

CLUB LOGO

Role of Club Welfare/Safeguarding Officer

About the role:

The individual within the bowls club with the main responsibility for managing and reporting concerns relating to children and young people. Ensure that the appropriate safeguarding measures and procedures are in place within the club.

Responsibilities:

- Ensure a positive child-centred environment is implemented across the club and its membership
- Support the club in fulfilling their responsibility to safeguard children across club level
- Implementation of the clubs safeguarding children and young peoples plan across club level
- Act as the first point of contact for all volunteers, parents/carers, staff, coaches, children and young people where concerns about the welfare, poor practice or abuse of any child or young person
- Implement a robust report and recording procedure across the club
- Maintain contact details for the locals children social care department, the police, designated officer (LADO) and the local safeguarding children board
- Promote all best practices, guidance and code of conducts across the club
- The welfare/safeguarding officer must sit on the clubs management committee
- Adhere to all safeguarding children training across the club
- Ensure all confidentiality is appropriately maintained
- Promote and encourage inclusive and anti-discriminatory practices across the club

Required Skills:

- Child-focused approach
- Basic administration – including maintaining records
- Basic advice and support provision
- Communication skills, including use of social media
- Ability to provide information about local resources
- Ability to promote the relevant safeguarding policy, procedures and resources

Essential Knowledge:

- Ability to recognise and respond to allegations of abuse
- Understand the organisation's role and responsibilities to safeguard the welfare of children and young people
- Understand the boundaries of the role of club welfare officer, and of other staff/volunteers at the club
- A basic knowledge of the roles and responsibilities of statutory agencies such as children's social care, the police, Designated Officer (formerly LADO) and the NSPCC, and the Local Safeguarding Children Boards
- The local arrangements for managing safeguarding children and reporting procedures
- Ability to recognise and define poor practice and abuse
- Understand the organisation's policy and procedures relating to safeguarding children and young people
- Understand the core values and principles that underpin the club's practice
- Awareness of contextual safeguarding and current affairs that impact the welfare of children and young people

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- A basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people

Recommended Training required (or commitment to work towards):

- Safeguarding & Protecting Children course to be updated every three years
- Time to Listen Course to be updated every three years
- CPSU recommended online webinars and training courses