



West Sussex County Short Mat Bowls Association

Roles & Responsibilities

Safeguarding Officer (SO)

Update: 27-September-2021

Safeguarding in sport is the process of protecting young people and adults from harm by providing a safe space in which to play sport and be active.

A key part of people safeguarding is spreading the message about keeping adults & young people safe and building a culture of always acting in the best interest of *all* members.

Desirable Attributes:

- Good Organisational Skills
- Computer skills
- Good communication skills
- Good "Team" member

Specific duties include but are not limited to:

- Ensure that a Code of Conduct is in place for clubs and their members to follow.
- Advise on safeguarding issues.
- Ensure all incidents and concerns are dealt with in accordance with ESMBA guidelines.
- Maintain confidentiality.

Needed:

- DBS clearance through ESMBA
- Computer
- Internet Access
- Excel & Word proficient
- Interface with the Association's Webmaster (To be advised).