



## Bellingham Bowling Club



# Safeguarding Policies, Procedures and Codes of Conduct

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Amended version approved by the Club's Management Committee on 2 November 2022

# Safeguarding and Child Protection Policy

Bellingham Bowling Club has considered its responsibilities to the children 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 guidelines of our Governing Body as set in out its safeguarding policies.

## Policy Statement

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

Bellingham Bowling Club will therefore endeavour to ensure the safety and protection of all children 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 children 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.

## Key Principles

- The safety and welfare of children is paramount.
- Safeguarding is everyone's responsibility.
- All children, regardless of age, disability, gender reassignment, race (including ethnic origin, nationality and colour), religion or belief, sex (gender) and sexual orientation have the right to enjoy their sport free from abuse and poor practice.
- It is recognised that some children have additional vulnerability, which may be due to disability, language, sexual orientation, culture, the impact of previous experiences or the fact that they perform in an elite environment.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- The views of children will be listened to, valued and respected.

- All members and volunteers have a responsibility to report any concerns to the Club's 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 children.

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 (updated in 2020).
- 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 Bowls England as appropriate.

The Club's Safeguarding Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to Bowls England's 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.

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

## **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 Bowls England and national safeguarding guidelines.

The Officer's prime responsibilities are set out on page 16.

The Club Safeguarding Officer is Lawrie Smith.

## **Children 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.

## **What is 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.

## **Signs of Abuse**

There are a number of signs that may indicate that children are being abused:

- Unexplained or suspicious injuries, such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Age-inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.

- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socializing with other children.
- Displaying variations in eating patterns, including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- The child becoming increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. Some changes in behaviour can be caused by changes at home, for example, bereavement or hormonal changes.

Parents/carers should be encouraged to inform a member of the management Committee or the Club's Safeguarding Officer of any changes in home circumstances.

### **Good Coaching Practice**

Whether official coaches, or just Club members helping a child to improve their bowling technique, such individuals have a very important part to play in protecting children from potential harm and are often the first to recognise and raise concerns.

A coach/Club member should never be left alone with an individual child or group of children and it is recommended that at least one adult present is the same gender as the child or group.

Physical contact should always be intended to meet the child's needs not the adult's. It is obvious that adults should never touch a child inappropriately. A responsible adult should only use physical contact if its aim is to: develop bowling skills or techniques, treat an injury, prevent an injury or accident from occurring or meet the requirements of the sport. The adult should explain the reason for the physical contact to the child, reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission.

A coach/Club member should not have a sexual relationship with anyone that they are coaching who is below the age of 18 years.

The coach should hold an appropriate qualification, comply with minimum age requirements, have relevant insurance cover, have completed a criminal records disclosure that is acceptable to Bowls England (if they are coaching children unsupervised on a regular basis) and have read and understood this Safeguarding Children Policy, the Safeguarding Adults at Risk Policy plus the following Bowls England policies:

- Code of conduct for coaches
- Equality Policy
- Health and Safety Policy

## Concerns about abuse

If any Club member has any concerns about a child's welfare they should inform the Club's Safeguarding Officer. They should not investigate those concerns or keep them to themselves. If the Safeguarding Officer is implicated in any way, a member of the Management Committee should be informed instead, or the Bowls England Safeguarding Officer directly.

## Disclosures by a child

If a child talks about a concern or abuse to a Club member, regardless of how small a matter that member considers it to be, the member should:

- Stay calm and keep an open mind.
- Listen very carefully to what is being said and take the child seriously.
- As soon as possible record in writing what was said using the child's own words.
- Do not make promises that cannot be kept, such as promising not to tell anyone else and explain who needs to know (Safeguarding Officer).
- Ask only open questions e.g.: 'is there anything else you want to tell me'; or 'what did you mean by the word xxxxx?'
- Do not ask leading questions that may compromise any future actions e.g.: 'did they hit you?'
- Reassure the child that they have done the right thing telling you.
- Report the disclosure to the Club's Safeguarding Officer.

If the Safeguarding Officer is implicated in any way, a member of the Management Committee should be informed instead, or the Bowls England Safeguarding Officer directly.

Confidentiality must be maintained so far as possible. The member should only discuss their concerns on a need to know basis, and should not disclose the identity of those involved with others unless absolutely necessary. They should not investigate any concern reported to them as it is not their responsibility to decide the nature of the situation or if it involves poor practice, abuse or bullying.

The Club Safeguarding Officer should in speaking to the individual reporting the concern or abuse:

- 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; and
- make a detailed note of the date, time and place and what was said using the Incident Reporting 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 Bowls England's Safeguarding Officer who will contact the appropriate outside agency/agencies in order for any necessary action to be taken.

Careful consideration should be given about whether the parents/carers of the child involved should be informed of the concern at that stage; if they are responsible for the abuse or are unable to respond to the situation appropriately then this could put the child at greater risk.

## **Step Guide to Reporting and Managing Safeguarding Concerns**

### **STEP 1**

The Club's Safeguarding Officer should be notified.

### **STEP 2**

The Club's Safeguarding Officer must notify the Bowls England's Safeguarding Officer using the Incident Reporting Form.

### **STEP 3**

The Bowl's England's Safeguarding Officer will report any concerns about abuse to the statutory authorities

### **STEP 4**

The Bowl's England's Safeguarding Officer will notify the Bowls Development Alliance (BDA) Lead Safeguarding Officer.

They will jointly determine the need for a Case Management Group meeting at Bowls England or BDA level to provide collective decision making on outcomes and recommendations to any Bowls England disciplinary committee(s).

All reported concerns will be logged by the BDA Lead Safeguarding officer

### **STEP 5**

The Bowls England or BDA Safeguarding Officer will report concerns to the relevant Local Authority

### **STEP 6**

Advice from Children's Social Care and/or police should direct the timing of any investigation which may be being considered under Bowls England's Disciplinary procedures. The individual concerned may be temporarily suspended from Club membership.

If a Safeguarding Officer at any of the stages above is implicated in the reported issue, the Safeguarding Officer at the next stage should be informed instead. If this is not possible, another appropriate senior official of Bowls England or the BDA should be informed.

**All concerns or allegations must be treated with the utmost confidentiality.**

Until the allegations are substantiated only those directly involved in investigating the

case should be informed. If the allegation is shown to be unfounded, confidentiality must still be maintained.

In line with all data protection procedures, all confidential records kept by Bowls England/BDA must be kept securely online or in a locked cabinet or a computer with password access, stored for a minimum period of 7 years, with limited access to authorised people only.

### **Appeals**

If an individual member is unhappy with the conclusions of an investigation into alleged safeguarding concerns, they can appeal the decision using the Appeals procedure contained within Bowls England's Disciplinary Procedure or BDA Complaints Procedure.

