**Designated Liaison Person Job Description**

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All clubs with young members (U 18) and/or vulnerable adults must appoint a Designated Liaison Person

The Designated liaison person is to act as a liaison person with outside agencies and a resource person to any staff member or volunteer who has child safeguarding or welfare concerns

**Roles & Responsibilities**

The DLP is responsible for ensuring the that standard reporting procedure is followed, so that suspected cases of child abuse and/or neglect are reported promptly to the relevant statutory authorities  
A Club Authorised Person who validates ID for vetting purposes for members/volunteers

In the event of an emergency where a child is thought to be in danger, and a Social Worker cannot be contacted, contact should be made with An Garda Siochana. The Designated Liaison Person is responsible for ensuring that the standard reporting procedure is followed, so that suspected cases of child neglect or abuse are referred promptly to the Child and Family Agency Duty Social Worker. In the event of an emergency where a child is in immediate danger and TUSLA cannot be contacted, An Garda Siochana should be contacted

Co-operate as required with the statutory authorities if any disclosures or concerns of abuse regarding a club member arise within the club  
Operate with and encourage a strict code of confidentiality within the Club, including any matters concerning a child occurring outside the Club environment

**Person Specification**

Strong awareness and understanding of policies and procedures relation to Safeguarding Ability to be a resource to others with Child Protection concerns  
Be a person in a senior position within the club  
Ability to keep accurate records

**Skills & Relevant Experience**

Complete training to fulfil the role (Safeguarding 1 and 3 courses) Experience or knowledge of dealing with statutory agencies

The DLP does not have the responsibility to investigate or validate child/vulnerable adult protection allegations or concerns within the Club. Rather, it is their responsibility to report any concerns to the relevant bodies, as detailed above. The concern will be investigated by trained professionals in the relevant authorities who will decide on any further action required.