



Bowls Hampshire

Welfare Officer

Job Description

1. Core Tasks

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

Assist the County to identify areas for development to ensure a safe and welcoming environment for young players and adults at risk.

Where players are representing the County or participating in County run events, to 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.

Maintain a record of children participating in County events and ensure either that parents return appropriate consent forms or that the child's club forwards signed consent forms authorising the child to play in county events.

Ensure that all incidents and concerns are dealt with in accordance with the County'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.

Ensure that all relevant members have the opportunity to access appropriate safeguarding training, with the support of the County/National Governing Body.

Ensure that, as necessary, members and coaches are trained and have Disclosure and Barring Services certification or have made a "Voluntary Disclosure"

Maintain contact details for Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC), 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 Executive on safeguarding issues.

Maintain confidentiality.

2. Core Skills (Desirable)

The following skills are desirable but not essential:

Basic administration and record maintenance.

Communication.

Experience in working with children and knowledge about Child Protection and Safeguarding.