



Bellingham Bowling Club



Safeguarding Policies, Procedures and Codes of Conduct

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Bellingham Bowling Club

Safeguarding and Child Protection Policy

Bellingham Bowling Club has considered its responsibilities to the young people participating in bowls at our premises and within our Club very carefully, and has produced the following Safeguarding and Child Protection Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

Bellingham Bowling Club affiliates to Bowls England and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”.

Policy Statement

Bellingham Bowling Club acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the Club. All young people have a right to protection, and have their particular needs taken into account.

Bellingham Bowling Club will therefore endeavour to ensure the safety and protection of all young people involved with the Club through the Child Protection guidelines adopted by the Club’s Management Committee. It is the responsibility of all adults within the Club to assist the Committee in this endeavour.

Policy Aims

To provide young people with appropriate safety and protection whilst in the care of the Club and also help them to enjoy their experience of the sport of bowls.

To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the Club.

To provide support to Club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

Principles

The welfare of young people is paramount.

All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.

All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.

All members and volunteers working in bowls have a responsibility to report any concerns to their Club Safeguarding Officer.

Club members, volunteers and coaches will be supported by the Club to understand their role and responsibility with regard to the duty of care and protection of young people.

Individuals will receive support through education and training, coordinated by the Club/national governing body to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.

Bellingham Bowling Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.

Bellingham Bowling Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:

- The Children Act 1989 and 2004.
- Working Together to Safeguard Children 2018.
- The UN Convention on the Rights of the Child.

Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

Responsibilities, Communication, Monitoring and Review

Bellingham Bowling Club's Child Protection Policy will be available to all members, parents, coaches, volunteers and participants.

The Club's Management Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the National Governing Body as appropriate.

The Club's Safeguarding Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Safeguarding Officer and informing appropriate Club members where relevant.

Parents have a responsibility to work together with the Club in implementing procedures and providing their children with the necessary information to keep themselves safe.

This policy will be reviewed and amended as appropriate one year after being introduced by the Club's Management Committee and then every three years, or in response to significant new legislation.

Bellingham Bowling Club

Safeguarding Adults at Risk Policy

Bellingham Bowling Club affiliates to Bowls England and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”.

Policy Aims

- The purpose of this policy is to outline the duty and responsibility of members and volunteers working on behalf of Bellingham Bowling Club in relation to Safeguarding Adults at risk.
- All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

Objectives

- Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment.
- The Club is committed to helping everyone in bowls accept their responsibility to safeguard adults at risk, from harm and abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- Members and volunteers working with adults at risk in bowls have a responsibility to report concerns to their Club Safeguarding Officer.

Definitions

Adult at Risk is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years, there has been a marked shift away from using the term ‘vulnerable’ to describe adults potentially at risk from harm or abuse.

Abuse is a violation of an individual’s human and civil rights by another person or persons.

Adult is anyone aged 18 or over.

Adult safeguarding is protecting a person’s right to live in safety, free from abuse and neglect.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (Mental Capacity Act 2005).

Types of Abuse taken from the Care Act 2014

Self-neglect – this covers a wide range of behaviour: neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. In bowling, this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.

Modern Slavery – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Domestic Abuse – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence.

Discriminatory – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Financial or Material Abuse – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Neglect – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Emotional or Psychological Abuse – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Not included in the Care Act 2014 but also relevant:

Cyber Bullying - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.'

Radicalisation - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Responsibilities and Communication

The Bellingham Club Safeguarding Policy will be available to all members, parents, volunteers and participants. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Club Safeguarding Officer passing information to the appropriate National Governing Body Safeguarding Officer and informing appropriate Club members where relevant.

The Club's Management Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the National Governing Body as appropriate.

Monitoring and Review

This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation by the Club's Management Committee and amended as appropriate.

Guidance from Bowls National Governing Bodies will be sought as part of the review process.

Bellingham Bowling Club

Safeguarding and Child Protection Procedures for Members and Parents/Carers

Bellingham Bowling Club has Safeguarding and Child Protection Policies which follows the policies of its National Governing Body, Bowls England.

These policies are displayed on the Club Notice Board and can be accessed on the Club website at bellinghambowlingclub.co.uk. Queries on the policies and on these Procedures should be addressed to the Club Safeguarding Officer or the Club Secretary.

