

HRUFC Bowling Club

Bowls Club 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 and managed nationally including DBS disclosures.
- 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 child protection issues or be in attendance as necessary on Club 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) undertake relevant training courses as necessary to ensure that all children and adults at risk are safe within their clubs.