



Safeguarding Bowls

Guidelines for Clubs

May 2020



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Key abbreviations found in this document

BDA	Bowls Development Alliance
BE	Bowls England
BCGBA	British Crown Green Bowling Association
CMG	Case Management Group
CPSU	Child Protection in Sport Unit
CSC	Children's Social Care (formerly known as Social Services)
CSP	County Sports Partnership
DBS	Disclosure & Barring Service (formally known as CRB)
EBF	English Bowls Federation
EIBA	English Indoor Bowling Association Ltd
ESMBA	English Short Mat Bowling Association
LSCB	Local Safeguarding Children's Board
NGB	National Governing Body
NSPCC	National Society for the Prevention of Cruelty to Children
SAB	Safeguarding Adults Board
SO	Safeguarding Officer

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Additional Guidance

Social Media

<https://thecpsu.org.uk/resource-library/2016/webinar-keeping-children-safe-online/>

Event Planning Tool

<https://thecpsu.org.uk/resource-library/2013/partnership-check-and-challenge-tool/>

Guideline 1

Safeguarding Officer – Job Description

1. Core Tasks

- Assist the club in developing or adopting the National Governing Body Safeguarding and Child Protection Policy and Procedures.¹
- Assist the club to identify areas for development to ensure a safe and welcoming environment for young players and adults at risk.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning the safeguarding of children and adults at risk, poor practice, and potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate safeguarding training, with the support of the club/National Governing Body.
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place locally.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), Adult Social Care (ASC) the Police and NGB Safeguarding Officer.
- Ensure that Codes of Conduct are in place. for staff, volunteers, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties.
- Advise on safeguarding issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality.

2. Core Skills

- Basic administration and record maintenance.
- Communication skills.

¹ The Bowling Development Alliance Safeguarding Bowls Policy and Guidelines provide guidance and templates to assist with this

- Experience in working with children and knowledge about child protection and safeguarding.
- Ability to manage local safeguarding policy and procedures with the support of the club/National Governing Body.

3. Recommended Training

All clubs should ensure that their members including coaches, volunteers and in particular Club Safeguarding Officers (formally known as Child Protection Officers) attend relevant training courses to ensure that all children and adults at risk are safe within their clubs.

- **Safeguarding & Protecting Children – sports coach UK (3-hour workshop)** - Aimed at volunteers, coaches and Club Safeguarding Officers. The course provides a basic understanding and awareness of safeguarding. They are provided at a local level and organised by the County Sport Partnership (see CSP websites).
- **Safeguarding in Bowls – “Time to Listen” (4-hour workshop)** - This workshop is designed to support Club Safeguarding Officers in their role. The workshop uses easy to follow, practical, bowls related examples and case studies to enable you to fully understand your role in the club and how you can effectively safeguard young people and adults at risk in your care. These courses are administrated by the Bowls Development Alliance and can be provided upon request.
- **Adults Safeguarding in Bowls – (3 hr course)**. This is primarily for Club Safeguarding Officers/Volunteers who have adult members only. For more information go to www.safeguardingbowls.org/training.html

For further information on training courses visit the website www.safeguardingbowls.org or call the BDA office on 01664 777001 and register your interest.

Guideline 2

Safe Recruitment Guidelines

Grassroots bowls needs the many thousands of volunteers to ensure the game continues to grow. It is very important that the right people are encouraged to volunteer their services in the many different roles there are to play.

The following guidelines reflect government guidance and legislation and are aimed at ensuring all involved in working with children and adults at risk are suitable to do so.

Advertising a Volunteer Vacancy

Often when a volunteer position becomes vacant, an internal candidate may already have been identified, and an informal approach by the secretary or committee member would normally be made to confirm the interest of the individual.

If there are no such candidates, then an internal notice could be placed on a notice board in the club house or circulated by word of mouth.

However, the system of recruitment should remain the same with both paid staff and volunteers and all roles involving responsibility for young people and adults at risk should have robust recruitment procedures in place to ensure safe and appropriate staff and volunteers working with children and adults at risk in bowls.

