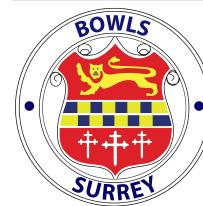


Bowls Surrey



ROLE DESCRIPTION

SAFEGUARDING OFFICER

The Safeguarding Officer is a position mandated by Bowls England and acts as the vital link in the reporting chain between individual child/ Vulnerable adult, the Club which has reported an issue and Bowls England which has the authority to arbitrate on issues. The Safeguarding Officer will assist Clubs in developing Safeguarding best practice and advise the County on any necessary initiatives created for example by changes in the law.

Who will I work with?

- The Bowls Surrey Board
- The Administrator of Bowls Surrey and the Presidents and Secretaries of SCBA and SCWBA
- Officers and members of SCBA and SCWBA
- Club Officers and members in Surrey
- Webmasters and other outside professionals who may be able to offer help
- Editors of the County Year book(s)

What will I do?

- Assist the County in developing the National Governing Body Safeguarding and Child Protection Policy and Procedures
- Assist the County to identify areas for development in Clubs to ensure a safe and welcoming environment for young players and adults at risk.
- Maintain a Log of Club Safeguarding Officers. Any Clubs without a Safeguarding Officer to be encouraged to get the role advertised and filled. Be the liaison point of contact for Club Safeguarding Officers 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 safeguarding training is readily available with the support of the club/National Governing Body.
- Encourage the use of appropriate procedures for recruitment of staff and volunteers are in place locally and managed nationally including DBS disclosures.
- 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 working at County level.
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees.
- (with the Association of Surrey Bowls Coaches/BDA County co-ordinator) aid and assist in delivery of "Time to Listen" courses
- Maintain confidentiality.

Bowls Surrey

How much time will I need to give?	<ul style="list-style-type: none"> • 4 hours per month • attendance at all Bowls Surrey meetings (4 per year) 	
What do I need to do this role?	<ul style="list-style-type: none"> • Experience in working with children and vulnerable adults and a knowledge of child protection and safeguarding best practice, • Knowledgeable about Bowls England and National safeguarding standards • Confident and good at communicating, • To be approachable and friendly, • Well-organised. 	
What are the benefits and how will you support me?	<ul style="list-style-type: none"> • You will gain the satisfaction of knowing that you are supporting a safe environment for children and vulnerable adults engaged in the sport of Bowls in Surrey. • The Bowls Surrey will reimburse any <u>agreed</u> expenses that you incur. • The Bowls Surrey will provide any necessary training and support as required. 	
Annual Schedule		To be agreed at first meeting after Bowls Surrey AGM 10 th November 2018