



Safeguarding Officer

Job Description – Guidance

Welsh Lawn Bowls are looking to appoint a safeguarding officer to oversee all safeguarding issues within our sport. You will liaise with the safeguarding officer at Bowls Wales to ensure all issues are dealt with fairly and brought to a suitable conclusion. You will help us work towards our ambition to have Safeguarding Officers in all affiliated clubs & Counties with the aim that the role becomes compulsory for all clubs by 2025. You will help provide suitable training for club and county safeguarding officers to ensure everyone stays safe in bowls. 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.

Core tasks of a Club Safeguarding Officer.

- Assist the club in adopting and promoting the National Governing Body (NGB) policies and procedures.
- Report all safeguarding concerns to the National Governing Body. These include all historic allegations and concerns relating to the current welfare/safeguarding of either adults or children in bowls, whether the issue is inside or outside of the sport.
- Maintain confidentiality but do not promise secrecy. Safeguarding concerns involving children have to be reported to the Welsh Bowls Secretary & Bowls Wales Lead Safeguarding Officer, Safeguarding concerns involving adults at risk should also be reported to the Welsh Lawn Bowls Secretary on a 'no name basis'.
- 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.
- 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.



- Ensure that codes of conduct are in place, understood and communicated to all members.

Essential Skills

- Basic administration and secure record maintenance.
- Good communication skills.
- The ability to keep strict confidentiality

Desirable Skills

- Experience in working with Children
- Knowledge of children protection
- Knowledge about adults at risk.

Essential Training.

All clubs should ensure their safeguarding officer(s) attend relevant training course to ensure that all participants are safe within their clubs.

Further information

Please send your interest to Secretary@welshbowls.co.uk By April 22nd 2024.