## **Safeguarding Adults at Risk Policy**

Bellingham Bowling Club has considered its responsibilities to adults, and particularly those at risk, participating in bowls at our premises and within our Club very carefully, and has produced the following Safeguarding and Adults at Risk Policy and underpinning procedures in order to set out the standards we wish to uphold in providing activities for all adults and safeguarding the welfare of adults at risk. Bellingham Bowling Club affiliates to Bowls England and the Club recognises the policies of our Governing Body, as set in out in its safeguarding policies.

### **Policy Statement**

Bellingham Bowling Club is committed to ensuring that everyone who participates in bowls can do so in a safe, positive and enjoyable environment; with all participants entitled to feel safe and protected from any form of abuse and neglect.

### **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, positive 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.



## **Responsibilities, Communication, Monitoring and Review**

Bellingham Bowling Club's Adults at Risk Policy will be available to all members, 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 Bowls England as appropriate.

The Club's Safeguarding Officer has responsibility for responding to any allegations, concerns or incidents relating to this Policy, passing information to Bowls England's Safeguarding Officer and informing appropriate Club members where relevant.

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.

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

### **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.

The Officer's prime responsibilities are set out on page 16.

The Club Safeguarding Officer is Lawrie Smith.

### **Definitions**

An Adult at Risk is defined in The Care Act 2014 as: an individual aged 18 years and over who has needs for care and support (whether or not the local authority is meeting any of those needs) and; is experiencing, or at risk of, abuse or neglect, and; as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Safeguarding adults is defined in Care and Support Statutory Guidance as: protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

### **What is Abuse?**

Abuse is a form of maltreatment. The Care Act 2014 identifies categories of abuse as applied in England. There are some variations for the other countries of the

United Kingdom. Adults may be abused in a family or in an institutional or community setting by those known to them or by others. Those in positions of trust such as relatives, community leaders, teachers or coaches can be perpetrators of abuse.

### **Types of Abuse taken from the Care Act 2014**

**Physical abuse** including: assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical 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, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.

**Psychological abuse** including: emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

**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, the misuse or misappropriation of property, possessions or benefits.

**Domestic violence** including: psychological, physical, sexual, financial, emotional abuse, so called 'honour' based abuse.

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

**Discriminatory abuse** including forms of: harassment, slurs or similar treatment: because of race, gender and gender identity, age, disability, sexual orientation, religion. Neglect and acts of omission including: ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**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.  
**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.

**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.

### **Not included in the Care Act 2014 but also relevant types of abuse:**

Cyber Bullying, Radicalisation, Female Genital Mutilation, Forced Marriage, Honour based abuse and Hazing.

### **Signs of Abuse**

There are a number of signs that may indicate that an adult is being abused:

- Unexplained bruises, cuts or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending/no longer enjoying playing bowls and is not responding to reminders from club/team members or coaches.
- Someone losing or gaining weight/an unkempt appearance or a deterioration in personal hygiene.
- A change in the behaviour or confidence of a person, for example, a participant may be looking quiet and withdrawn when a relative comes to collect them from sessions in contrast to a friend whom they greet with a smile.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices.
- They may tell you/another person they are being abused – i.e. a disclosure.

### **Mental Capacity and Safeguarding**

Mental Capacity is important for safeguarding for several reasons. Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected the situation should be referred to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when Bellingham Bowling Club will need to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them.

- Stopping them being in contact with the person causing harm.

### **Good Coaching Practice**

Whether official coaches, or just Club members helping another member to improve their bowling technique, such individuals have a very important part to play in protecting adults at risk from potential harm and are often the first to recognise and raise concerns.

Coaches should never be left alone with an individual or group and it is recommended that at least one adult present is the same gender as the bowler or group of bowlers.

Physical contact should be avoided in coaching. A responsible coach should only use physical contact if its aim is to: develop sports skills or techniques, treat an injury, prevent an injury or accident from occurring or meet the requirements of the sport. They should explain the reason for the physical contact, reinforcing the teaching or coaching skill. Unless the situation is an emergency, the coach should ask the player for permission.

A Coach should hold an appropriate qualification, comply with minimum age requirements, have relevant insurance cover and have read and understood this Safeguarding Adults at Risk Policy, the Safeguarding Children Policy plus the following Bowls England policies:

Code of conduct for coaches

- Code of conduct for coaches
- Equality Policy
- Health and Safety Policy

### **Responding to a Concern**

If any Club member has any concerns about an adult's welfare they should inform the Club's Safeguarding Officer. If the Safeguarding Officer is implicated in any way, a member of the Management Committee should be informed instead, or the Bowls England Safeguarding Officer directly.

Club members should not investigate concerns or keep them to themselves. It is not an individual Club member's responsibility to decide if a situation is poor practice, abuse or bullying, but it is their responsibility to report any concerns.

### **Disclosures by an adult themselves**

If an adult talks about a concern or abuse to a Club member, the club member should be advised to:

- Stay calm and keep an open mind, listen very carefully to what is being said and take the matter seriously
- As soon as possible record in writing what was said using the person's own words
- Do not make promises that cannot be kept
- Ask only open questions e.g.: 'Is there anything else you want to tell me?' or 'What did you mean by the word xxxxx?'

- Do not ask leading questions that may compromise any future actions e.g.: ‘Did they hit you?’
- Reassure the adult that they have done the right thing telling you and ask them what they would like you to do next
- Explain that you would prefer to find support for them through the relevant Safeguarding Officer(s)
- If they are uncertain about involving a Safeguarding Officer, discuss the consequences of not sharing the information e.g.: could someone else come to harm?
- Give careful consideration as to whether a relative or carer should be informed of the concern at that stage - if they are responsible for the abuse or are unable to respond to the situation appropriately then this could put the adult at greater risk.

## Step Guide to Reporting and Managing Safeguarding Concerns

### STEP 1

The Club’s Safeguarding Officer should be notified.

If the adult being abused refuses to give consent for onward referral, the issue should be discussed with the Bowls England Safeguarding Officer with no details that could identify them.

### STEP 2

The Club’s Safeguarding Officer must notify the Bowls England’s Safeguarding Officer using the Incident Reporting Form.

Lack of consent may be overridden depending upon circumstances and risks. If not, the matter will be closed with only anonymised records saved.

### STEP 3

The Bowl’s England’s Safeguarding Officer will report any concerns about abuse to the statutory authorities

### STEP 4

The Bowl’s England’s Safeguarding Officer will notify the Bowls Development Alliance (BDA) Lead Safeguarding Officer.

