



## Safeguarding Officer

### Job Description – Guidance

Safeguarding Officers are currently recommended within affiliated clubs, with the aim of the role becoming compulsory for all clubs by 2025.

We are committed to providing a safe environment for all participants of our sport. Safeguarding is not just aimed at those clubs with junior members, but is there for all clubs.

This guidance is produced in conjunction with the Bowls Development Alliance (BDA) Case Management Panel and includes good practice for the role of safeguarding officer within your club.

### Core tasks of a Club Safeguarding Officer

- Assist the club in adopting and promoting the National Governing Body (NGB) policies and procedures which can be found [here](#).
- Assist the club to identify areas for development ensuring a safe and welcoming environment for all participants.
- Act as the first point of contact to staff, volunteers, members, children and parents in any issue concerning the safeguarding of participants, poor practice and potential or alleged abuse within or outside the sport.
- Ensure that all incidents and concerns are dealt with in accordance with the NGB Guidelines which can be found [here](#).
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate safeguarding training.
- Ensure that appropriate procedures for safe recruitment of staff and volunteers are in place at the club.
- Maintain contact details for the Bowls England Safeguarding Lead, Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC) and the Police. Display these alongside your contact details at your club.
- Ensure that codes of conduct found [here](#) are in place, understood and communicated to all members.
- Advise the Bowls England Safeguarding Lead on safeguarding issues.
- Maintain confidentiality but do not promise secrecy. Safeguarding concerns involving children have to be reported to the Bowls England Safeguarding Lead. Safeguarding concerns involving adults at risk should also be reported to the Bowls England Safeguarding Lead on a 'no name basis'.



### **Essential skills**

- Basic administration and secure record maintenance.
- Good communication skills.
- Ability to manage and promote the National Governing Body (NGB) policies and procedures.

### **Desirable skills**

- Experience in working with children
- Knowledge about child protection
- Knowledge about adults at risk

### **Essential Training**

All clubs should ensure their Club Safeguarding Officer(s) attends relevant training courses to ensure that all participants are safe within their clubs. Recognised courses include:

- Safeguarding & Protecting Children (UK Coaching/NSPCC)
- Safeguarding in Bowls 'Time to Listen' (Coach Bowls)
- Adult Safeguarding in Bowls (Coach Bowls)

### **Further Information**

Contact the Bowls England Safeguarding Lead  
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<https://bowlsdevelopmentalliance.com/safeguarding/>