

Event Safeguarding Officer

Job Title: Event Safeguarding Officer
Supported by: The Event Manager for any pre checks.

Reporting Concerns: If there is a concern, then the Event Safeguarding Officer will liaise with the triage group and inform the Event Manager if they have taken any action.

Brief summary: This person will have lead responsibility for safeguarding and must have attended Safeguarding 3 (ROI) or Designated officer Training (NI).

In some circumstances, this role may be taken on by the person with overall responsibility for the event (i.e. a one- or two-day event) but not at Regional or All Ireland level

Key tasks & responsibilities checklist

Pre-event	Completed (✓)
Input into and review the Event Risk Assessment and Event Plans for any Safeguarding concerns	
Acquire contact info for Triage group from RDO	
RDO Volunteers will provide you with confirmation that the listed volunteers are eligible to volunteer.	
Event day	
Check the facility for any Safeguarding risks These will have been discussed by the Event Management Team and noted on the Event Risk Assessment. Please ensure any control measures noted on the risk assessment have been put into place.	
Put signage in place where possible, and relevant. Check contact number is correct.	
Remind announcer / MC of messages to be aired.	
Introduce yourself at the Coach/Volunteer meetings. Reiterate the reporting process.	
Check in with Triage group in advance of event starting.	
Act as the Point of contact for any safeguarding concerns	
Record any reports of safeguarding concerns. These should be passed to the Regional RDO or National Children's Officer after the event.	
Liaise with the triage group before proceeding unless there is an emergency. In this case contact the Gardaí or PSNI	
Report any incidences that meet the threshold for reporting a concern. Supported by Regional RDO or National Children's Officer.	
Post-event	
Record any information re the venue that should be known for future events and send to SOI.	