They will jointly determine the need for a Case Management Group meeting at Bowls England or BDA level to provide collective decision making on outcomes and recommendations to any Bowls England disciplinary committee(s).  
All reported concerns will be logged by the BDA Lead Safeguarding officer

### STEP 5

The Bowls England or BDA Safeguarding Officer will report concerns to the relevant Local Authority Designated Officer (LADO) if they relate to an allegation about a person in a position of trust, for example a coach.

### STEP 6

Advice from Adult Social Care and/or police should direct the timing of any investigation which may be being considered under Bowls England’s Disciplinary

procedures. The individual concerned may be temporarily suspended from Club membership.

If a Safeguarding Officer at any of the stages above is implicated in the reported issue, the Safeguarding Officer at the next stage should be informed instead. If this is not possible, another appropriate senior official of Bowls England or the BDA should be informed.

**All concerns or allegations must be treated with the utmost confidentiality.**

Until the allegations are substantiated only those directly involved in investigating the case should be informed. If the allegation is shown to be unfounded, confidentiality must still be maintained.

In line with all data protection procedures, all confidential records kept by Bowls England/BDA must be kept securely online or in a locked cabinet or a computer with password access, stored for a minimum period of 7 years, with limited access to authorised people only.

**Appeals**

If an individual member is unhappy with the conclusions of an investigation into alleged safeguarding concerns, they can appeal the decision using the Appeals procedure contained within Bowls England's Disciplinary Procedure or BDA Complaints Procedure

**Recording and Information Sharing**

All sports organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR). Information about concerns of abuse includes personal data. It is therefore important for the Club to be clear about the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding adults at risk. However, information sharing must only ever be with those with a 'need to know'. This does not automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/ friends/ carers need to know in order to help keep the person safe.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation.

There are also many situations in which it is perfectly legal to share information about adult safeguarding concerns outside the organisation. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want information to be shared. This may be because they fear

repercussions from the person causing harm or are scared that they will lose control of their situation to statutory bodies or because they feel stupid or embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information.

The circumstances when the Club will need to share information without the adult's consent include those where:

- It is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- It is believed they or someone else is at risk, including children.
- It is believed the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- The adult does not have mental capacity to consent to information being shared about them.
- The person causing harm has care and support needs.

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If there is any doubt about whether to share information the Club should seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm. Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

# Club Safeguarding Officer Role Description

## Core Tasks

Assist the Club in adopting and promoting Bowls England's Safeguarding policies and procedures.

Report all safeguarding concerns to Bowls England's Lead Safeguarding Officer for advice. 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 have to be reported to the Bowls England Safeguarding Lead Officer. Safeguarding concerns involving adults at risk should also be reported to the Bowls England Safeguarding Lead Officer on a 'no name basis'.

Assist the Club to identify areas for development to ensure a safe and welcoming environment for all participants.

Be the first point of contact for members, volunteers, children and parents for any issue concerning the safeguarding of participants, poor practice and potential or alleged abuse within or outside the Club.

Ensure that all incidents and concerns are dealt with in accordance with Bowls' England's guidelines and Club policies.

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

Ensure that appropriate procedures for the safe recruitment of staff and volunteers are in place at the Club.

Maintain contact details for the Bowls England Safeguarding Lead Officer, Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC) and the Police. Display these alongside your contact details at the Club.

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.

## Essential skills

- Basic administration and secure record maintenance.
- Good communication skills.
- The ability to keep strict confidentiality



- Ability to manage and promote Bowls England's policies and procedures.

### **Desirable skills**

- Experience in working with children
- Knowledge about child protection
- Knowledge about adults at risk

### **Essential Training**

The Club should ensure their Club Safeguarding Officer(s) attends relevant training courses to ensure that all participants are safe within the Club. Recognised courses include:

- Safeguarding & Protecting Children (UK Coaching/NSPCC)
- Safeguarding in Bowls 'Time to Listen' (Coach Bowls)
- Adult Safeguarding in Bowls (Coach Bowls)

## **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 force, coercion, hurtful teasing or threat in order to abuse, aggressively dominate or intimidate 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 Lead 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.

## **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 Lead 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.

# Whistle Blowing Policy

## What is Whistle Blowing?

Whistle blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within the Club.

The Public Interest Disclosure Act 1998 protects those who raise legitimate concerns about specified matters. It makes provision about the kinds of disclosure that may be protected and the circumstances in which disclosures are protected. This policy is therefore intended to comply with the Act by encouraging every Club member to make disclosures about fraud, misconduct or wrongdoing at the Club and by anyone within it, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

## Principles

- You should be aware of the importance of eliminating fraud or wrongdoing, and report anything that you become aware of that is illegal.
- You will not be victimised, subject to detriment or dismissed for raising a legitimate matter under this procedure.
- Covering up someone else's wrongdoing is a disciplinary offence. Never agree to remain silent about a wrongdoing, even if told to do so by someone in authority.
- You will not be penalised for raising a qualifying disclosure even if it is not upheld, unless the complaint was both untrue and made in bad faith.
- It is not the responsibility of the person reporting the disclosure to investigate – it is the responsibility of Bowls England to investigate.
- Confidentiality should be upheld in line with legislation and government guidance. Confidentiality will be maintained during the process to the extent that it is practical and appropriate in the circumstances.
- Maliciously making a false allegation is a disciplinary offence.

## Objectives of the Policy

All Club members and parents/carers should have an understanding of whistle blowing. They should know where to access the Club's whistle blowing policy and follow it when anything is reported. Individuals should be assured that they will be supported when concerns are reported.

## Qualifying Disclosures

All Club members and parents/carers are expected to report any of the following:

- A criminal offence (including fraud).
- A failure to comply with a legal obligation.
- A miscarriage of justice.
- The endangering of an individual's health and safety.
- Damage to the environment.
- Deliberate concealment of information relating to any of the above.

Where the nature of the disclosure is not included in the above list, it should be made by way of the relevant Complaints Procedure and/or Safeguarding Policies and not under the Whistle Blowing policy.

An individual's belief must be reasonable, but it need not be correct. It might be discovered subsequently that they were in fact incorrect, but they must be able to show that they held the belief in good faith and that it was a reasonable one to hold in the circumstances at the time.

### **Disclosure Procedure**

If an individual wishes to make a qualifying disclosure they should, in the first instance, report the situation to an appropriate person. This could be a member of the Club's Management Committee or the Club's Safeguarding Officer.

Such disclosures should be made promptly, so that investigation may proceed, and any action taken quickly.

All qualifying disclosures will be taken seriously. They will be promptly investigated and as part of the investigatory process, the individual concerned will be interviewed and asked to provide a written statement setting out the nature and details of their qualifying disclosure and the basis for it. Confidentiality will be maintained during the process to the extent that it is practical and appropriate in the circumstances. In order to investigate a disclosure, Bowls England must be able to determine the scope of the investigation and the individuals who should be informed about the disclosure. Bowls England reserves the right to appoint another investigator to investigate the disclosure other than the designated person to whom you reported.