Children and Adults at Risk

These Procedures are designed to cover children (i.e. those members who have yet to reach their eighteenth birthday) and adults at risk.

The Club Safeguarding Officer

The Club's Management Committee has appointed a nominated member who has special responsibility for safeguarding issues and who undertakes appropriate training to keep up to date with national safeguarding guidelines.

This Officer's prime responsibilities are:

- To assist the Club in developing or adopting the National Governing Body Safeguarding and Child Protection Policies and procedures.
- To be the first point of contact for members, volunteers, children and parents/carers for any issue relating to safeguarding, including poor practice as well as potential or alleged abuse.
- To ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- To ensure parents and/or carers return all necessary documentation and that Club records are kept up to date.

The Club Safeguarding Officer is Lawrie Smith.

Joining the Club

Any member joining the Club who has not yet reached his/her eighteenth birthday will be subject to the Club's Safeguarding Policy and the Membership Director, on receipt of an application for membership, will ensure the parent/carer's attention is drawn to the Policy, to these Procedures and to the need to return the junior consent form detailed in these Procedures.

Role of Parents and Carers

Parents and Carers must provide the Club with all necessary documentation/consents for their child/children and must keep the Club Membership Director or Safeguarding Officer aware of any changes that occur, particularly as regards medical history.

Parents/Carers should also draw to the attention of the Safeguarding Officer any concerns they have about the Club's practices and procedures.

Handling of Claims of Abuse

The Club appreciates that abuse can take many forms, of which the most common are:

- Physical Abuse
- Neglect
- Sexual Abuse
- Emotional Abuse
- Bullying, including Cyber Bullying

Abuse includes self-abuse, such as self-harming, personal neglect and abuse of alcohol and drugs.

If any person makes a disclosure to a Director or member of the Club, the Club Safeguarding Officer must be immediately made aware of the situation.

The Club Safeguarding Officer should in speaking to the individual:

- Listen carefully and stay calm.
- Question normally, but without pressure in order that what the person is saying is understood.
- Not interpret, paraphrase or put words into the person's mouth.
- Reassure the person that, in coming forward, they have done the right thing.
- Inform the person that the information will be passed on to the appropriate agency, but that only those who need to know will be informed.
- Note the main points carefully, using the exact words of the Disclosure.
- Make a detailed note of the date, time and place and what was said using the Disclosure Form.

It is not the task of the Club Safeguarding Officer (or any Director or member) to themselves investigate any allegation and/or situation. Once a disclosure has been made it should be reported immediately, using the Incident Reporting Form, to the National Governing Body Safeguarding Officer who will contact the appropriate outside agency/agencies in order that any necessary action to be taken.

Bellingham Bowling Club

Club Safeguarding Officer Job Description

Core Tasks

Assist the Club in developing or adopting the National Governing Body Safeguarding and Child Protection Policies and procedures.

Assist the Club to identify areas for development to ensure a safe and welcoming environment for young players and adults at risk.

Be the first point of contact for members, volunteers, children and parents for any issue concerning safeguarding children and adults at risk, poor practice and potential or alleged abuse.

Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.

Ensure that all relevant members and volunteers have the opportunity to access appropriate safeguarding training, with the support of the Club and the National Governing Body.

Ensure that appropriate procedures for recruitment of staff and volunteers are in place.

Maintain contact details for Child Social Care and Adult Social Care, the Police and the National Governing Body Safeguarding Officer.

Ensure that Codes of Conduct are in place for staff, volunteers, coaches and children and that there are guidelines for parents and members and that they are communicated to the relevant parties.

Provide advice to the Club's Management Committee on safeguarding issues; attending Management Committee meetings as necessary.

Core Skills/Experience

- Ability to maintain confidentiality
- Basic administration and record keeping.
- Good communication skills.
- Good interpersonal skills such as listening, patience, motivation and dependability.
- Experience in working with children; knowledge of child protection and safeguarding.
- Ability to obtain Disclosure and Barring Service certification

Bellingham Bowling Club

Junior Player Consent Form

The safety and welfare of juniors in our care is paramount, and it is essential that we have parent's/carer's permission for any young person under 18 to take part in our activities and that we are aware of any illness, medical condition and other relevant health details so that the child's best interests are addressed.

Name of Child:

Date of Birth:

Address:

Telephone No: (Home)

(Mobile)

I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed below.

I agree to notify Bellingham Bowling Club of any changes.