The club or organisation should provide the following:

- A job description detailing the overall purpose of the role, its scope and the skills and experience required to carry it out.
- Information about any responsibility for young people or adults at risk within the role – including whether the role is in “regulated activity”, in which case the post will be eligible for a DBS check. For further details, see page 9 flowchart titled Do I require a DBS Check?
- An application form. For assistance see Template 4 - Application form for Coaches/ Staff/Volunteers/Officers

Any advertisement for the role should include:

- the aims of the organisation.
- a description of the role, key responsibilities and minimum experience and skills required.
- copy of codes of conduct for employees, volunteers and children and guidance for parents and carers.
- short statement that reflects the club or organisation’s commitment to safeguarding.
- process for candidates to apply and a closing date for application.

- contractual information: is the post-paid /unpaid? permanent /temporary/part/full time?
- hours of work and location.
- if the post requires a DBS check.

Application

Everyone should complete an application form. This will assist in decision making and does contain all the personal details which are required for administrative purposes.

(See template sample form 4 - Application form for Coaches/ Staff/Volunteers/Officers).

Self-Declaration Form

As part of the application process all individuals should complete a self-declaration form, declaring any convictions or cautions including all unspent convictions. (See template sample form 5 – Self Disclosure)

References

Two written references should be requested one of which should know of the candidate's previous experience with children and/or adults at risk. This is particularly important if the person is not known to the club or organisation. If an individual has no experience of working with children or adults at risk, then training would have to be undertaken.

Qualifications

Required qualifications will be checked as part of the interview process.

Induction

All new staff and volunteers will receive advice and support when new to their role. Their progress will be monitored with a clear process of induction outlined.

Salaried Staff

Each employing body will be expected to follow its each own recruitment guidelines, which will include safeguarding considerations. If salaried staff are in regulated activity, safe recruitment guidelines would be applied.

Disclosure & Barring Service (DBS) checks for working with adults.

The DBS has launched two essential new resources which are designed to help the sport understand eligibility criteria across a range of roles.

Working with Children -

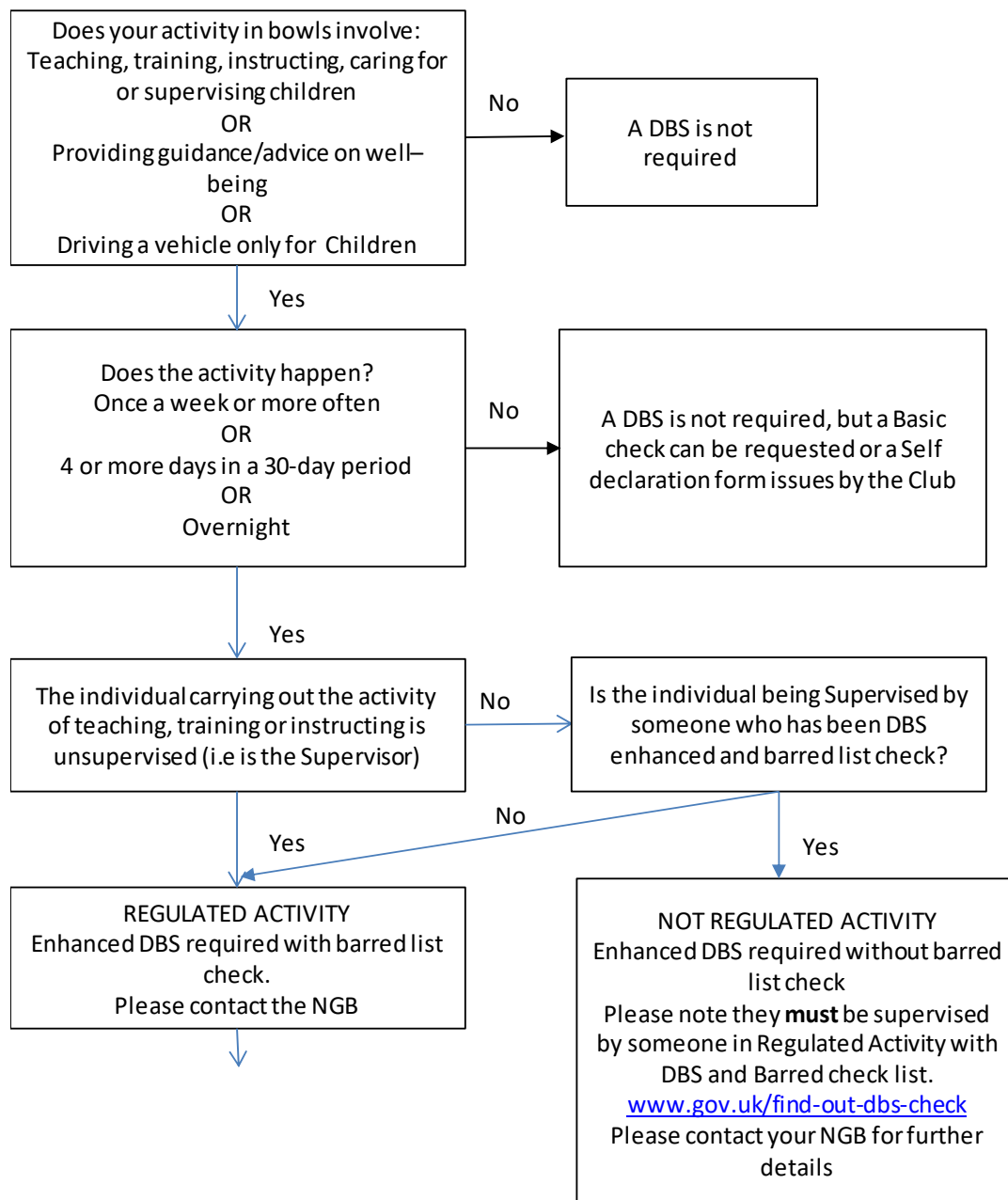
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758272/ENGLISH - DBS Checks in Sports - Working with Children LATEST.pdf

