



Safeguarding Bowls

Adults Policy and Procedures

May 2020

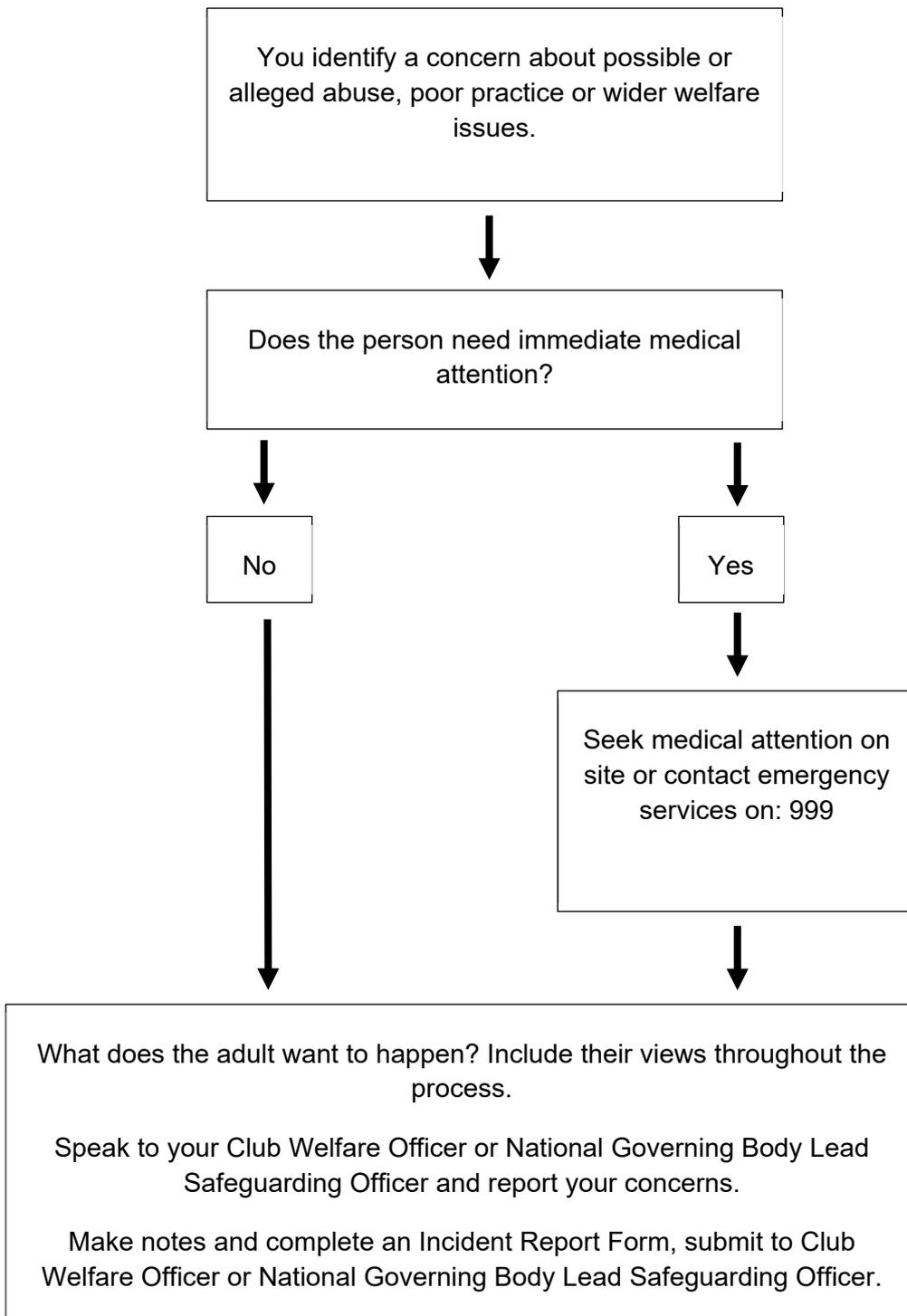


Do you have concerns about an adult?

Safeguarding is everyone's responsibility.

If you have concerns about an adult's safety and or wellbeing you must act on these.

It is not your responsibility to decide whether or not an adult has been abused. It is however your responsibility to act on any concerns.



