
Safeguarding lead

A safeguarding lead has an important role at an organisation. They are responsible for ensuring there is a robust system in place to prevent and respond to actual or suspected abuse or harm, particularly to children, young people and adults at risk.

When recruiting for a safeguarding lead, it is important safety checks are done before the person starts the role and that they receive appropriate training or education.

Responsibilities

The safeguarding lead is responsible for overseeing safeguarding functions for the organisation. This includes:

- a safeguarding risk analysis of the organisation's current practices, activities and environments
- developing and implementing safe practices for each risk area
- identifying and implementing safeguarding policies (including a child protection policy) and procedures
- establishing a process for receiving and responding to all reports of suspected or actual cases of harm and abuse, or any other safeguarding issues
- identifying what roles require safety checking and training, including for specified persons
- coordinating safety checking and safeguarding training for specified persons
- developing and communicating information to everyone about how to identify, respond to and report all suspected or known causes of harm or abuse to children, young people and adults at risk



- securely storing personal or sensitive information relating to:
 - specified persons
 - suspected or actual cases of harm and abuse
 - any other safeguarding issues
- building awareness of the:
 - importance of a safeguarding culture
 - organisation’s safeguarding policies, procedures and guidance.

They are also responsible for receiving and responding to all reports of suspected or actual cases of harm and abuse, or any other safeguarding issues. This includes supporting the resolution process, managing any privacy requirements and escalation to police or Oranga Tamariki if required.

What skills they need

Responsibilities	Knowledge and skills
Conduct a risk analysis of the organisation’s current practices, activities and environments	<ul style="list-style-type: none"> • Relevant New Zealand legislation • Safeguarding and child protection including identifying harm and abuse, and prevention and response strategies • Key risk areas within sport and recreation
Develop and implement safe practices for risk areas	<ul style="list-style-type: none"> • Key risk areas within sport and recreation • Good safeguarding practice
Identify and adopt safeguarding policies (including a child protection policy) and procedures	<ul style="list-style-type: none"> • Relevant New Zealand legislation • Safeguarding and child protection policy and procedure development
Receive and respond to all suspected or actual cases of harm and abuse, or any other safeguarding issues	<ul style="list-style-type: none"> • Taking disclosures of harm and abuse • Trauma-informed approaches • Child protection processes and services • Relevant New Zealand legislation



Identify who qualifies as a specified person

- Safeguarding requirements in the Integrity Code

Safety check specified persons

- Recruitment processes for working with children and adults at risk
- Police vetting and Ministry of Justice criminal checks

Train specified persons

- Safeguarding and child protection learning needs analysis
- Learning approaches

Develop and communicate to members information on how to identify, respond to and report all suspected or known causes of harm or abuse to children, young people and adults at risk

- Trauma-informed approaches
- Safeguarding and child protection including identifying harm and abuse, and prevention and response strategies
- Taking disclosures of harm and abuse
- Child protection processes and services

Securely storing personal or sensitive information

- Systems and processes to securely store and manage information

Build awareness in all aspects of safeguarding and child protection

- Trauma-informed approaches
 - Safeguarding and child protection messaging
 - Communications
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