



Safeguarding Officer

Job Description – Guidance

Welsh Lawn Bowls are looking to appoint a safeguarding officer to oversee all safeguarding issues within our sport. You will liaise with the safeguarding officer at Bowls Wales to ensure all issues are dealt with fairly and brought to a suitable conclusion. You will help us work towards our ambition to have Safeguarding Officers in all affiliated clubs and Counties. You will help provide suitable training for club and county safeguarding officers to ensure everyone stays safe in bowls.

We are committed to providing a safe environment for all participants of our sport.

Safeguarding is not just aimed at those clubs with junior members but is there for all clubs.

Core tasks of WLB Safeguarding Officer.

- Assist the clubs and Counties in adopting and promoting Bowls Wales & WLB policies and procedures.
- Register all safeguarding concerns reported by member associations. These include all historic allegations and concerns relating to the current welfare/safeguarding of either adults or children in bowls, whether the issue is inside or outside of the sport.
- Maintain confidentiality but do not promise secrecy. Safeguarding concerns involving children must be reported to the WLB Secretary & Bowls Wales Lead Safeguarding Officer, they may also be reported to the Police. Safeguarding concerns involving adults at risk should also be reported to the Welsh Lawn Bowls Secretary on a no names basis.
- Work with Bowls Wales to deliver training courses for club and county safeguarding officers.
- Assist clubs to identify areas for development ensuring a safe and welcoming environment for all participants.
- To ensure that all club, and county safeguarding officers are aware that the WLB Safeguarding Officer is available to support them with issues concerning the safeguarding of their members or guests, also with incidences of poor practice and potential or alleged abuse within or outside the sport.
- Ensure that all incidents and concerns are dealt with in accordance with the Bowls Wales / WLB Guidelines.
- Ensure that all relevant officers of WLB have the opportunity to access appropriate safeguarding training.

- Ensure that appropriate procedures for safe recruitment of staff and volunteers are in place.
- Ensure that codes of conduct are in place, understood and communicated to all members.
- To present an Annual report to the WLB AGM outlining training activities, progress with policies, and giving a general overview (with no names mentioned) of the main issues dealt with.

Essential requirements

- The successful candidate must be prepared if asked to do so, to undergo a DBS check & produce certification within 28 days of the request.
- Must have a passion for helping to protect the welfare of children and vulnerable adults.
- Must be fully competent in Microsoft Office applications (word, excel, PowerPoint)
- Must be comfortable in making presentations to audiences.
- Must be comfortable to work with outside authorities (sports Wales, Bowls Wales, Police force and other specialised organisations)
- Must have experience of secure record maintenance.
- Must exhibit excellent communication skills.
- The ability to maintain strict confidentiality is essential.

Desirable Skills

- Experience in working with Children
- Knowledge of children protection
- Knowledge about adults at risk.
- Whilst not essential, the ability to speak Welsh would be an advantage.

Essential Training

The Successful candidate must have undertaken basic Safeguarding training. The successful candidate will be expected to attend regular training / refresher seminars.

Further information

All applicants will be asked to provide a DBS check certificate dated within the last 14 days. Please send your CV with names of two referees to Secretary@welshbowls.co.uk
By Monday 22nd September 2025.