

Gloucestershire Short Mat Bowling Association

Safeguarding Officer (undertaken by existing committee member)

JOB DESCRIPTION

The Safeguarding Officer must be a member of a Gloucestershire SMBA registered club.

Duties

1. Assist the Association in developing or adopting the National Governing Body Safeguarding and Child Protection Policy and Procedures.¹
2. Assist the Association to identify areas for development to ensure a safe and welcoming environment for young players and adults at risk.
3. 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.
4. Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
5. Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate safeguarding training, with the support of the Association/National Governing Body.
6. Ensure that appropriate procedures for recruitment of staff and volunteers are in place locally and managed nationally including DBS disclosures.
7. Maintain contact details for Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC) the Police and NGB Safeguarding Officer.
8. 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.
9. Advise on child protection issues or be in attendance as necessary on Association or County Management Committees.
10. Maintain confidentiality.

¹ The Bowling Development Alliance Safeguarding Bowls Policy and Guidelines provide guidance and templates to assist with this

Skills required

- 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.

Recommended Training

Ensure that members including coaches, volunteers and in particular 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 organisations.

- **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 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 organisation and how you can effectively safeguard young people and adults at risk in your care. These courses are administrated by the Bowls Development Alliance and can be provided upon request.

For further information on training courses visit the website www.safeguardingbowls.org or call the BDA office on 01664 777001 and register your interest.