I hereby give permission for the Bellingham Bowling Club responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

The attached signature will denote that my child has my permission to be on Bellingham Bowling Club's premises.

(Please tick the box if agreed)

I acknowledge that Bellingham Bowling Club is not responsible for providing adult supervision for my child except for formal bowls sessions/coaching, matches & competitions.

(Please tick the box if agreed)

I also agree to my child being transported by Club representatives to and from venues when he/she is representing Bellingham Bowling Club.

(Please tick the box if agreed)

Parent/Carer's Signature:

Parent/Carer's Name:

Parent/Carer's Address (If different from above):

Home telephone No:
(If different from above)

Mobile No:
(If different from above)

Parent/Carer's email address:

Date:

Information contained in this form is confidential; it's the responsibility of the Parent/Carer to keep the Bellingham Bowling Club Safeguarding Officer or Membership Director informed of any changes.

Alternative Emergency Contact Details: Name:

Relationship to the child:

Home Tel No:

Mobile No:

Work Tel. No:

Second Alternative Contact Details: Name:

Relationship to the child:

Home Tel No:

Mobile No:

Work Tel. No:

Child's Doctor: Name of Doctor's Surgery

Address of Doctor's Surgery:

Tel No:

Does your child have any conditions requiring medical treatment and/or medication? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details, including medication, dose and frequency:
Does your child have any allergies? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:
Does your child have any specific dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please give details:
What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?
The Equality Act 2010 defines a disabled person as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities. Do you consider your child to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, what is the nature of the disability? Sight impairment: <input type="checkbox"/> Hearing impairment: <input type="checkbox"/> Learning disability: <input type="checkbox"/> Medical needs <input type="checkbox"/> Physical disability: <input type="checkbox"/> Other: (please specify) <input type="checkbox"/>
Does your child have any communication needs e.g. non-English speaker/hearing impairment/sign language user/dyslexia? If yes, please tell us what we need to do to enable him/her to communicate with us fully.

Bellingham Bowling Club

Anti-bullying Policy

Bellingham Bowling Club is committed to providing a caring, friendly and safe environment for all its members, so they can take part in bowling and other Club activities in a relaxed and secure atmosphere, regardless of their age or background. Quite simply, bullying of any kind is unacceptable. If bullying does occur, all members of the Club should know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the Club Safeguarding Officer as soon as they have any concerns.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person.

Bullying results in pain and distress to the victim. Bullying can be:

- Emotional - being unfriendly, excluding and tormenting (e.g. threatening gestures).
- Physical - pushing, kicking, hitting, punching, or any use of violence.
- Racist - racial taunts and gestures.
- Sexual - unwanted physical contact or sexually abusive comments.
- Homophobic - because of, or focussing on the issue of sexuality.
- Sexist – belittling someone because of their gender.
- Verbal name-calling, sarcasm, spreading rumours, teasing.
- Cyber -
 - a) Any issues relating to the internet, such as email, social media and internet chat room misuse.
 - b) Mobile threats by text messaging and calls.
 - c) Misuse of associated technology, i.e. camera and video facilities.

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Bellingham Bowling Club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

Very simply - bullying will not be tolerated.

- All members, coaches, volunteers and parents should understand what bullying is.
- All members, coaches and volunteers should know what the policy is on bullying, and follow it when bullying is reported.
- All Club members, bowls players and parents should know what the policy is on bullying, and what they should do if bullying arises.

- Bellingham Bowling Club takes bullying seriously. Anyone involved in the life of the Club should be assured that they will be supported when bullying is reported.

Procedures

- Report bullying incidents to the Club Safeguarding Officer, member of the club committee or an adult you can trust.
- In cases of serious bullying, the incidents will be referred to the Bowls England Safeguarding Officer.
- In serious cases involving a young person, parents will be informed and asked to come to a meeting to discuss the problem.
- If necessary and appropriate, police will be consulted.
- The bullying behaviour, or threats of bullying, will be investigated and the bullying stopped quickly.
- An attempt will be made to help the bully/bullies change their behaviour.
- If mediation fails, and the bullying continues, further disciplinary action will be taken.