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Safeguarding Bowls – Adults at Risk

Introduction

The Bowls Development Alliance is the umbrella organisation for the development of the sport of bowls, working with all the National Governing Bodies (English Indoor Bowling Association Ltd, Bowls England, English Short Mat Bowling Association, English Bowling Federation and the British Crown Green Bowling Association) of bowls in creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in Bowls in accordance with the Care Act 2014

The safeguarding adults' policy and procedures apply to all individuals involved in Bowls.

Bowls Development Alliance will encourage and support partner organisations, including clubs and counties to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedures.

Principles

The guidance given in the policy and procedures is based on the following principles:

- All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or transgender status have the right to be protected from abuse and poor practice and to play bowls in an enjoyable and safe environment.
- The BDA and NGB's partners recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- The BDA and NGB's partners recognise that disabled adults may or may not identify themselves or be identified as an adult 'at risk'.
- Everyone involved in bowls has a shared responsibility to ensure the safety and wellbeing of all adults and should act appropriately and report concerns whether these concerns arise within bowls (e.g. inappropriate behaviour of a coach) or outside (e.g. in the wider community).
- All allegations will be taken seriously and responded to quickly, in line with this Policy and the Bowls Development Alliance recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

The Care Act 2014 sets out the following six principles of adult safeguarding that should underpin safeguarding of adults

Empowerment - People being supported and encouraged to make their own decisions and informed consent. "I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

Prevention – It is better to take action before harm occurs. "I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

Proportionality – The least intrusive response appropriate to the risk presented. "I am sure that the professionals will work in my interest, as I see them, and they will only get involved as much as needed."

Protection – Support and representation for those in greatest need. "I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse. "I know that staff treat any personal and sensitive information in confidence, only sharing what *is helpful and necessary*. *I am confident that professionals will work together and with me to get the best result for me.*"

Accountability – Accountability and transparency in delivering safeguarding. "*I understand the role of everyone involved in my life and so do they.*"

Guidance and Legislation

The practices and procedures within this Policy are based on the principles contained within UK and international legislation and current Government Guidance. It has been developed to complement the Safeguarding Bowls Policy and supporting guidance, and take the following into consideration:

Care Act 2014– statutory guidance www.legislation.gov.uk/ukpga/2014/23/introduction The Care Act introduces new responsibilities for local authorities. It also has major implications for adult care and support providers, people who use services, carers and advocates. It replaces No Secrets and puts adult safeguarding on a statutory footing.

Protection of Freedoms Act 2012 - www.legislation.gov.uk/ukpga/2012/9/contents. The Protection of Freedoms Act 2012 is an Act of the Parliament of the United Kingdom. As the Protection of Freedoms Bill, it was introduced in February 2011, by the Home Secretary.

Domestic Violence, Crime and Victims (Amendment) Act 2012 - www.legislation.gov.uk/ukpga/2012/4/contents Domestic Violence, Crime and Victims (Amendment) Act 2012 came into force on 2 July 2012.

Equality Act 2010 - www.gov.uk/guidance/equality-act-2010-guidance. The Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all. It provides Britain with a discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

Safeguarding Vulnerable Groups Act 2006 - www.legislation.gov.uk/ukpga/2006/47 Introduced the new Vetting and Barring Scheme and the role of the Independent Safeguarding Authority. The Act places a statutory duty on all those working with vulnerable groups to register and undergo an advanced vetting process with criminal sanctions for non-compliance.

Mental Capacity Act 2005 - www.legislation.gov.uk/ukpga/2005/9/introduction. Its general principle is that everybody has capacity unless it is proved otherwise, that they should be supported to make their own decisions, that anything done for or on behalf of people without capacity must be in their best interests and there should be least restrictive intervention.

Sexual Offences Act 2003 - www.legislation.gov.uk/ukpga/2003/42/contents. The Sexual Offences Act introduced a number of new offences concerning vulnerable adults and children

Human Rights Act 1998 - www.legislation.gov.uk/ukpga/1998/42/contents The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law.

Data Protection Acts 1998 & 2018- www.legislation.gov.uk/ukpga/2018/12/contents. The Data Protection Act 2018 is a UK Act of Parliament which updates data protection laws in the UK. It is a national law which complements the European Union's General Data Protection Regulation and updates the Data Protection Act 1998

Disclosure & Barring Service 2013 - www.gov.uk/government/organisations/disclosure-and-barring-service Criminal record checks: guidance for employers - How employers or organisations can request criminal records checks on potential employees from the Disclosure and Barring Service (DBS).