Working with Adults –The conditions for regulated activity with adults do not fit with many roles in sport.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/758275/ENGLISH - DBS Checks in Sports - Working with Adults.pdf

Only those people in “regulated activity” meet the eligibility criteria for a DBS check. Refer to the flowchart below to see if you require a DBS check.

Do I require a DBS check?



Barred list check: a list of people barred from working with children.

Should you meet the eligibility criteria please contact your relevant National Governing Body to request a criminal record check application form.

Guidance on completing and returning the application form will be provided to all applicants.

Guideline 3

Whistle Blowing Guidelines

Introduction:

The National Governing Bodies of bowls are all working together with the Bowls Development Alliance and are committed to creating and maintaining the safest possible environment for children and adults at risk to participate in the sport of bowls and each recognise their responsibility to promote a safe environment and for any concerns to be reported without fear of reprisal.

This policy should be read in conjunction with all of the organisations' own policies regarding whistleblowing.

What is Whistle Blowing?

Whistle blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

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 everyone in bowls to make disclosures about fraud, misconduct or wrongdoing in the sport and 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 also 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 the respective National Governing Body (BE, EIBA, ESMBA, BCGBA and EBF) 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 and county members, committee members, coaches, volunteers and parents should have an understanding of whistle blowing.

All club and county members, committee members, coaches and volunteers should know where to access the Safeguarding Bowls Policy for whistle blowing and to follow it when anything is reported.

All players and parents should be aware of the policy of the National Governing Body, club or county and of what action should be taken when legitimate concerns arise.

Individuals should be assured that they will be supported when concerns are reported.

Qualifying Disclosures

National Governing Bodies would expect its members or participants 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 National Governing Body's Grievance Procedure and/or Safeguarding and Protecting Children and Adults at Risk Policy and not under the Whistle Blowing procedure.

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

Disclosure Procedure

1. If you wish to make a qualifying disclosure you should in the first instance report the situation to an appropriate person.
2. Such disclosures should be made promptly so that investigation may proceed, and any action taken quickly.

