



Safeguarding Roles and Responsibilities

Purpose

This document describes the roles and responsibilities of the National Safeguarding Officer, Federation and Academy Safeguarding Officers, Club Welfare/Safeguarding Officers and Responsible Adults.

The National Safeguarding Officer

The National Safeguarding Officer (NSO) is appointed by the Executive. His/her duties and responsibilities are:

Policies and procedures

- Lead on the triennial review of safeguarding policies and procedures due from May 2026.
- Ensure advice on DBS clearance and issues of Regulated Activity is clear and up-to date.
- Lead on the effective implementation of the Child Safeguarding and Adult Safeguarding policies and their associated procedures and guidance.
- Monitor safeguarding activities to ensure the policies and procedures remain fit for purpose and where appropriate recommend changes.

Compliance

- Oversee the processes required for DBS checks conducted by office staff.
- Oversee the maintenance of a register of all members and associates holding DBS Enhanced Certificates, along with details of those who are registered with the DBS Update Service, kept by office staff.
- Advise on training needs and opportunities for club welfare/safeguarding officers, Federation and Academy safeguarding officers, volunteers and coaches and the development of Croquet England's safeguarding training strategy.
- In conjunction with the Croquet England office, ensure that all relevant Croquet England personnel have ongoing training in safeguarding.

Culture

- Raise awareness of the Child Safeguarding and Adult Safeguarding policies and procedures with members and associates, parents, children, coaches and others.
- Provide advice and support to Committees, Clubs, Federations and Academies to encourage good practice.
- Raise awareness of and promote relationships with the newly formed Sport Welfare Officer Network.

Issue management

- Respond appropriately to incidents or concerns which relate to the safeguarding of a child or a vulnerable or 'at risk' adult.
- Maintain confidential records of reported cases and action taken.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.

- Report to the CEO and/or Trustee responsible for safeguarding on any safeguarding issues, whilst ensuring confidentiality is maintained for specific cases.
- Challenge behaviour which breaches safeguarding policies or procedures.

Continuing professional development

- Maintain personal up-to-date safeguarding training.
- Keep abreast of developments in the field of safeguarding and look for opportunities for continuing professional development.

General

- Act as Croquet England's contact person on matters relating to child and adult safeguarding.

Local Welfare/Safeguarding Officers

Clubs, Federations and Academies are required to appoint a Welfare/Safeguarding Officer (jointly referred to as a Local Safeguarding Officer or LSO).

The name and contact details of the LSO must be registered on Croquet England's database.

All LSOs are expected to liaise with the National Safeguarding Officer and other LSOs in spreading best practices.

Club Welfare/Safeguarding Officers are required to:

- Make themselves known and accessible to their club members.
- Act as their club's contact person on safeguarding.
- Work closely with the club's management committee and the Federation Safeguarding Officer to ensure that Croquet England's Child and Adult safeguarding policies and procedures are promoted and work effectively within their club.
- Advise their club's event / team managers / coaches / volunteers / Responsible Adults on their roles in safeguarding children and vulnerable or 'at risk' adults.
- Hold securely all personal, medical and contact details, as supplied by the parents (see Template T1) of all children at their club, ensuring that the children's coaches have access to the information.
- Ensure all safeguarding incidents within their Club are correctly recorded and reported in accordance with Croquet England policy and procedures.
- Identify when DBS Enhanced Certificates are required by a club member and work with the Croquet England office to obtain them, ensuring they are registered with the DBS Update Service. (see Safeguarding requirement for DBS Enhanced Certificates).
- Authorise any coaching activity with children or 'at risk' adults by suitably qualified and DBS cleared coaches or under the direct supervision of such coaches.
- Keep their own training up to date, as advised by the National Safeguarding Officer or Croquet England.

Federation Safeguarding Officers are required to:

- Make themselves known and accessible to all the club welfare/safeguarding officers at the clubs within their Federation.
- Work closely with the Federation management and the National Safeguarding Officer to ensure that Croquet England's child and adult safeguarding policies and procedures are promoted and work effectively within their Federation.
- Advise on training opportunities for coaches and volunteers.
- Liaise with clubs and the Croquet England Office regarding DBS checks.
- Provide guidance to clubs and their welfare officers, particularly those new to safeguarding.
- Ensure all safeguarding incidents within their Federation are correctly recorded and referred to the National Safeguarding Officer in accordance with Croquet England policy and procedures.
- Keep their own training up to date, as advised by the National Safeguarding Officer or Croquet England.

Academy Safeguarding Officers are required to:

- Work closely with the Academy management to ensure that Croquet England's child and adult safeguarding policies and procedures are promoted and work effectively within their Academy.
- Act as the Academy's contact person on child safeguarding.
- Ensure all safeguarding incidents within their Academy are correctly recorded and reported in accordance with Croquet England policy and procedures.
- Identify when DBS Enhanced Certificates are required by Academy coaches or volunteers and work with the Croquet England Office to obtain them, ensuring they are registered with the DBS Update Service.
- Authorise any coaching activity with children or 'at risk' adults by suitably qualified and DBS cleared coaches or under the direct supervision of such coaches.
- Keep their own training up to date, as advised by the National Safeguarding Officer or Croquet England.

Responsible Adult

A Responsible Adult, for the purposes of the child safeguarding policy and its supporting procedures, is an adult who has been given delegated authority and responsibility by the child's parent to make decisions and to take actions to manage the safety of the child when the child is not accompanied by a parent. He or she may be a coach or fellow adult competitor and must have agreed to undertake the role of responsible adult.

In exceptional circumstances, for example when a parent has been unavoidably and unexpectedly detained, a team captain or event organiser may assume the role of responsible adult when one has not been appointed by the child's parent.

The Responsible Adult is to be briefed on their responsibilities by their or the host Club's Welfare/Safeguarding Officer or Local Safeguarding Officer (LSO).

The responsible adult is required to:

- Be present at all times when acting as Responsible Adult for a child or up to 6 children in a competition.
- Ensure the competition's host club is aware beforehand of the need for safeguarding the young players concerned and ensure any issues such as changing facilities are resolved satisfactorily.
- Ensure that the travel arrangements have addressed all safeguarding requirements.
- Advise their parent/guardian of Croquet England's policy on videoing / live streaming and photography of children (see Codes of Safeguarding Conduct – Conduct when photographing etc. [link]).
- In coordination with the event organiser, respond to and report any safeguarding incidents involving the child(ren) for whom they are the Responsible Adult.

References

[Child Safeguarding Policy](#)

[Child Safeguarding-Guidance](#)

[Child Safeguarding-Responding, Recording and Reporting Procedures](#)

[Child safeguarding-Child Incident Report Form](#)

[Child Safeguarding-Codes of Conduct](#)

[Child Safeguarding – Competitions and other events](#)

[Adult Safeguarding Policy](#)

[Adult Safeguarding-Supporting Information](#)

[Adult Safeguarding-Responding, Recording and Reporting Procedures](#)

[Adult Safeguarding-Adult Incident Report Form](#)

[Adult Safeguarding – Adult at Risk care and support needs for safe play](#)

[Safeguarding requirement for DBS Enhanced Certificate](#)

[Safer Recruitment Procedures](#)

[Guidance for Photography, Video and Live Streaming](#)

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