Bowls England may ask you to attend a meeting at a reasonable time and place at which your disclosure can be discussed. You should take all reasonable steps to attend that meeting and you have the right to bring with you an appropriate other individual of your choice.

Once the investigation has been conducted and completed, you will be informed in writing of the outcome and Bowls England's decision as soon as possible.

If you wish to appeal against Bowls England's decision, you must do so in writing within five working days of the decision. On receipt of an appeal a senior officer shall make arrangements to hear your appeal. Bowls England may ask you to attend a meeting at a reasonable time and place at which your appeal can be discussed. You should take all reasonable steps to attend that meeting and you have the right to bring with you an appropriate other individual of your choice.

Following Bowls England's appeal hearing, you will be informed in writing of the outcome and their conclusion and decision within five working days.

Once Bowls England's decision has been finalised, any necessary action will be

taken. If no action is taken, the reason will be explained to you.

If, on conclusion of the above stages, you reasonably believe that appropriate action has still not been taken, you may report the matter to the proper authority in good faith. The Act sets out a number of prescribed bodies or person/s to which qualifying disclosures can be made. However, Bowls England always encourages Club members to raise their concerns directly in the first instance, rather than externally. This enables issues to be dealt with promptly and speedily.

## **Equality Policy Statement**

Bellingham Bowling Club is responsible for ensuring that no member or volunteer receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

In addition, the Club will endeavour to ensure that all members and volunteers are given the same opportunities regardless of their socio-economic background.

The Club will endeavour to ensure that everyone who wishes has an equal opportunity to participate in the sport of bowls at all levels and in all roles.

# Codes of Conduct

The Bowls Development Alliance has, in conjunction with the National Governing Bodies of Bowls, set standards that apply to everyone involved in the sport including staff, club officials, coaches, volunteers, players and spectators. This Code of Conduct has been produced to protect everyone in the sport and to ensure that they can all enjoy the sport of bowls in a safe and inclusive environment:

## R.E.S.P.E.C.T.



- Respect all participants and decisions
- Encourage everyone
- Sportsmanship
- Play for enjoyment
- Educate and be knowledgeable
- Conduct yourself courteously
- Treat everyone fairly

### Key Principles of Respectful Behaviour

Do	Do Not
Respect all players, coaches, officials, volunteers and spectators	Participate under the influence of drugs or alcohol
Participate in the right spirit – the sport should be fun at all levels	Use foul, abusive, threatening or discriminatory language or gestures
Take reasonable measures to keep yourself and others safe	Show dissent towards officials and their decisions
Promote the sport in the best possible light through your actions and behaviour	Discriminate on the grounds of any of the protected characteristics identified in the Equality Act 2010
Abide by the rules/regulations of the sport, and any additional competition rules	Publicly criticise or engage in demeaning descriptions of others, including online
Abide by the policies of the sport and its National Governing Bodies	Engage in any behaviour that constitutes abuse as identified in Bowls England's Safeguarding in Bowls Policies
Speak to someone if you are concerned that any of this code is being broken	Keep your concerns about abuse or poor practice secret

These general principles apply to everyone in the sport of bowls. The following sections cover specific responsibilities linked to different groups within the Club and have been agreed by the Club's Management Committee.

## 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, policies and procedures; understand and adhere to them.
- Promote the etiquette of the sport of bowls
- 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.
- Listen carefully to all stakeholders and respect their views
- Promote the bowls Safeguarding and Equality Policies to foster a safe and inclusive culture.

## Code of Conduct for Coaches

The coach in bowls is in a position of trust and has a central role in promoting and developing the sport at all levels. They should:

- Respect the rights, dignity and worth of every person.
- Help create an environment where all children and adults at risk have an equal opportunity to participate.
- Help create and maintain an environment free of fear and harassment.
- Recognise the rights of parents, children and adults at risk to confer with other coaches.



- Develop relationships with parents, children and adults at risk based on openness, honesty, mutual trust and respect.
- Do not condone or allow to go unchallenged any form of discrimination or prejudice.
- Be aware of the physical limits of children and adults at risk and ensure that training is appropriate.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines.
- Always work in an open environment (e.g. avoid private or unobserved situations).
- Do not engage in any form of sexually-related contact with children or adults at risk. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable. Do not have a sexual relationship with someone under the age of 18 who you are coaching.
- Report any concerns you may have in relation to a child or an adult at risk or the behaviour of an adult, to the most appropriate person.
- Always emphasise that the well-being and safety of the child or adult at risk is more important than the development of performance.
- Do not smoke, or drink alcohol, while actively working with children or adults at risk. Never use recreational or performance-enhancing drugs.
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the safeguarding of children and adults at risk
- Hold “Coach Bowls” membership and relevant qualifications.
- Ensure necessary insurance cover is in place for you to perform your coaching role.

## **Code of Conduct for Players**

All players have a responsibility to maintain the highest standards in their enjoyment of the sport of bowls. They should:

- Be punctual for games.
- Accept success and failure.
- Recognise good play by teammates and opponents.
- Set a positive example for young participants and spectators.
- Abide by the accepted etiquette of the sport.

## **Code of Conduct for Young Players (Under 18s)**

Young players are the future of the sport. Everyone has the responsibility to make it fun. They should:

