



## West Sussex County Short Mat Bowls Association Roles & Responsibilities **Safeguarding Officer (SO)**

Update: 30-November-2024

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:**

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