REIGATE PRIORY BOWLING CLUB

Role Description

Role Title: **Welfare and Safeguarding Officer**

General Description

Assist the club to fulfil its responsibilities to safeguard children and adults at risk at club level.

Specific Duties

1. Assist the club to implement its safeguarding children and adults at risk policy.
2. The first point of contact for everyone where concerns about a child's or adults at risk welfare, poor practice or abuse are identified.
3. Implement the club's reporting and recording procedures.
4. Maintain contact details for the local children's social care department, the police and local safeguarding children board, where appropriate.
5. Promote the club's best practice guidance/code of conducts within the club.
6. Represent welfare and safeguarding on the club's management committee.
7. Ensure adherence to the club's safeguarding children training, if required.
8. Ensure appropriate confidentiality is maintained.
9. Promote anti-discriminatory practice.
10. Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
11. To adhere to all RPBC policies and procedures.
12. To recognise the need to adhere to the General Data Protection Regulations (May 2018) in all duties relating to the role.

Other Duties

1. To actively involve Club members in the day to day running of the Club, to ensure a succession of knowleagable participants for the future.
2. To undertake such other tasks as may be reasonably requested by Captains or Chairman.

Date Prepared: April 2018