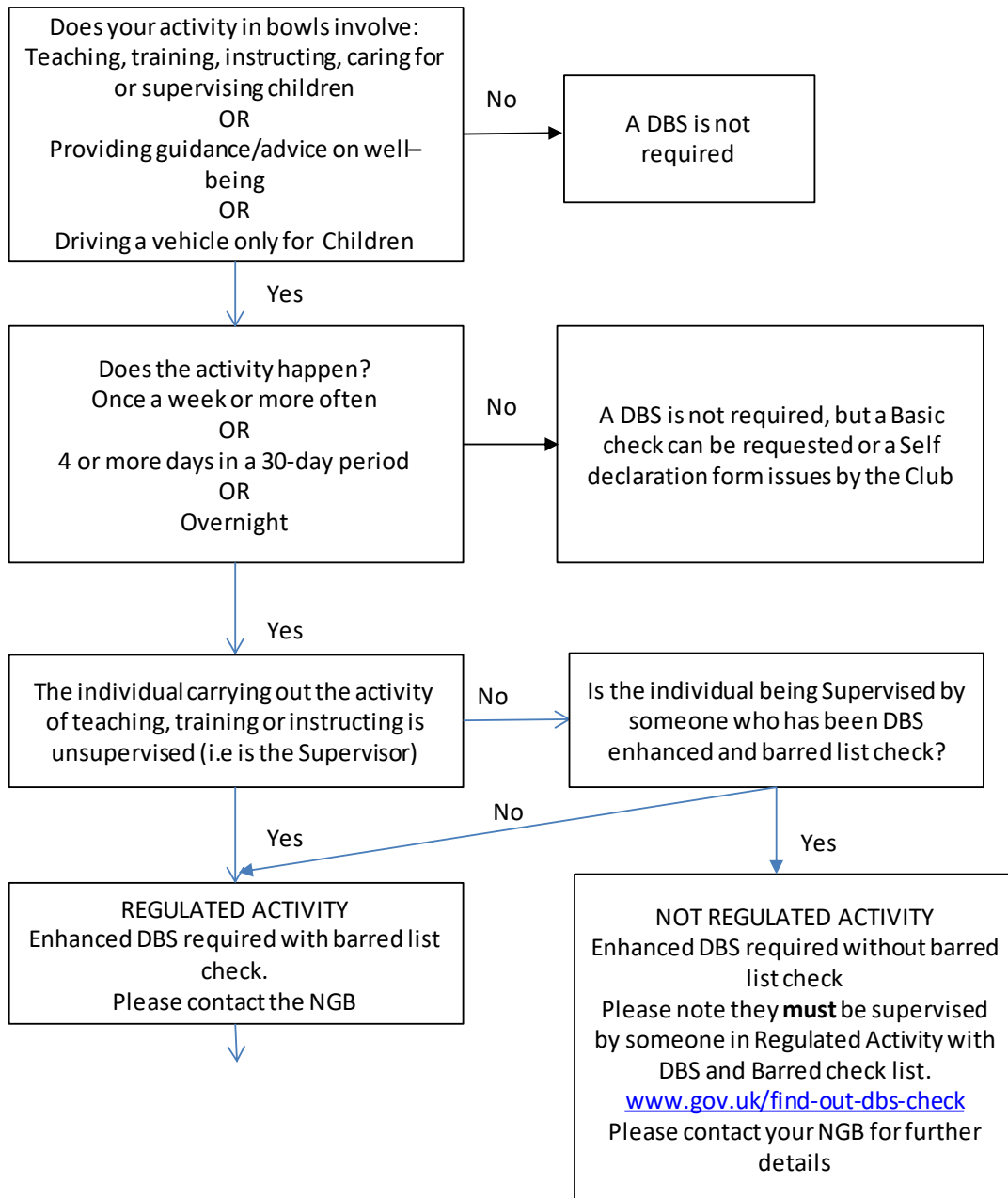
- Always play fairly and apply bowls’ standards both on and off the rink.
- Respect all advice that you are given.
- Treat others as you would wish to be treated.
- Always report anything which worries you to a responsible adult e.g. a Club Safeguarding Officer. Speak out if you consider that you or others are being poorly treated.
- Always tell someone if you are leaving a venue or competition.

## **Code of Conduct for Spectators including Parents and Carers**

The sport of bowls welcomes spectators and values the part parents and carers play in supporting and encouraging the participation of children and adults at risk. They 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, coaches, the referee, umpire and other bowls' officials.
- Offer encouragement at all times.
- Leave the coach to communicate with individual players.
- Respect the decisions of officials.
- Show an appreciation of all volunteers and their efforts.

# Do you need a Disclosure and Barring Service Check?



# Safeguarding Contacts

## **Bellingham Bowling Club Safeguarding Officer**

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

## **Bowls England Lead Safeguarding Officer**

Helen Slimm: 07858 502191 - helen.slimm@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**

Helpline on 0808 800 5000 : email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **ChildLine** (a free 24 hour helpline for children)

0800 1111

## **Ann Craft Trust**

0115 951 5400 : [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk).

In an emergency dial 999

## Supervision of Children

Safe participation by children is the key to them enjoying bowls and continuing to play. Parents/carers are encouraged to attend with children to support their safe participation and enjoyment of bowls.

The law states that someone is a child up to their 18<sup>th</sup> birthday.

Correct supervision is part of any organisation's duty of care to safeguard and protect children. It will: -

- Minimise any risks to participants.
- Enhance the benefits children draw from the activity.
- Help deliver the activity safely.
- Ensure there is enough appropriate adult support should any issues arise.
- Reassure parents/carers.

### Children at bowls roll ups or matches

An individual child attending a bowls event such as a roll up or match which is not age specific, as a player, volunteer or spectator, should be accompanied by an appropriate adult such as their parent, another responsible adult or carer. If a parent/carer wishes to leave their child, they can identify another suitable adult who is staying, with their agreement, as being responsible for their child. They should ensure their own contact details are left with an appropriate club member such as a team captain or coach who is present at the session or match.

The law does not say an age when you can leave a child on their own, but it's an offence to leave a child alone if it places them at risk. The NSPCC says children under 12 are rarely mature enough to be left alone for a long period of time.

It is therefore recommended that children under the age of 12 are supervised by their parent/carer or other identified adult whilst at a bowls venue and outside of any venue sessions, such as breaks in coaching lessons or matches. An older child could be left at a session with prior written agreement between parents/carers and relevant club officials. A club can refuse to provide this supervision if it does not have the appropriate DBS checked volunteers.

A parental consent form is set out in Appendix 2. The club official, in agreeing, will need to ensure that adult to child supervision ratios will be maintained (see Table 1 below). In all cases, at least two adult participants, coaches or other volunteers should be present at the activity.

### Bowls events for or including children

The guidance below relates to bowls events and activities planned specifically for children, plus mixed age coaching sessions. The Club's Management Committee recognises that it is not possible to recommend 'one size fits all' guidance to cover all activities involving children.

### **What makes an individual suitable to supervise children?**

It is the responsibility of Bellingham Bowling Club when planning, or providing sessions and activities for or including children, to ensure the suitability of those running the activity. This includes:

- Coaches being appropriately qualified for their role.
- The activity being subject to a safe recruitment process for coaches and other volunteers including criminal records checks for eligible roles.
- Coaches having insurance appropriate to the activity.
- Coaches and volunteers signing up to comply with a code of conduct which highlights their responsibility to safeguard children.

### **Risk assessment of bowls activities involving children**

In the planning of all activities, and regardless of any other assessments that may be required (for health and safety purposes, for example), a risk assessment should be undertaken that specifically informs decision making about appropriate supervision levels.

