

SAFEGUARDING OFFICER JOB DESCRIPTION  
CHIPPING NORTON BOWLS CLUB

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**Core tasks**

- Assist the club in adopting and promoting the National Governing Body Safeguarding Policies 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, volunteers, members, children and parents for any issue concerning the safeguarding of children and adults at risk, poor practice, and potential or alleged abuse within or outside the sport.
- 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 safe 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. Display these alongside your contact details, using Bowls Development Alliance templates.
- Ensure that Codes of Conduct are in place and understood for staff, volunteers, coaches, parents, carers and children and that they are communicated to the relevant parties when joining the club and after any major revisions.
- Advise on safeguarding issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality but do not promise secrecy – Safeguarding issues involving children have to be reported to the NGB Safeguarding Lead who will deal with any necessary onward referral. Safeguarding issues involving adults at risk should also be referred on a 'no names basis' to seek advice from the NGB Safeguarding Lead.

**Core Skills**

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

**Recommended Training**

All clubs should ensure that their Club Safeguarding Officer(s) attend relevant training courses to ensure that all children and adults at risk are safe within their clubs.