3. All qualifying disclosures will be taken seriously. The disclosure will be promptly investigated and as part of the investigatory process, you will be interviewed and asked to provide a written statement setting out the nature and details of your 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.
4. In order to investigate a disclosure a National Governing Body must be able to determine the scope of the investigation and the individuals who should be informed about the disclosure. The National Governing Bodies reserve the right to appoint another investigator to investigate the disclosure other than the designated person to whom you reported.
5. Your National Governing Body 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.
6. Once the investigation has been conducted and completed, you will be informed in writing of the outcome and the National Governing Body's decision as soon as possible.
7. If you wish to appeal against the National Governing Body's decision, you must do so in writing within five working days of the decision. On receipt of an appeal a senior officer or member of the Case Management Group shall make arrangements to hear your appeal. Your National Governing Body 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.
8. Following your National Governing Body hearing your appeal, you will be informed in writing of the outcome and their conclusion and decision within five working days.
9. Once the National Governing Body decision has been finalised, any necessary action will be taken. If no action is taken, the reason will be explained to you.
10. 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, National Governing Bodies always encourage members and staff to raise their concerns directly in the first instance, rather than externally. This enables issues to be dealt with promptly and speedily.

Implementation

The National Governing Bodies all endorse this policy and will ensure that it is followed by all bowls organisations that fall within their remit. This policy should be implemented within all bowling organisations.

Guideline 4

Confidentiality Guidelines

Confidentiality refers to guidelines within bowls about when information can be shared, with whom and rules around when it is not appropriate to share information.

Every effort should be made to ensure that confidentiality is maintained for all concerned. However, there are circumstances when it is important that information is shared including to report or prevent harm to a child or an adult at risk.

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

This includes the following people:

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

Information should 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

When you're storing data, remember to comply with the Data Protection Act 2018. The Act requires that you keep your clients' personal data secure, 'with appropriate technical organisational measures taken to protect the information'. In practice, this means you should encrypt personal data and protect it with a password, as well as taking physical precautions to keep it safe - lock away computers at night and secure servers and external hard drives with anti-theft cables.

- The Act requires that you take steps to keep personal data secure
- Encrypt sensitive data with a password
- Take physical precautions to keep data safe

Guideline 5

Away Trips

Travelling to away fixtures is a regular event for many clubs and teams. Trips may vary from short journeys to play another bowls team or involve more complicated arrangements involving overnight stays and events overseas. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when travelling with children.

Communication with:

Children – they 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 sports 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 that the team manager should be aware of. Parents should also have the name and contact details of the team manager 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 guardian(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/s, 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.

Transport

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

Ratio

As a guide, a ratio of 1:8 should be considered as a minimum for players aged 11 years and over. For younger children and people with disabilities, this ratio may be increased. There should always be more than one adult supervising any group and ensuring a DBS check has been obtained.

Insurance

The team manager needs to ensure that the club's general insurance covers travel to away events and cover should include baggage loss, medical cover and emergency expenses to cover accommodation and transport. Further guidance is available on the CPSU Website <https://thecpsu.org.uk/event-management/>

Breakdowns and accidents

In the event of a breakdown or accident, the group should remain under the direct supervision of the team manager and/or other designated officials. If the accident is of a serious nature, then the Police should be informed immediately-

Emergencies

If an emergency occurs during a trip

- Establish the nature of the emergency as quickly as possible and if relevant, establish the names of any casualties and get them immediate medical attention.
- Ensure that the group are safe and supervised.
- Ensure that any group members who need to know are made aware of the incident, and that all group members are following correct emergency procedures.
- If there are casualties ensure that a member of staff accompanies these people to hospital, if relevant, and that the rest of the group are adequately supervised (and kept together) at all times.
- If necessary, notify the police immediately.
- As soon as it is safe and sensible to do so, write down all relevant facts and any witness details, as accurately as you can, to preserve any evidence.
- Keep a written account of all events, times and contacts after the incident.
- Ensure that no-one in the group speaks to the media. All media enquiries should be referred to the relevant National Governing Body.
- Complete a Safeguarding Bowls incident/accident report form as soon as possible and notify the relevant National Governing Body's Safeguarding Officer.