### **Key factors to include in a risk assessment**

- Numbers and ages of the children.
- Whether parents/carers or another appropriate adult is required to stay for the duration of the session – will the age of the child mean this is different for different children or not?
- Length of time of the event/activity and whether there are any planned breaks.
- Supervision arrangements during any breaks.
- Additional supervision and support needs of some or all participants (for example, due to disability or age).
- As far as possible, include input from children and their parents in risk assessments to ensure the children's needs are met.
- Nature of the club's or venue's public liability insurance.
- Competence and experience of the staff involved including at least one trained first aider.
- Competence and experience of participants for the specific nature of the activity.
- Nature of the venue – whether closed (such as an indoor bowls centre) or open (public bowling green).
- Whether private and exclusive to the group or open and accessible to the public.
- What types of equipment children may use.
- Adult volunteers who do not meet the criteria for vetting and barring checks are supervised at all times.

### **Recommended minimum supervision ratios**

Whatever the recommended ratio of adults to participants is, a minimum of 2 adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (such as in the event of one participant requiring the attention of an adult during the activity following an accident).

The adults should cover the genders of the child participants. If this is a drop-in session where participants are not known in advance, there should be at least one female and one male adult supervisor.

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the table below shows recommended adult-to-child ratios which would be suitable for most bowls activities/events involving children.

### Minimum supervision ratios

Age of children	Number of adults	Number of children
0-3	1	3
4-8	1	6
9-11	1	8
12-18	1	10

### Safe use of changing facilities & toilets

It is recognised that bowls activities can take place in a variety of settings which include private and public bowls clubs as well as sports centres and community centres which are open to the public. Some will have toilets, changing and showering facilities while others may not have some or all of these.

All participants may be advised to come to the event changed and ready to play so reducing the need for use of changing facilities. Equally participants may be encouraged to shower at home rather than use any shower facilities at the event.

Where facilities are shared by bowlers who are under 18 and others who are 18+, the following should be considered by the club or organisation concerned, as part of its duty of care to children and its safeguarding responsibilities.

If mixed age use of the changing facilities is unavoidable, at least two adult members of staff or volunteers of the same gender as the children should supervise the changing facilities. They should be careful to balance the needs for supervision with the rights of children to privacy in this context. Careful consideration should be given to those who are asked to supervise as children will be in circumstances of increased vulnerability. Ideally Club members or volunteers who have a DBS check related to their role should be used.

Supervision might also be necessary when:

- Children are too young to be left alone or to get changed themselves.
- The group includes children with disabilities who need support to get changed – the nature of this support should be agreed with their parents/carers prior to the event(s).
- Children could injure themselves – if changing facilities are close to dangerous equipment.
- There are concerns about previous bullying episodes.
- There are concerns about use of mobile phone cameras.

Separate changing and showering facilities must be available for males and females. Gender neutral toilets, which are increasingly provided in many settings, are acceptable.

If the group has both boys and girls there should be at least one male and one female responsible adult supervising visits to the toilet. Adults who have not previously volunteered and have not had the necessary vetting checks should not be left alone with children or take them to the toilet unaccompanied.

In larger groups of children, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervise the remaining children.

### **Parents as supervisors**

The Club will encourage parents to accompany children to activities – particularly those aged 16 or under. However, it is not recommended that those planning or providing activities should include parents in supervision calculations, unless the parents are acting in a formal volunteering or other capacity during the activity. In these circumstances, this should mean that those parents meet all appropriate requirements in terms of:

- Clarity about their role.
- Appropriate background checks suitable to their role.
- Undertaking relevant safeguarding children training.
- Who has overall responsibility for the group.
- What is acceptable practice.

### **Young people as supervisors**

Bowls should provide opportunities for under-18s to coach, officiate, volunteer, or organise events for other children, including achieving qualifications and awards. These opportunities allow young people to develop skills, experience and confidence. However, this should not mean that the Club should depend on them to take full responsibility for managing groups of children.

Under-18s in coaching or other roles should only be in a supporting role to the adult with overall responsibility for supervising the activity. Therefore, they must not be counted as an adult when calculating supervision ratios.

### **Transporting children**

Travelling to away fixtures is a regular event for the Club. Coaches and other club members/volunteers are not responsible for transporting children to and from bowls events, unless as part of a club organised trip such as an away fixture.

It is important that adults driving under 18 players around are not put in a position where they are alone with the player. If this is absolutely necessary, and approved by the Club then parental permission should be obtained (See Parental Consent Form in Appendix 2).

It is reasonable for clubs and coaches to place responsibility on parents for ensuring appropriate transport arrangements are made for their children. Parents may choose to make private arrangements with another adult (such as a family friend) to



transport their child, however, they should let the club know. Parents should also be advised of the importance of punctuality in arrival for the event and collection of their children, if they are being left in the care of event staff or volunteers.

It is the responsibility of the organising official to ensure that the travel arrangements and transport used for children are suitable for the journey. Vehicles transporting players should be appropriate, roadworthy and insured. Drivers must be appropriately licensed and are responsible for the maintenance and care of their vehicle during the trip.

Minibuses and coaches carrying groups of three or more children (aged 3 to 15 years) must be fitted with seat belts for each child. Where seat belts are provided, they must be worn. Vehicles used to transport wheelchairs should have anchor points. The driver must be suitably qualified and experienced in driving a minibus or coach.

It is the responsibility of the driver of a private car to ensure that the vehicle is roadworthy and that they have the appropriate licence and insurance cover. It is also the driver's responsibility for making sure the players have seat belts and use them. Vehicles without seat belts should not be used.

It is also the responsibility of the organising official to ensure they understand the law relating to child seats/restraints in vehicles; see - [childcarseats.org.uk](http://childcarseats.org.uk)

### **Communication**

**Children** – should be aware of the travel plans, venue and time for collection, time of return and any costs. Children should also have a clear understanding of what standard of behaviour is expected of them. Children must know what bowls kit they need to bring with them.

**Parents** – should be made aware of the above and must have completed a consent form detailing any medical issues for the team manager/captain. Parents should also have the name and contact details of the team manager/captain in the event of an emergency.

**All Officials** - should be provided with a full itinerary, including emergency contact information for the children's parent(s) or carer(s) and full transport arrangements. It can be difficult supervising groups where the parents of some players are also present. In this situation, it should be made clear beforehand that players are part of a group, that this group is under the supervision of a designated person, and that individual parents should not seek to compromise the situation.

There should always be a list of group members, so that a simple head count or register can be taken at any time. Also, ensure there is easy access to home and emergency contact numbers. It is vital for the responsible adult to acknowledge the significance of his or her role and to abstain from drinking alcohol whilst in charge of children.

For trips involving overnight stays, a list of group members must be left with a contact adult who remains at home. Contact numbers and accommodation details should be included on the list.

### **Mode of Transport**

Planning needs to take place before the event to make sure that, whatever mode of transport is being used, any safeguarding and accessibility requirements can be addressed.

APPENDIX 2

## Parental Consent Form

The safety and welfare of children 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.