If the Club decides it is appropriate for it to deal with the situation it will follow the procedure outlined below:

- Seek reconciliation by getting the parties together; it may be that a genuine apology solves the problem.
- If this fails, or is not appropriate, a small panel of Club members appointed by the Management Committee should meet with the person making the allegation (with parent/s present if that person is under 18) to obtain more information. The panel will normally include the Club Safeguarding Officer. Minutes should be taken for clarity, which should be agreed by all as a true account
- The same panel should meet with the alleged bully (and parent/s if appropriate), detail the allegation and allow them an opportunity of reply. Minutes should again be taken and agreed
- If it is considered that bullying has taken place, the individual should be warned and put on notice of further action if the bullying continues, i.e. temporary suspension or permanent exclusion from Club membership. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time. The Management Committee should monitor the situation for an agreed period to ensure the bullying is not repeated
- All appropriate coaches, volunteers or team managers involved with both individuals should be made aware of the concerns and outcome of the process.

Bellingham Bowling Club

Confidentiality Policy

The Club's Management Committee, and all members concerned, will make every effort to ensure that confidentiality in relevant circumstances is maintained. However, there are circumstances when it is important that information is shared, including the need to report or prevent harm to a child or an adult at risk.

Information will be handled and disseminated on a need to know basis only.

This includes the following people:

- Club's Safeguarding Officer.
- Parents/guardian of the person who is alleged to have been abused (if the concerns relate to the parent or guardian, advice will be sought from the Bowls England Safeguarding Officer, who will liaise with Children's Social Care services, about sharing information).
- Person making the allegation.
- Children's Social Care/Police.
- Bowls England Safeguarding Officer.

Information will be stored in a secure place with access limited to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Data Storage

Any Club member involved in dealing with confidential information will comply with the Data Protection Act 2018. The Act requires that an individual's personal data is kept secure, 'with appropriate technical organisational measures taken to protect the information'. In practice, this means personal data will be protected with a password, as well physical precautions being taken to keep it safe.

Bellingham Bowling Club

Code of Conduct for Coaches

All bowling coaches who are members of or associated with Bellingham Bowling Club agree to uphold the following rights, relationships and responsibilities:

Rights

To respect the rights, dignity and worth of every person.

To help create an environment where all children and adults at risk have an equal opportunity to participate.

To help create and maintain an environment free of fear and harassment.

To recognise the rights of all children and adults at risk to be treated as individuals.

To recognise the rights of parents/carers and children/adults at risk to confer with other coaches and experts.

To promote the concept of a balanced attitude, supporting the well-being of the child or vulnerable person both in and out of bowls.

To not discriminate on the grounds of their age, disability, race, religious beliefs, gender, sexual orientation, social background.

To not condone or allow to go unchallenged any form of discrimination or prejudice.

To not publicly criticise or engage in demeaning descriptions of others.

To communicate with children or adults at risk in a manner that reflects respect and care.

Relationships

To develop relationships with parents/carers and children/adults at risk based on openness, honesty, mutual trust and respect.

To not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional abuse, neglect or bullying).

To be aware of the physical limits of children/adults at risk and ensure that training loads and intensities are appropriate.

To ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines.

To always try to work in an open environment (e.g. avoid private or unobserved situations).

To not engage in any form of sexually-related contact with children/adults at risk; including sexual innuendo, flirting or inappropriate gestures and terms.

To not have a sexual relationship with someone under the age of 18 who you are coaching.

To promote the welfare and best interests of all children and adults at risk.

To explain to parents/carers, as appropriate, the potential impact of the coaching programme on the child/adult at risk.

To be familiar with Bellingham Bowling Club's policies and procedures.

To report any concerns you may have in relation to a child/adult at risk, or the behaviour of an adult, and follow reporting procedures.

To consider the child's/vulnerable adults' opinions when making decisions about their participation in bowling.

To inform parents/carers and children/adults at risk of the etiquette and practical considerations when playing bowls.

To inform parents/carers of any potential financial implications.

Responsibilities

All bowling coaches associated with Bellingham Bowling Club agree to:

Demonstrate proper personal behaviour and conduct at all times.

Be fair and honest with all children and adults at risk.

Develop an appropriate working relationship with children/adults at risk based on mutual trust and respect.

Always emphasise that the well-being and safety of the child/adult is more important than the development of performance.

Not smoke, or drink alcohol, while actively working with children or adults at risk and to never use recreational or performance-enhancing drugs.

Promote the positive aspects of bowls (e.g. fair play, honesty and etiquette).

