****

Sussex County Bowls

Club Safeguarding Officer - Role Description

(Enter Your Club Name Here)

 **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 can 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 and secure detailed records of any person known to be on the “At Risk” register or about whom concerns have been raised.
* Complete and return to the County Safeguarding Officer annually, a register of the names of all young members under the age of eighteen.
* Complete and return to the County Safeguarding Officer annually, the Club Risk Assessment Review
* Keep own knowledge and skills up-to-date

**2. Core Skills**

* Basic administration and record maintenance.
* Communication skills. (The Bowling Development Alliance Safeguarding Bowls Policy and Guidelines provide guidance and templates to assist with this)
* 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. Training**

* All clubs should ensure that their members including coaches, volunteers and particularly Club Safeguarding Officers (formally known as Child Protection / Welfare Officers) attend relevant training courses to obtain the necessary skills to ensure that all children and adults at risk are safe within their clubs.

**Training Courses**.

 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. 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 administrated by the Bowls Development Alliance and can be provided upon request.

 Adults Safeguarding in Bowls

3-hour course. - This is primarily for Club Safeguarding Officers/Volunteers who have adult members only. For more information go to [www.safeguardingbowls.org/training.html](http://www.safeguardingbowls.org/training.html)

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

 Your County Safeguarding Officer will be organising events throughout the year in both East and West Sussex. Please refer to the County Web site for further information.

[www.sussexcb.co.uk › Safeguarding › Master](http://www.sussexcb.co.uk › Safeguarding › Master)

**January 2020**