**Safeguarding Allegation Reporting Form  
Person of Concern**

If you suspect that a club member may be behaving in a way which puts others at risk or might potentially do so, it is not your responsibility to take control of the situation or to investigate. 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 club/county members.

However small your concern, you should share it with the Club Safeguarding Officer who will take responsibility for referring it to the County Safeguarding Officer/ NGB 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 unless absolutely necessary.

Name of Club/County:..... Date: .....

**Section 1 – Person completing this form**

Name: .....

Position in Club/County:.....

Address (optional):.....

Contact telephone number(s): ..... E-mail:.....

**Section 2 – Details of person of concern**

Name: .....

DOB: (if known) .....or estimated age .....

Address:.....

Contact telephone number(s): ..... E-mail:.....

Source of information about the concern, eg. Observations, newspaper/media, social media, self-declaration, police, probation officer etc.  
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**Section 3 – Details of alleged victim(s) if known**

Name: .....

DOB: (if known) .....or estimated age .....

Position in the Club/County if applicable: .....

Address:.....

Contact telephone number(s):..... E-mail:.....

Name: .....  
DOB: (if known) .....or estimated age .....  
Position in the Club/County if applicable: .....  
Address:.....  
Contact telephone number(s):..... E-mail:.....

**Section 4 – The incident/concern**

Date of incident: ..... Time .....

Place of incident:.....

Did anyone observe the incident/concern: Yes/No  
Give details of the person(s) present

Name: .....

Position in Organisation: .....

Contact telephone number(s): ..... E-mail:.....

(If you have further names, please complete on a separate sheet of paper)

**Nature of Concern**, please tick

- |                                  |                                 |                         |
|----------------------------------|---------------------------------|-------------------------|
| Bullying .....                   | Child sexual exploitation.....  | Child trafficking ..... |
| Cyber Bullying.....              | Discrimination .....            | Domestic abuse .....    |
| Emotional or Psychological ..... | Female genital mutilation ..... | Financial .....         |
| Forced Marriage.....             | Grooming.....                   | Hate Crime .....        |
| Modern Slavery.....              | Neglect .....                   | Non-recent abuse....    |
| Online abuse.....                | Organisational .....            | Physical abuse .....    |
| Radicalisation .....             | Self-neglect .....              | Sexual abuse .....      |
| Other .....                      |                                 |                         |

What was observed including details of any abusive language, injuries sustained and treatment received. Continue on separate sheet if necessary.

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Record of Conversations using the TED technique, such as **T**ell me what happened, **E**xplain to me what happened, or **D**escribe to me what happened? Continue on separate sheet if necessary .....

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## Section 5 – Action taken

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The Ann Craft Trust (ACT) Helpline can help with this and is confidential.

**ACT informed** - Helpline: 01708 765200, [www.supportline.org.uk](http://www.supportline.org.uk) Yes/No .....

**Police informed:** ..... Yes/No .....

If yes, give name of the police officer: .....

Phone/e-mail contact details: .....

Crime number if known: .....

**Was Medical assistance required:** Yes/No.....

If yes, give details: .....

**Next of Kin/Carer informed** Yes/No .....

**Social Services informed:** Yes/No .....

If yes name of social worker: .....

Phone/e-mail contact details: .....

**NGB Safeguarding Officer informed:** Yes/No .....

If yes, give name of the safeguarding officer: .....

Phone/e-mail contact details: .....

.....

Signed: ..... Date: .....

Please send a copy to Bowls England's Safeguarding Officer

## Section 6

### Ethnic Group

Please choose the category that best describes the **Person of Concern's** ethnic group from the following list and tick the appropriate box:

White

A1 British

A2 Irish

A3 Any other white background  .....

Mixed

B1 White & Black Caribbean

B2 White & Black African

B3 White & Asian

B4 Any other mixed background

Asian

C1 Indian

C2 Pakistani

C3 Bangladeshi

C4 Any other Asian background

Black or Black British

D1 Caribbean

D2 African

D3 Any other Black background

Chinese or Other Ethnic Background

E1 Chinese

E2 Any other (please write in): .....

### Disability

The Equality Act 2010 defines a disabled person as anyone with a "physical or mental impairment that has a "substantial" and "long term" negative effect upon their ability to carry out normal daily activities."

Please choose any impairments that the person of concern may have by ticking the appropriate box.

Vision (due to blindness or partial sight)	<input type="checkbox"/>
Mobility (difficulty walking short distances, climbing stairs etc)	<input type="checkbox"/>
Hearing (due to deafness or partial hearing)	<input type="checkbox"/>
Learning or concentrating or remembering	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>
Stamina or breathing difficulty	<input type="checkbox"/>
Social or behavioural issues (such as Autism or Asperger's' Syndrome)	<input type="checkbox"/>
Difficulty speaking or making yourself understood	<input type="checkbox"/>
Other please state	<input type="checkbox"/>



## Safeguarding Reporting Form – Child (U18)

If you suspect that a club member under the age of 18 may be being abused, 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 child.

However small your concern, you should share it with the Club Safeguarding Officer who will take responsibility for referring it to the County Safeguarding Officer/ NGB 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 unless absolutely necessary.

Name of Club/County:..... Date: .....

### Section 1 – Person completing this form

Name: .....

Position in Club/County:.....

Address (optional):.....

Contact telephone number(s): ..... E-mail:.....

### Section 2 – Details of person concerned (alleged victim)

Name: .....

DOB: (if known) ..... or estimated age .....

Address:.....

Contact telephone number(s): ..... E-mail:.....

Next of Kin/Carers:.....

Have they been informed/aware of the situation Yes/No: .....

### Section 3 – Details of alleged perpetrator against whom the allegation is made if known

Name: .....

DOB: (if known) ..... or estimated age .....

Position in the Club/County if applicable: .....

Address:.....

Contact telephone number(s): ..... E-mail:.....

### Section 4 – The incident/concern

Date of incident: ..... Time .....

Place of incident:.....

Did anyone observe the incident/concern: Yes/No

Give details of the person(s) present

Name: .....

Position in Organisation: .....

Contact telephone number(s): ..... E-mail:.....

If you have further names, please complete on a separate sheet of paper

**Nature of Concern**, please tick

Bullying ..... Child sexual exploitation..... Child trafficking .....

Cyber Bullying..... Discrimination ..... Domestic abuse .....

Emotional or Psychological ..... Female genital mutilation ..... Financial .....

Forced Marriage..... Grooming..... Hate Crime .....

Modern Slavery..... Neglect ..... Non-recent abuse....

Online abuse..... Organisational ..... Physical abuse .....

Radicalisation ..... Self-neglect ..... Sexual abuse .....

Other .....

What was observed including details of any abusive language, injuries sustained and treatment received. Continue on separate sheet if necessary.