The Care Act 2014 - <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted> The Care Act 2014 sets out in one place, local authorities' duties in relation to assessing people's needs and their eligibility for publicly funded care and support.

Making Safeguarding Personal Guide 2014 - www.local.gov.uk/our-support/our-improvement-offer/care-and-health-improvement/making-safeguarding-personal This guide is intended to support councils and their partners to develop outcomes-focused, person-centred safeguarding practice.

Definitions

To assist working through and understanding this Policy a number of key definitions need to be explained:

Adult is anyone aged 18 or over.

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.

Adult in need of care and support is determined by a range of factors including personal characteristics, factors associated with their situation or environment and social factors. Naturally, a person's disability or frailty does not mean that they will inevitably experience harm or abuse. In the context of safeguarding adults, the likelihood of an adult in need of care and support experiencing harm or abuse should be determined by considering a range of social, environmental and clinical factors, not merely because they may be defined by one or more of the above descriptors. 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 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 (MCA 2005).

Types of Abuse and Neglect - Definitions from the Care Act 2014

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.

Self-neglect – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings. In Bowls this could be a player whose appearance becomes unkempt, 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. In bowls you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.

Domestic Abuse – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.

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. This could be the harassing of a club member because they are or are perceived to be transgender

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting such as a hospital or care 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. In Bowls, this could be coaching without a necessary break.

Physical Abuse – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.

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. This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.

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. This could be someone taking equipment from an athlete with dementia.

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. This could be a coach not ensuring athletes have access to water.

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. This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

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.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

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.

Signs and indicators of abuse and neglect

Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in the club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises 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 their bowls sessions
- Someone losing or gaining weight / an unkempt appearance
- A change in the behaviour or confidence of a person
- They may self-harm
- They may have a fear of a particular group or individual
- They may tell you / another person they are being abused – i.e. a disclosure
- Harassing of a club member because they are or are perceived to have protected characteristics.

- Not meeting the needs of the participant. E.g. this could be training without a necessary break.
- A coach intentionally striking an athlete.
- This could be a fellow athlete who sends unwanted sexually explicit text messages to an adult with learning disabilities they are training alongside.
- This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

What to do if you have a concern or someone raises concerns with you.