Attend appropriate training to enable them to keep up-to-date with their role and matters relating to the welfare of children and adults at risk.

Hold relevant qualifications and up to date DBS check if required.

Bellingham Bowling Club

Code of Conduct for young people (under 18's)

You should:

Respect advice that you receive.

Treat others as you would wish to be treated yourself.

Respect all players regardless of their age, gender, ethnic background, disability, religious beliefs, sexual orientation, social background or physical characteristics.

Report anything which worries you.

Look out for yourself and for the welfare of others.

Speak out if you consider that you or others have been poorly treated.

Arrive on time and come ready to play.

Tell someone in authority if you are leaving a venue or competition.

Accept that these guidelines are in place for the well-being of all concerned.

Treat Club members and coaches with respect.

Observe instructions or restrictions required by appropriate members of staff.

You should not:

Take part in any irresponsible, abusive, inappropriate or illegal behaviour.

Consume alcohol or take illegal or performance-enhancing drugs or stimulants.

Smoke.

Use foul or offensive language.

Act disrespectfully to others.

Use social media inappropriately so as to offend or upset individuals.

Bellingham Bowling Club

Code of Conduct for Parents and Carers

You should:

Remember that bowls is fun.

Applaud effort and good play as well as success.

Appreciate good play by the opposition.

Encourage all players to respect the opposition, umpire, referee and other bowls officials.

Offer encouragement at all times.

Respect the Umpire and Referees decisions.

You should not:

Enter the bowls playing area at any time.

Coach from the side, but allow the assigned coach to do their job.

Act in an offensive or insulting manner or use abusive language.

Show disrespect to the umpire, referee or other bowls match officials.

Bellingham Bowling Club

Code of Conduct for Club Members

Bellingham Bowling Club is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The Club believes that it is important that members, coaches, administrators and parents associated with the Club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Club Safeguarding Officer.

As a member of Bellingham Bowling Club you are expected to abide by the following code of practice – you therefore agree to:

Take responsibility to ensure that you are up to date with the Club's rules, understand and adhere to them.

Respect the rights, dignity and worth of all bowls participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.

Recognise the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide bowls for you.

Respect officials and publicly accept their decisions.

Be a positive role model, treat other players and officials with the same level of respect you would expect to be shown to you.

Use correct and proper language at all times.

Not smoke in the company of children.

Keep to agreed timings for matches and competitions, or inform the relevant coach or team manager if you are going to be late.

Wear appropriate footwear and clothing on the green, as set out in the Club's Constitution.

Not take part in any form of bullying.

Encourage everyone to enjoy bowls and understand that people have different motivations for taking part.

Bellingham Bowling Club

Code of Conduct for Club Officials and Volunteers

All Club officials and volunteers agree to:

Develop an appropriate relationship with other Club members and bowls participants, based on mutual trust and respect.

Ensure all activities organised by the Club are appropriate to the age, ability and experience of those taking part.

Promote the positive aspects of bowling (e.g. fair play).

Display consistently high standards of behaviour and appearance.

Follow all guidelines laid down by the National Governing Body and by the Club.

Ensure the club holds appropriate insurance cover for its members.

Ensure Club officials and volunteers hold appropriate qualifications relevant to their role.

Never exert undue influence over performers to obtain personal benefit or reward.

Never condone rule violations, rough play or the use of prohibited substances.

Encourage and guide participants to accept responsibility for their own performance and behaviour.

Encourage participants to value their performances and not just results.

Bellingham Bowling Club

Reporting and incident involving a young person

If you suspect that a young person under 18 years old may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the individual/s concerned.

However small your concern, you should share it with the Club Safeguarding Officer who will take responsibility for referring it to the Bowls England Safeguarding Officer or other agencies.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved with others unless absolutely necessary.