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Record of Conversations using the TED technique, such as **T**ell me what happened, **E**xplain to me what happened, or **D**escribe to me what happened? Continue on separate sheet if necessary .....

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**Section 5 – Action taken**

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Child Protection in Sport Unit (CPSU) Helpline can help with this and is confidential.

**CPSU informed** - Helpline: 0116 366 5580, Yes/No.....

**Police informed:** ..... Yes/No .....

If yes, give name of the police officer: .....

Phone/e-mail contact details: .....

Crime number if known: .....

**Was Medical assistance required:** Yes/No.....

If yes, give details: .....

**Parent/Carer informed** Yes/No.....

**Social Services informed:** . Yes/No .....

If yes name of social worker: .....

Phone/e-mail contact details: .....

**NGB Safeguarding Officer informed:** Yes/No .....

If yes, give name of the safeguarding officer: .....

.....

Signed: .....Date: .....

Please send a copy to Bowls England's Safeguarding Officer

**Section 6****Ethnic Group**

Please choose the category that best describes the **alleged victim's** ethnic group from the following list and tick the appropriate box:

## White

A1 British A2 Irish A3 Any other white background  .....

## Mixed

B1 White & Black Caribbean B2 White & Black African B3 White & Asian B4 Any other mixed background 

## Asian

C1 Indian C2 Pakistani C3 Bangladeshi C4 Any other Asian background 

## Black or Black British

D1 Caribbean D2 African D3 Any other Black background 

## Chinese or Other Ethnic Background

E1 Chinese 

E2 Any other (please write in): .....

**Disability**

The Equality Act 2010 defines a disabled person as anyone with a "physical or mental impairment that has a "substantial" and "long term" negative effect upon their ability to carry out normal daily activities."

Please choose any impairments that the alleged victims may have by ticking the appropriate box.

Vision (due to blindness or partial sight)	<input type="checkbox"/>
Mobility (difficulty walking short distances, climbing stairs etc)	<input type="checkbox"/>
Hearing (due to deafness or partial hearing)	<input type="checkbox"/>
Learning or concentrating or remembering	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>
Stamina or breathing difficulty	<input type="checkbox"/>
Social or behavioural issues (such as Autism or Asperger's' Syndrome)	<input type="checkbox"/>
Difficulty speaking or making yourself understood	<input type="checkbox"/>
Other please state	<input type="checkbox"/>

**Safeguarding Reporting Form – Adult (18+)**

If you suspect that an adult club member may be being abused, 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.

However small your concern, you should share it with the Club Safeguarding Officer who will take responsibility for referring it to the County Safeguarding Officer/ NGB 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 unless absolutely necessary.

Name of Club/County:..... Date: .....

**Section 1 – Person completing this form**

Name: .....

Position in Club/County:.....

Address (optional):.....

Contact telephone number(s): ..... E-mail:.....

**Section 2 – Details of alleged victim**

Name: .....

DOB: (if known) ..... or estimated age .....

Address:.....

Contact telephone number(s): ..... E-mail:.....

Next of Kin/Carers:.....

Have they been informed/aware of the situation Yes/No: .....

**Section 3 – Details of alleged perpetrator against whom the allegation is made if known**

Name: .....

DOB: (if known) ..... or estimated age .....

Position in the Club/County if applicable: .....

Address:.....

Contact telephone number(s):..... E-mail:.....

**Section 4 – The incident/concern**

Date of incident: ..... Time .....

Place of incident:.....

Did anyone observe the incident/concern: Yes/No

Give details of the person(s) present

Name: .....

Position in Organisation: .....

Contact telephone number(s): ..... E-mail:.....

If you have further names, please complete on a separate sheet of paper

**Nature of Concern, please tick**

Bullying ..... Child sexual exploitation..... Child trafficking .....

Cyber Bullying..... Discrimination ..... Domestic abuse .....

Emotional or Psychological ..... Female genital mutilation ..... Financial .....

Forced Marriage..... Grooming..... Hate Crime .....

Modern Slavery..... Neglect ..... Non-recent abuse....

Online abuse..... Organisational ..... Physical abuse .....

Radicalisation ..... Self-neglect ..... Sexual abuse .....

Other .....

What was observed including details of any verbal abusive language, injuries sustained and treatment received. Continue on separate sheet if necessary.

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Record of Conversations using the TED technique, such as **T**ell me what happened, **E**xplain to me what happened, or **D**escribe to me what happened? Continue on separate sheet if necessary .....

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**Section 5 – Action taken**

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The Ann Craft Trust (ACT) Helpline can help with this and is confidential.

**ACT informed** - Helpline: 01708 765200, [www.supportline.org.uk](http://www.supportline.org.uk) Yes/No .....

**Police informed:** ..... Yes/No .....

If yes, give name of the police officer: .....

Phone/e-mail contact details: .....

Crime number if known: .....

**Was Medical assistance required:** Yes/No.....

If yes, give details: .....

**Parent/Carer informed** Yes/No.....

**Social Services informed:** . Yes/No .....

If yes name of social worker: .....

Phone/e-mail contact details: .....

**NGB Safeguarding Officer informed:** Yes/No .....

If yes, give name of the safeguarding officer: .....

.....

Signed: .....Date: .....

Please send a copy to Bowls England's Safeguarding Officer

**Section 6**

**Ethnic Group**

Please choose the category that best describes the **alleged victim's** ethnic group from the following list and tick the appropriate box:

White

A1 British

A2 Irish

A3 Any other white background  .....

Mixed

B1 White & Black Caribbean

B2 White & Black African

B3 White & Asian

B4 Any other mixed background

Asian

C1 Indian

C2 Pakistani

C3 Bangladeshi

C4 Any other Asian background

Black or Black British

D1 Caribbean

D2 African

D3 Any other Black background

Chinese or Other Ethnic Background

E1 Chinese

E2 Any other (please write in): .....

**Disability**

The Equality Act 2010 defines a disabled person as anyone with a "physical or mental impairment that has a "substantial" and "long term" negative effect upon their ability to carry out normal daily activities."

Please choose any impairments that the alleged victims may have by ticking the appropriate box.

Vision (due to blindness or partial sight)	<input type="checkbox"/>
Mobility (difficulty walking short distances, climbing stairs etc)	<input type="checkbox"/>
Hearing (due to deafness or partial hearing)	<input type="checkbox"/>
Learning or concentrating or remembering	<input type="checkbox"/>
Mental Health	<input type="checkbox"/>
Stamina or breathing difficulty	<input type="checkbox"/>
Social or behavioural issues (such as Autism or Asperger's' Syndrome)	<input type="checkbox"/>
Difficulty speaking or making yourself understood	<input type="checkbox"/>
Other please state	<input type="checkbox"/>