

Job Description

Safeguarding Officer – Cheer Events



Purpose of the Role

The Safeguarding Officer is responsible for ensuring the safety, wellbeing, and protection of all participants — especially children and young people — during the cheer events. The role focuses on prevention, early intervention, and appropriate response to any safeguarding, welfare, or misconduct concerns, in line with Swiss law, event policies, and international safeguarding best practice.

Key Responsibilities

Before the Event

- Review the event's and association's safeguarding and athletes protection policies as well as the code of conduct.
- Ensure ownership of a civil background check (Sonderprivatauszug). [Order criminal records excerpt - Special excerpt from the Swiss criminal records](#)

During the Event

- Act as the main point of contact for safeguarding and welfare concerns.
- Be visibly present and approachable for athletes, coaches, spectators, and staff.
- Receive, assess, and respond to safeguarding concerns, disclosures, or incidents.
- Take immediate action where there is a risk of harm, following agreed procedures.
- Liaise with safeguarding lead, event management, medical staff, security, and—if required—local authorities.
- Ensure concerns are handled confidentially, sensitively, and professionally.
- Keep clear, accurate, and secure records of any incidents or reports.
- All records must be handed in to the ethics responsible at the end of the event at the latest.

After the Event

- Contribute to incident reports and safeguarding reviews.
- Make recommendations to improve safeguarding at future events.

Key Areas of Focus

- Child protection and youth safeguarding
- Athlete welfare and wellbeing
- Prevention of abuse, bullying, harassment, and misconduct
- Safe reporting and response procedures (SCA Code of Conduct)
- Confidentiality, professionalism, and duty of care (Rule of Two)

Required Skills and Experience

- Experience in safeguarding, child protection, welfare, or a related role (sport, education, youth work, or events).
- Strong understanding of safeguarding principles and best practice.
- Ability to remain calm, impartial, and decisive in sensitive situations.
- Excellent communication and interpersonal skills.
- High level of integrity, discretion, and professionalism.
- Ability to work independently and as part of a multi-disciplinary event team.

Desirable Qualifications

- Safeguarding or child protection training/certification.
- Background in sports events, youth sports, or cheerleading/gymnastics environments.
- Knowledge of Swiss safeguarding and child protection frameworks (or willingness to learn).
- Fluency in English; knowledge of French, German, or Italian is a strong asset.

Working Conditions

- Event-based role during the championship (may include long days and weekends).
- On-site presence required throughout competition and training times.
- May involve handling distressing or sensitive situations.
- Availability for training workshops throughout the year

Reporting Line

Reports to: safeguarding lead.