Bellingham Bowling Club

Incident Reporting Form

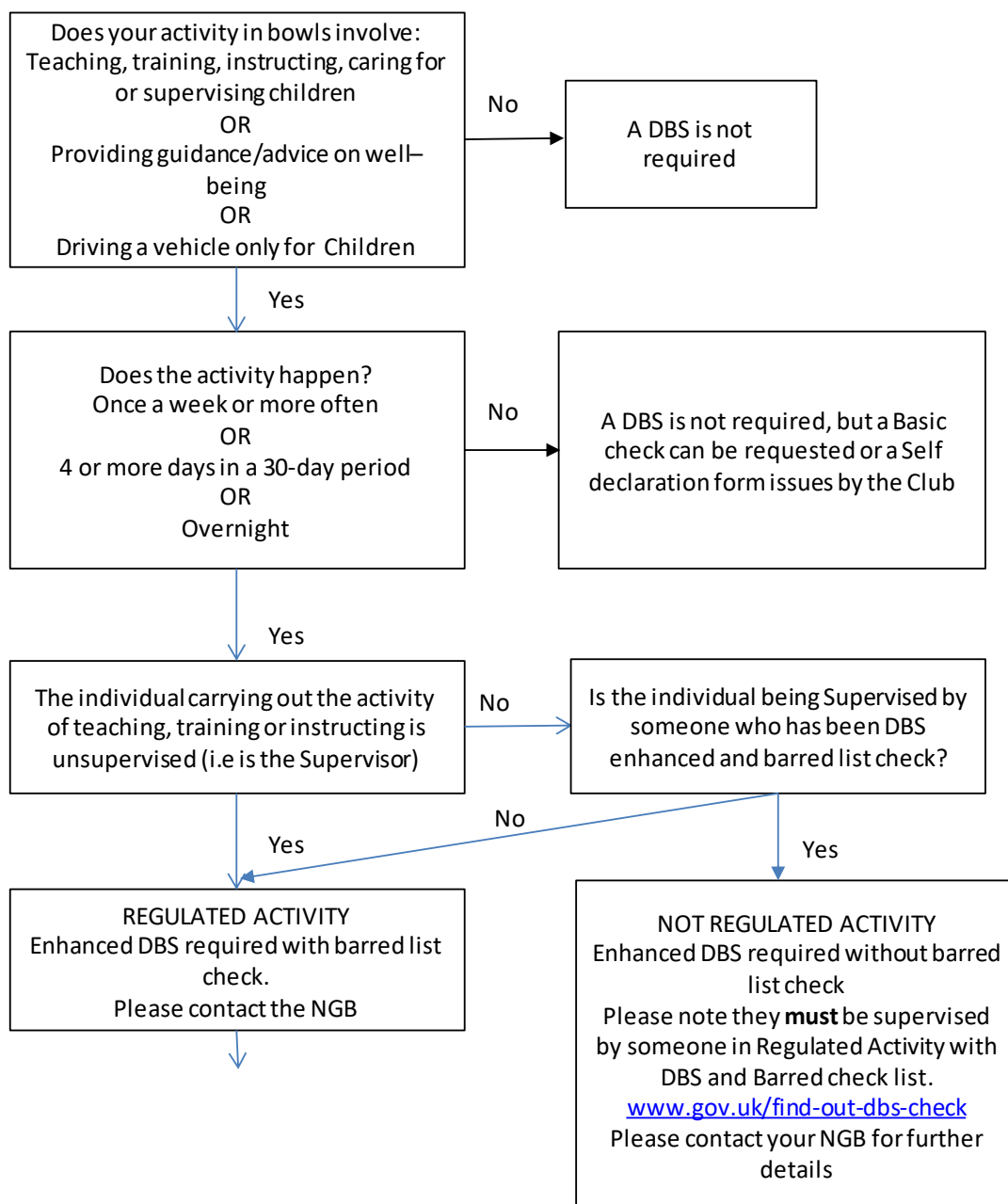
Details of young person/adult at risk	
Name	
Position	
Date of Birth/Age	
Address	
Telephone Number	
Name of Parents/Carer	
Contact details for parent/carers	
Club:	
School:	
Date concern received	
Name of person reporting the concern:	
Contact details of person reporting concern	
Address	
Telephone Number	
Club	
Details of others involved in concern (if more space needed add on a separate sheet of paper)	
Details of the concern	
Date/Time	
Location	
Persons involved/witnesses:	

Nature of concern			
How did the concern come to your attention?			
Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc.			
Record of conversation: Details of exactly what was said to you and by you:			
Action taken:			
Contacts Made			
Police	Yes / No	If yes please state when	
Contact name and number		Details of advice received:	
Social Services	Yes / No	If yes please state when	
Contact name and number		Details of advice received:	
Bowls England Child Protection officer	Yes / No	If yes please state when	
Contact name and number		Details of advice received:	

