



**Croquet England, the National Governing Body for the Sport of Croquet in England, is seeking a National Safeguarding Officer (NSO)**

**Location:** Remote. The NSO will be provided with a Microsoft Office 365 account, but is expected to provide their own IT equipment.

**Payment:** This role receives a fee of £2,500 per annum plus reasonable expenses.

**Commitment:** This role is expected to take about 10-15 hours per month. If a safeguarding concern is raised, it could involve uneven patterns of work between months. A willingness to be contactable at evenings and weekends is desirable.

**Term:** Annual reappointment

**Experience and skills required:**

- Knowledge of safeguarding legislation, guidance and best practice relating to children and adults is essential.
- Experience of safeguarding within a sports organization would be advantageous.
- Excellent communication skills and sound administrative skills are essential.
- Good networking skills would be advantageous.

**About Croquet England:** Croquet England is the National Governing Body for a sport with approximately 10,000 players belonging to over 200 affiliated clubs in England and Wales. It is a Charitable Incorporated Organisation (CIO) registered in England & Wales (Charity No. 1202444), with the following charitable purposes:

- To promote community participation in healthy recreation through the provision of facilities for playing croquet.
- To advance the amateur sport of croquet for public benefit.

Our [strategy](#) focuses on seven key areas: play, safeguarding, coaching, inclusion, wellbeing, funding, and sustainability. The sport is run almost entirely by volunteers.

**About the Role:** The vast majority of our participants are adults, although we do have a development program to encourage more young people into the sport. The National Safeguarding Officer has primary responsibility for managing and reporting welfare concerns about children and adults within the organization and ensuring appropriate policies are in place. Creating safe and positive environments for all participants in our sport is essential, so embedding a safeguarding culture throughout the organization is a key part of the role.

**Reporting:** The NSO will report to the CEO and to the Trustee responsible for safeguarding. They may be invited to meetings of the Board of Trustees or the Executive (typically on weekday evenings or on Saturdays) if there are significant issues relating to safeguarding to be discussed.

**Requirements:** This post is regarded as regulated work, and the post holder is therefore required to undertake an enhanced DBS with barring check and to register with the update service.

Croquet England, a CIO: Registered Charity in England & Wales (No. 1202444)

Registered address: Old Bath Road, Cheltenham, GL53 7DF

01242 242318

[office@croquetengland.org.uk](mailto:office@croquetengland.org.uk)

[www.croquetengland.org.uk](http://www.croquetengland.org.uk)

**For more information** about the role or an informal chat, please contact:

- The CEO ([andy.dalbywelsh@croquetengland.org.uk](mailto:andy.dalbywelsh@croquetengland.org.uk))
- The Secretary ([gabrielle.higgins@croquetengland.org.uk](mailto:gabrielle.higgins@croquetengland.org.uk))
- The Trustee responsible for safeguarding ([george.collin@croquetengland.org.uk](mailto:george.collin@croquetengland.org.uk))
- The current NSO, Ron Carter ([safeguarding@croquetengland.org.uk](mailto:safeguarding@croquetengland.org.uk))

**To apply**, send a CV and one page covering letter outlining your suitability for the role to the Secretary ([gabrielle.higgins@croquetengland.org.uk](mailto:gabrielle.higgins@croquetengland.org.uk)) by 1 March 2026.

## **Duties and Responsibilities:**

### ***Policies and procedures***

- Lead on the triennial review of safeguarding [policies and procedures](#) due from May 2026.
- Ensure advice on DBS clearance and issues of Regulated Activity is clear and up-to date.
- Lead on the effective implementation of the Child Safeguarding and Adult Safeguarding policies and their associated procedures and guidance.
- Monitor safeguarding activities to ensure the policies and procedures remain fit for purpose and where appropriate recommend changes.

### ***Compliance***

- Oversee the processes required for DBS checks conducted by office staff.
- Oversee the maintenance of a register of all members and associates holding DBS Enhanced Certificates, along with details of those who are registered with the DBS Update Service, kept by office staff.
- Advise on training needs and opportunities for club welfare/safeguarding officers, Federation and Academy safeguarding officers, volunteers and coaches and the development of Croquet England's safeguarding training strategy.
- In conjunction with the Croquet England office, ensure that all relevant Croquet England personnel have ongoing training in safeguarding.

### ***Culture***

- Raise awareness of the Child Safeguarding and Adult Safeguarding policies and procedures with members and associates, parents, children, coaches and others.
- Provide advice and support to Committees, Clubs, Federations and Academies to encourage good practice.
- Raise awareness of and promote relationships with the newly formed Sport Welfare Officer Network.

### ***Issue management***

- Respond appropriately to incidents or concerns which relate to the safeguarding of a child or a vulnerable or 'at risk' adult.
- Maintain confidential records of reported cases and action taken.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.

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- Report to the CEO and/or Trustee responsible for safeguarding on any safeguarding issues, whilst ensuring confidentiality is maintained for specific cases.
- Challenge behaviour which breaches safeguarding policies or procedures.

***Continuing professional development***

- Maintain personal up-to-date safeguarding training.
- Keep abreast of developments in the field of safeguarding and look for opportunities for continuing professional development.

***General***

- Act as Croquet England's contact person on matters relating to child and adult safeguarding.