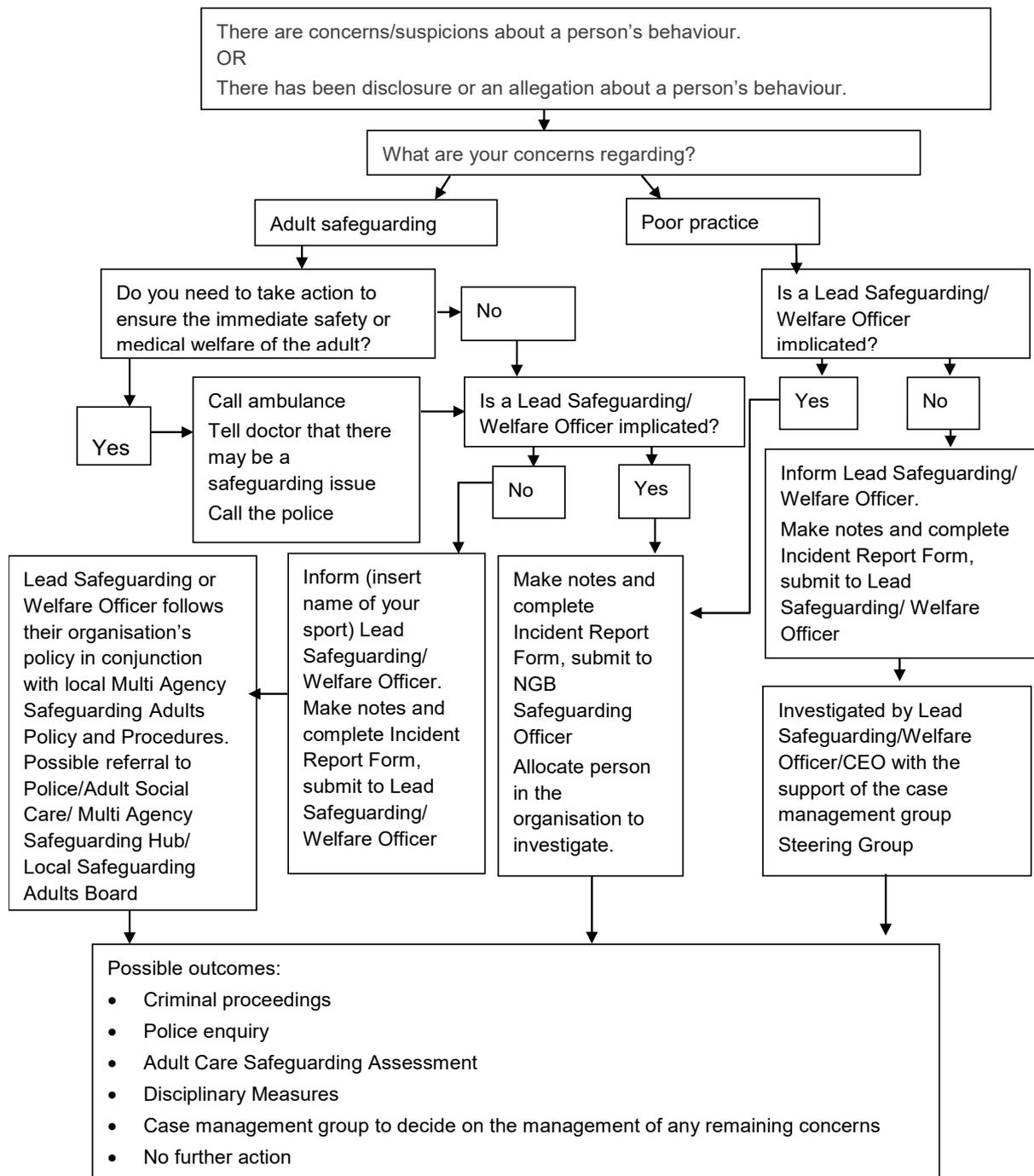
- It is not your responsibility to decide whether or not an adult has been abused. It is however everyone's responsibility to respond to and report concerns.
- If you are concerned someone is in immediate danger, contact the police on 999 straight away. Where you suspect that a crime is being committed, you must involve the police.
- If you have concerns and or you are told about possible or alleged abuse, poor practice or wider welfare issues you must report this to the Club/County Safeguarding Officer.
- When raising your concern with the Club Safeguarding Officer, remember Making Safeguarding Personal. It is good practice to seek the adult's views on what they would like to happen next and to inform the adult you will be passing on your concern and it is important when considering your concern that you also ensure that keep the person informed about any decisions and action taken about them and always consider their needs and wishes.

How to respond to a concern

- Make a note of your concerns.
- Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the Club/County Safeguarding Officer.
- Discuss your safeguarding concerns with the adult, obtain their view of what they would like to happen, but inform them it's your duty to pass on your concerns to your Club/County Safeguarding Officer.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with your Club/County Safeguarding Officer and others on a need to know basis.
- If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the emergency services immediately.
- The Club/County Safeguarding Officer to then inform the NGB Safeguarding Officer.

Safeguarding Adults Flowchart

Dealing with Concerns., Suspicions or Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

Roles and responsibilities of those within bowls

The Bowls Development Alliance is committed to having the following in place:

A Lead Safeguarding Officer to produce and disseminate guidance and resources to support the policy and procedures.

A clear line of accountability within the organisation for work on promoting the welfare of all adults.

Procedures for dealing with allegations of abuse or poor practice against Clubs, Counties, members of staff and volunteers.

A Case Management Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within (insert name of your organisation)).

A Disciplinary Panel as required for a given incident, if appropriate and should a threshold be met.

Arrangements to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

Clear codes of conduct are in place for coaches, participants, officials, spectators and other relevant individuals.

Good practice, poor practice and abuse

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in (insert name of your organisation) to make judgements regarding whether or not abuse is taking place, however, all (insert name of your organisation) personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

Good practice

- Adopt and endorse the Coaches Codes of Conduct.
- Have completed a course in basic awareness in working with and safeguarding Adults.

