

## **Safeguarding Officer – Job Description**

### **1. Core Tasks**

- Assist the club in developing or adopting the National Governing Body Safeguarding and Child Protection Policy and Procedures.
- Assist the club to identify areas for development to ensure a safe and welcoming environment for young players and adults at risk.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning the safeguarding of children and adults at risk, poor practice, and potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate safeguarding training, with the support of the club/National Governing Body.
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place locally.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC) the Police and NGB Safeguarding Officer.
- Ensure that Codes of Conduct are in place. for staff, volunteers, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties.
- Advise on safeguarding issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality.

### **2. Core Skills**

- Basic administration and record maintenance.
- Communication skills.
- Experience in working with children and knowledge about child protection and safeguarding.
- Ability to manage local safeguarding policy and procedures with the support of the club/National Governing Body.

### **3. Recommended Training**

All clubs should ensure that their members including coaches, volunteers and in particular Club Safeguarding Officers (formally known as Child Protection Officers) attend relevant training courses to ensure that all children and adults at risk are safe within their clubs.

- **Safeguarding & Protecting Children – sports coach UK (3-hour workshop)** - Aimed at volunteers, coaches and Club Safeguarding Officers. The course provides a basic understanding and awareness of safeguarding.

They are provided at a local level and organised by the County Sport Partnership (see CSP websites).

- **Safeguarding in Bowls – “Time to Listen” (4-hour workshop)** - This workshop is designed to support Club Safeguarding Officers in their role. The workshop uses easy to follow, practical, bowls related examples and case studies to enable you to fully understand your role in the club and how you can effectively safeguard young people and adults at risk in your care.

These courses are administered by the Bowls Development Alliance and can be provided upon request.

- **Adults Safeguarding in Bowls – (3 hr course).**  
This is primarily for Club Safeguarding Officers/Volunteers who have adult members only.