



## **Safeguarding Officer Job Description**

### **Safeguarding in Bowls England**

Bowls England is determined to ensure no one in sports and physical activity; whether they are a volunteer, participant, spectator or elite athlete, should ever have to worry about abuse or harassment.

Building on our open culture where communication and reporting of safeguarding concerns are encouraged is of vital importance. Members, bowlers, coaches, parents, and administrators all play a role in ensuring a safe and positive experience for all, and Bowls England is here to support you all.

### **The role of a Safeguarding Officer**

The Safeguarding Officer plays a vital role in creating a safe and inclusive environment for everyone involved in the sport of bowls.

### **Key responsibilities of the Safeguarding Officer:**

- act as a first point of contact for any safeguarding concerns
- listen to concerns and respond with empathy and understanding
- record and report safeguarding concerns to the Bowls England Safeguarding Team
- ensure Bowls England & the Bowls Development Alliance's guidance is followed
- maintain up-to-date safeguarding training\*
- hold an in-date Enhanced DBS check\*
- maintain confidentiality
- maintain contact with the Bowls England Safeguarding Team, primarily through the Safeguarding Register\*
- cultivate a positive environment of safety and respect within the bowls community
- assist the Affiliated Club to identify areas for development to ensure a safe, welcoming and inclusive space

\*see additional guidance at [BowlsEngland.com/safeguarding](https://BowlsEngland.com/safeguarding)



## **Role Requirements**

This vital role requires dedication to protecting participants, the ideal candidate possesses:

- A commitment to safeguarding the wellbeing of members and participants
- A willingness to take part in development opportunities to support one's understanding of how to make an impact in this area
- A clear Enhanced DBS check, recorded by Bowls England
- Experience working with people in a safeguarding context is desirable

## **Essential skills**

- Effective communication
- Adaptable
- Good administration / documentation abilities
- Ability to maintain confidentiality
- Ability to promote Bowls England & the Bowls Development Alliance's policies and procedures
- Enthusiastic about creating a safe and positive environment in our sport

## **Further reading**

The Bowls Development Alliance offers a short, interactive introduction to safeguarding which is ideal for any bowls club member who wants to know more about safeguarding.

<https://uk.surveymonkey.com/r/BDAIntroductionToSafeguarding>

Coach Bowls now offers a comprehensive Safeguarding Officer Training course. It covers both basic and intermediate safeguarding for adults and children, club safety, roles and responsibilities, and support resources. This course replaces the previous 'Time to Listen' course, which focused solely on child safeguarding.

<https://www.coachbowls.org/safeguarding-officer-training/>

Bowls England will offer free safeguarding refresher sessions throughout the year to keep officers updated on the latest knowledge and best practices.