Everyone should:

- Aim to make the experience of bowls fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Consent and Information Sharing

Workers and volunteers within sports and physical activity organisations should always share safeguarding concerns in line with their organisation's policy, usually with their safeguarding lead or welfare officer in the first instance, except in emergency situations. As long as it does not increase the risk to the individual, the worker or volunteer should explain to them that it is their duty to share their concern with their safeguarding lead or welfare officer.

The safeguarding lead or welfare officer will then consider the situation and plan the actions that need to be taken, in conjunction with the adult at risk and in line with the organisation's policy and procedures and local safeguarding adults board policy and procedures.

To make an adult safeguarding referral you need to call the local safeguarding adults' team. This may be part of a MASH (Multi-Agency Safeguarding Hub). A conversation can be had with the safeguarding adults' team without disclosing the identity of the person in the first instance. If it is thought that a referral needs to be made to the safeguarding adults' team, consent should be sought where possible from the adult at risk.

Individuals may not give their consent to the sharing of safeguarding information with the safeguarding adult's team for a number of reasons. Reassurance, appropriate support and revisiting the issues at another time may help to change their view on whether it is best to share information.

If they still do not consent, then their wishes should usually be respected. However, there are circumstances where information can be shared without consent such as when the adult does not have the capacity to consent, it is in the public interest because it may affect other people or a serious crime has been committed. This should always be discussed with your safeguarding lead and the local authority safeguarding adults' team.

If someone does not want you to share information outside of the organisation or you do not have consent to share the information, ask yourself the following questions:

- Is the adult placing themselves at further risk of harm?
- Is someone else likely to get hurt?
- Has a criminal offence occurred? This includes theft or burglary of items, physical abuse, sexual abuse, forced to give extra money for lessons (financial abuse) or harassment.
- Is there suspicion that a crime has occurred?

If the answer to any of the questions above is 'yes' - then you can share without consent and need to share the information.

When sharing information there are seven Golden Rules that should always be followed.

1. Seek advice if in any doubt
2. Be transparent - The Data Protection Act (DPA) is not a barrier to sharing information but to ensure that personal information is shared appropriately; except in circumstances where by doing so places the person at significant risk of harm.
3. Consider the public interest - Base all decisions to share information on the safety and well-being of that person or others that may be affected by their actions.

4. Share with consent where appropriate - Where possible, respond to the wishes of those who do not consent to share confidential information. You may still share information without consent, if this is in the public interest.
5. Keep a record - Record your decision and reasons to share or not share information.
6. Accurate, necessary, proportionate, relevant and secure - Ensure all information shared is accurate, up to date; necessary and share with only those who need to have it.
7. Remember the purpose of the Data Protection Act (DPA) is to ensure personal information is shared appropriately, except in circumstances whereby doing so may place the person or others at significant harm.

Further information

Policies, procedures and supporting information relating to this Policy are available on the Safeguarding Bowls website: www.safeguardingbowls.org

The Safeguarding Bowls Group consists of:

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Training

It is important that anyone who is involved in safeguarding should develop their awareness of the subject. It is recommended that they attend training relevant to their role.

- **Sports coach UK (3-hours course).**

This course provides a basic understanding and awareness of safeguarding and is recommended for bowls coaches and Club Safeguarding Officers/Volunteers as an introduction to safeguarding.

It is available through your local Active Sport Partnership and is open to all sports. To find a course near you www.activepartnerships.org/active-partnerships

- **Safeguarding in Bowls ‘Time to Listen’ (4 hours – Coach Bowls).**

This is a bowls-specific workshop designed to support Club Safeguarding Officers. The workshop uses easy to follow, practical, bowls-related examples and case studies to enable attendees to fully understand their role in the club, and how they can effectively safeguard young people in their care. The course has been developed by the Child Protection in Sport Unit of the NSPCC and administered by Coach Bowls.

- **Adults Safeguarding in Bowls – 3hr course.**

This module is aimed at those clubs who have predominately adult only members. It focuses on ensuring Club Safeguarding Officers/Volunteers understand their role in safeguarding adults and in particular those adults who may be at risk.

For more information go to www.safeguardingbowls.org/training.htm If your club/county would like a course in your area please call Adam Durnin on 01926 334609.

Version: 3

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October 2016	First version of policy
May 2018	Reviewed and approved for use
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Revision History

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