



Oakley Bowling Club

Club Welfare Officer

Job Description

1. Core Tasks

Assist the club in developing or adopting the Bowls England Safeguarding and Child Protection Policy and Procedures. – see www.safeguardingbowls.com

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 members, children and parents for any issue concerning safeguarding children and adults at risk, poor practice, potential or alleged abuse.

Ensure the club maintains a record of children participating in its event and that appropriate consent forms are held.

Ensure that all incidents and concerns are dealt with in accordance with the Club's Safeguarding procedures, ensuring that once a Disclosure has been made it is reported immediately, using the incident Reporting Form to the Bowls England Safeguarding Officer who will contact the appropriate outside agency/agencies in order that any necessary protective action can be taken

Liaise with the Welfare Officers of Bowls Hampshire, Bowls England and other associations to which the Club is affiliated to ensure that the information on consent forms is available to them when young players are participating in their events/competitions.

Ensure that all relevant members have the opportunity to access appropriate safeguarding training, with the support of the club/national governing body.

Ensure that, as necessary, members and coaches are trained and have obtained DBS certification

Maintain contact details for Child Social Care (CSC) (previously Social Services), Adult Social Care(ASO), the Police and the Bowls England Safeguarding Officer.

Ensure that Safeguarding Procedures are in place and communicated to both members and parents/guardians.

As necessary, advise the Club Committee on safeguarding issues

Maintain confidentiality.

2. Core Skills(Desirable)

Basic administration and record maintenance.

Communication skills.

Experience in working with children and knowledge about child protection and safeguarding.