

SPRING PARK SHIRLEY BOWLING CLUB



ROLES & RESPONSIBILITIES – SAFEGUARDING OFFICER

The Safeguarding Officer is responsible for creating a safe environment for all members of the Club.

- Must be a Full Member of the Club.
- Must have a commitment to safeguarding the wellbeing of members and any guests.
- Must hold an up to date, clear, DBS certificate issued by Bowls England

RESPONSIBILITIES

- Undertake any training as required by Bowls England
- Maintain competence in safeguarding issues and attend training sessions as required.
- Ensure policies/procedures/codes of conduct are in place and upheld within the club in alignment with the safeguarding requirements of Bowls England [Safeguarding Overview - Bowls England](#)
- Maintain confidentiality and to assist the club to further develop a safe and welcoming environment for everyone.
- To be a first point of contact for anyone with a safeguarding concern
- To ensure policies are available on notices boards.
- To ensure club policy is in line with Bowls England current policy.
- To deal with safeguarding issues when required.
- Undertake a risk assessment to determine if DBS checks are required of members undertaking certain roles, e.g. Coaches.
- To ensure members are aware of their responsibilities in respect to safeguarding.
- To submit a report to every committee meeting and upon request, attend selected committee meetings to answer questions and/or provide updates.
- To keep all records safely for the duration of office and to hand them over in their entirety to their successor.

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SKILLS REQUIRED

- Have a good understanding and be able to demonstrate Bowls England's policy and procedures in relation to safeguarding
- Good administration and record maintenance.
- Good communication skills.
- Knowledge of SPSBC constitution and 'operational workings of the club'.