

JOB DESCRIPTION

- JOB TITLE:** Safeguarding and Human Welfare Officer – (Education)
- DEPARTMENT:** Safeguarding and Human Welfare
- REPORTS TO:** Safeguarding and Human Welfare Manager
- ROLE PURPOSE:** To Support and administer the day-to-day BHA Safeguarding and Human Welfare function ensuring that the BHA and British horseracing industry achieves and maintains the highest standard of safeguarding and human welfare.
- Working with the BHA Safeguarding and Human Welfare team, the Licensing, Integrity, Regulation and Industry People teams to Implement a robust regulatory system and embed positive safeguarding standards across British Horseracing to create a safe culture for participants and those engaged with the sport.
- Leading on the delivery of the BHA's Safeguarding and Human Welfare Education Programme.

RESPONSIBILITIES

Policies, Practices and Procedures

- Work with the safeguarding team to develop, maintain and support the implementation of the BHA Safeguarding and Human Welfare Strategy Safeguarding Policy, Regulations and Code of Conduct.
- Support the ongoing development of the BHA safeguarding and human welfare practices and procedures.
- Support stakeholders in developing, implementing and reviewing specific safeguarding practices and procedures.
- Monitor data sharing agreements in place with other racing stakeholders.

Case Management

- Act as first point of contact for safeguarding and human welfare reports, issues and queries.
- Process safeguarding and human welfare reports made to the BHA and ensure that these are properly dealt with.
- Conduct effective evidence-based risk assessments and measures to mitigate identified risk associated with reported concerns.
- Ensure accurate and comprehensive case files are maintained and prepared for case applications and/or hearings.
- Ensure the effective operation of reporting mechanisms between BHA, stakeholders and statutory authorities.
- Contribute to the ongoing improvement and development of the BHA Case Management System by identifying issues and implementing changes to standard documentation, practices and procedures in conjunction with the BHA safeguarding and human welfare team.
- Collect and document case information and data utilising the BHA case management systems.
- Contribute to internal and independent case review process.

Investigation

- Coordinate, raise and lead case investigations when necessary, liaising with

BHA investigators, maintaining timely and effective communication with all relevant parties and ensuring case protocols are adhered to, in particular, standard operating procedures, confidentiality and data protection protocols.

- Assist in developing standardised reporting processes across the sport. Support the identification and implementation of appropriate and proportionate post investigation action and/or sanctions.

Safeguarding and Human Welfare Manager /Racing Schools/Welfare Service Providers

- Support and liaise with the BHA Safeguarding Team.
- Liaise with and coordinate activities of safeguarding and human welfare related working groups.
- Organise and administer appropriate stakeholder meetings, including Multi Agency Meetings when required.
- Support and liaise with other Lead Safeguarding Officers (DSL's) and Welfare Officers across the sport.
- Analyse case related data to identify safeguarding priorities and improvements.
- Develop and identify appropriate recruitment practices, education and training provision and ongoing support for Licence holders with regards to safeguarding and human welfare.

DBS/Disclosure Scotland

- Manage all DBS and Disclosure Scotland vetting checks required for BHA Licensed activities.
- Review stakeholder practices and procedures and provide support where necessary.

Website

- Regularly review the BHA website safeguarding provision and make necessary changes to update and improve access to information and appropriate signposting.

Training and Education

- Administer the BHA's online education programme.
- Identify/develop and deliver a progressive safeguarding education programme, including leading on 'in person' delivery to participants.
- Develop/provide dedicated education, guidance and supporting information to Licensed personnel, stakeholders and staff across the BHA.
- Develop resources for parents, children and athletes (jockeys).
- Keep up to date on all safeguarding issues, attend relevant CPD and disseminate updates to relevant stakeholders and Licensed personnel.

Key Relationships:

- BHA Safeguarding and Human Welfare Manager
- BHA Head of Safeguarding and Human Welfare
- BHA Safeguarding Officer and Integrity Investigating Officers
- BHA Legal, Integrity, Regulation and industry people teams
- CPSU, Sports Resolutions and the National Safeguarding Panel
- Promote ownership of safeguarding responsibility at a senior level

- across Horseracing
- British Racing School, National Horseracing College, Scottish Racing Academy, Racing Welfare and Injured Jockey's Fund.

This job description is a written statement of the responsibilities of the job, outlining the main accountabilities, skills, knowledge and experience that are required. This is not intended to be a complete, detailed account of all aspects of the duties involved and flexibility and willingness to perform other reasonable duties is expected.

PERSON SPECIFICATION

QUALIFICATIONS SKILLS AND EXPERIENCE

- Educated to degree level or equivalent vocational qualification in any discipline or relevant professional experience.
- Extensive safeguarding knowledge, either within a sporting context, or in a different environment where transferable skills have been acquired.
- Extensive experience in conducting complex safeguarding and human welfare investigations and producing robust risk assessments.
- Ability to plan, raise and conduct investigations into safeguarding and human welfare concerns within appropriate timescales.
- Capable of ensuring safeguarding and human welfare investigations are undertaken in accordance with current best practice with particular focus on how to effectively interview witnesses, especially children, the taking and recording of evidence.
- Ability to assess and analyse a variety of evidence both written and in other forms.
- Ability to work independently but within the context of organisational expectations.
- Experience of developing and implementing organisational policies and procedures
- Ability to build successful relationships with a variety of stakeholders and work alongside other professionals.
- Experience of implementing post-investigation measures and appropriate follow up actions.
- Excellent communication and inter-personal skills.
- Excellent administration, organisation and IT skills
- Enthusiastic, and adept at overcoming challenges