility for managing safeguarding matters.

The Adult Safeguarding Champion may be a senior person within the organisation, such as a Board member, committee member or senior leader, who provides strategic oversight, promotes good safeguarding practice and supports organisational accountability for safeguarding.

The Adult Safeguarding Lead may be a person with the appropriate knowledge, skills and capacity to manage safeguarding processes, respond to concerns, maintain records, make referrals where necessary and coordinate safeguarding activity. Where an Adult Safeguarding Lead is appointed, they may have responsibility for the day-to-day operational management of safeguarding, including responding to concerns, maintaining records, making referrals where appropriate, and coordinating safeguarding activity.

Whatever approach is taken, it should be clear who is responsible for the strategic oversight of safeguarding and who is responsible for its day-to-day management.

Key Responsibilities of an Adult Safeguarding Champion:

- Act as the organisation's designated point of contact for adult safeguarding concerns. Provide advice, guidance and support to staff, volunteers, coaches and committee members on adult safeguarding matters.
- Lead the implementation, promotion and regular review of the organisation's Adult Safeguarding Policy and procedures.
- Promote a culture in which harm, abuse, exploitation and neglect are recognised and never tolerated.
- Promote a person-centred approach that respects the rights, wishes and desired outcomes of adults wherever possible.

- Ensure adults are listened to and their wishes and views are considered wherever possible. Ensure staff and volunteers understand their safeguarding responsibilities and know how to recognise, respond to and report safeguarding concerns.
- Identify, coordinate and monitor adult safeguarding training appropriate to different roles within the organisation.
- Receive, assess and manage adult safeguarding concerns in accordance with organisational procedures.
- Ensure safeguarding concerns are responded to promptly and, where appropriate, referred to the relevant Health and Social Care Trust and/or the Police Service of Northern Ireland (PSNI). Recognise circumstances where information must be shared without consent where there is a legal duty, significant risk of harm or overriding public interest.
- Maintain secure, accurate and confidential safeguarding records in accordance with organisational procedures and data protection legislation.
- Monitor safeguarding records to identify recurring concerns, trends and opportunities for organisational learning.
- Develop and maintain effective working relationships with Health and Social Care Trusts, the PSNI, National Governing Bodies and other relevant agencies.
- Promote continuous improvement in safeguarding practice across the organisation

Monitoring and Reporting

The Adult Safeguarding champion will maintain appropriate safeguarding records and prepare reports for the Board or Management Committee as required. This will include monitoring and reporting on:

- The number of adult safeguarding concerns received.
- The number of referrals made to Health and Social Care Trusts.
- The number of referrals made to the Police Service of Northern Ireland (PSNI).
- The number of concerns managed internally where referral thresholds were not met.
- The number of referrals involving adults at risk and adults in need of protection.
- Safeguarding discussions that resulted in a decision not to make a referral.
- Significant safeguarding incidents that resulted in an adult protection investigation.
- Adult safeguarding training completed by staff and volunteers.
- Themes, trends and learning arising from safeguarding concerns.
- Recommendations to improve safeguarding practice.
- Planned actions to ensure continued compliance with ‘Adult Safeguarding: Prevention and Protection in Partnership’, organisational safeguarding procedures and National Governing Body requirements.
- Record any significant safeguarding incident that resulted in an adult protection investigation. Prepare and present an ‘Adult Safeguarding Position Report’ to the Board at least annually, highlighting safeguarding activity, key themes, emerging risks, and any recommendations for improvement. This is

predominantly an internal tool for sporting organisations. Please see the 'Sample Position Report' and 'Position Report Guidance' for further information.

The Adult Safeguarding Champion is accountable to the Board or Management Committee (or other designated senior officer) for the effective implementation and oversight of adult safeguarding within the organisation.