Other agencies (e.g. NSPCC)	Yes / No	If yes please state when	
Contact name and number		Details of advice received:	
Ethnic Group			
Please choose the category that best describes the child's ethnic group from the following list and tick the appropriate box:			
White			
A1 British <input type="checkbox"/> A2 Irish <input type="checkbox"/> A3 Any other white background <input type="checkbox"/>			
Mixed			
B1 White & Black Caribbean <input type="checkbox"/> B2 White & Black African <input type="checkbox"/> B3 White & Asian <input type="checkbox"/> B4 Any other mixed background <input type="checkbox"/>			
Asian			
C1 Indian <input type="checkbox"/> C2 Pakistani <input type="checkbox"/> C3 Bangladeshi <input type="checkbox"/> C4 Any other Asian background <input type="checkbox"/>			
Black or Black British			
D1 Caribbean <input type="checkbox"/> D2 African <input type="checkbox"/> D3 Any other Black background <input type="checkbox"/>			
Chinese or Other Ethnic Background			
E1 Chinese <input type="checkbox"/> E2 Any other (please write in):			
Disability			
The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities."			
Please choose the description that best describes the nature of the child's disability and tick the appropriate box.			
A Visually impaired <input type="checkbox"/> D Learning disability <input type="checkbox"/> B Hearing impaired <input type="checkbox"/> E Multiple disability <input type="checkbox"/> C Physical disability <input type="checkbox"/> F Other (please write below)			

Bellingham Bowling Club

Do you need a Disclosure and Barring Service Check?



Bellingham Bowling Club

Complaints Procedure

In the event that any member feels that he or she has suffered discrimination in any way, or that the Club's policies, codes of conduct or Constitution have been broken, they should follow the procedures below.

If the matter is a child protection issue, involves anyone aged under 18 years or an adult at risk, it should be reported to the Club Safeguarding Officer. An Incident Report Form will be made available.

Complaints by children and adults at risk should follow the same procedure set out below, with additional support from the Club Safeguarding Officer.

Complaints should be referred to the Club Secretary. They should be in writing and include:

- Details of the incident.
- The date and time the incident occurred.
- Names of any witnesses or people present at the time of the incident.
- Statements from any witnesses.

The Club Secretary will refer the information to the Club's Management Committee. The Committee will:

- Treat every complaint as confidential; however, the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality and each complaint will be judged on its own merit. Should this be the case, the situation will be explained to the complainant.
- Not discuss any matters with anyone outside of the Committee other than to request expert advice.
- Declare immediately if they have a conflict of interest.
- Treat each reported complaint fairly and equitably.

The Management Committee will have the power to:

- Issue a verbal warning as to future conduct.
- Issue a written warning as to future conduct.
- Suspend an individual/s from activities or membership of the Club for a period of time.
- Permanently exclude an individual/s from the Club.

If an individual is unable to resolve the complaint at local level, they should write to Bowls England so that they can review it. In any letter, the individual should set out the details of the complaint, the consequences for them as a result, and the remedy being sought.

If the individual is not satisfied with the response from Bowls England to the complaint, then they can ask for their complaint and the response to be reviewed by Bowls England's Board of Directors.

If the individual is not satisfied with the subsequent reply from the Board of Directors, then they have the option of writing to the Chair of the Board stating the reason why they are dissatisfied with the outcome. This must be done within 10 days of receiving the written response from the relevant Board. The Chair (or their nominee) will respond normally within 10 working days to inform the individual of the action to be taken to investigate their complaint, and when they can expect to hear the outcome of the investigation. The decision will be final.

Bellingham Bowling Club

Safeguarding Contacts

Bellingham Bowling Club Safeguarding Officer

Lawrie Smith: 020 8777 8206 / 07947 407699
smith.l@ntlworld.com

Kent Bowling Association Safeguarding Officer

Brian Wigmore: 01732 452999 / 07999 887073
luzzing@aol.com

Bowls England Safeguarding Officer

Alistair Hollis: 07765 050408
alistair@bowlsengland.com

Children's Social Care (Lewisham Council)

020 8314 6660 or out of hours call 020 8314 6000

Adult Social Care (Lewisham Council)

020 8314 7777 Monday to Friday from 9am to 5pm

Police

0300 123 1212 or 101

NSPCC

0808 800 5000

ChildLine (a free 24 hour helpline for children)

0800 1111

In an emergency dial 999