



# HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

## Safeguarding Officer Role Description

### The Safeguarding Officer is expected to:

- Report to HSMBA Management Committee and General Meetings and attend if deemed necessary and / or appropriate
- Follow the HSMBA Management Committee Confidentiality Policy
- Act in the best interests of the HSMBA and not as a club representative
- Respect and uphold the HSMBA constitution

### Attributes Required for the Role

- Confidence with basic administration and record keeping
- Good communication skills
- Impartiality
- The postholder will be required to hold an appropriate Disclosure and Barring Service certificate (any expense incurred will be reimbursed by the association)
- The postholder will be required to undertake appropriate training provided via the National Governing Body (any expense incurred will be reimbursed by the association)

### Specific Responsibilities

- Advising the association and club safeguarding officers in the adoption of the National Governing Body Safeguarding and Child Protection Policy and Procedures
- Acting as the first point of contact for club safeguarding officers in the reporting or escalation of any issue concerning the safeguarding of children and adults, potential or alleged abuse and advising against poor practice
- Reporting to the HSMBA Management Committee, as appropriate, on safeguarding cases
- Respecting confidentiality as appropriate to the circumstances regarding particular safeguarding issues, including onward reporting to the HSMBA Management Committee
- Providing advice on equalities of opportunity
- Ensuring that all incidents and concerns are dealt with in accordance with policy guidelines
- Ensuring that club safeguarding officers have the opportunity to access appropriate safeguarding training with the support of the National Governing Body
- Maintaining contact details for Child Social Care, Adult Social Care, the Police and the National Governing Body Safeguarding Officer