De-brief on return

After the trip, staff should meet to discuss its success. This process can be part of your report back to the committee (which may also request a written report). If any significant issues arose on the trip, these should be detailed in writing and may be included in the place to play minutes. Areas for special consideration include the success of your pre-planning, the quality and accuracy of the programme information you provided, and any health and safety, discipline or child protection issues. This will form the basis of any feedback you give to parents.

It may be helpful to hold a de-briefing meeting for parents and players. Alternatively, you may wish to produce a general evaluation form. This gives staff, parents and players an opportunity to comment on the trip and highlight any good/bad aspects of the experience. This kind of feedback is extremely useful for deciding what lessons need to be learnt, and what can be done differently in the future to make trips even more enjoyable.

Use in conjunction with Template 18 Travel Check List and /or Overnight Trips

Guideline 6

Transport Guidelines

When it comes to transport, the main points to consider are:

- Passenger safety.
- The competence and training of the driver to drive the proposed vehicle (assessed by an allocated person within the club/national governing body) and whether he/she holds insurance and an appropriate, valid licence.
- Total journey time, hours on the road, overall distance and suitable stopping points.
- The length of the driver's day – will more than one driver be required?
- Type of journey, traffic and weather conditions, appropriate insurance and breakdown cover.
- Supervision requirements.
- Suitability of transport, if players with disabilities are travelling.
- Emergency procedures.

Legislation

It is the responsibility of the organising official to ensure that the travel arrangements and transport used 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

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.

Private cars

It is the responsibility of the driver to ensure that the travel arrangements and type of transport are suitable for the journey. Vehicles transporting players should be appropriate and roadworthy and they should also have the appropriate licence and insurance cover.

The insurance cover when transporting people as part of work, whether paid or not should be business cover (insurance companies charge very little for this extra cover). It is 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 important that adults driving 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/national governing body then parental permission should be obtained.

When groups of players are travelling together in a private car then a central collection and dropping point should be arranged.

Particularly reminder for coaches: you are not a 'taxi driver' you are a bowls coach. It is the parents' responsibility to get their child to a certain location or event.

The private car user form should be completed for all private drivers.

Child Seats/Restraints

The law says that all children under the age of 12 must use some form of child car seat, unless they are taller than 135cm (4ft 5in). Regardless of whether the child is in the front or rear seats in cars, vans and other goods vehicles, the child must travel in the correct child restraint for their weight with very few exceptions.

The correct child restraint may be a rearward facing baby seat, forward facing child seat, booster seat or booster cushions. The law states that it is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law.

The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. Seat belts must be worn, if fitted.

Exceptions to the rules

In limited circumstances, children can travel without the correct child restraint. These include:

- In a licensed taxi or licensed private hire vehicle – If the correct child restraint is not available then, in the rear seat only, children under three may travel unrestrained. Children aged three years and over must use an adult seat belt.
- In cases of unexpected necessity over a short distance – If the correct child restraint is not available then, a child of three years or more must use an adult belt and be seated in the rear seat only. This exemption does not apply to children under three years and does not cover regular school runs or other journeys that are planned in advance.
- Where two occupied child restraints in the rear seat preventing, you fitting a third - In this case, provided the front seat is occupied, a third child aged three years and over can use an adult seat belt (lap OR lap and diagonal) in the rear. If the front seat is free, then they must sit there using the correct child restraint.
- In older vehicles with no rear seat belts – In this case, children three years and over may travel unrestrained.

Travelling in a Coach or Minibus

All coaches and minibuses manufactured after October 2001 must now be fitted with either three-point seat belts or lap belts on forward or rearward facing seats. If you plan to travel by coach or minibus, you should contact the Operator in advance and ask if the vehicle is fitted with seat belts and if they offer the appropriate child car seat restraint. It may not always be possible for the Operator to carry a range of car seats on their vehicle.

If the Operator is unable to provide the appropriate car seat restraints, you should inform the parent/guardians/carer of this. If the Operator is able to provide the appropriate child car seat restraints you should use these and inform the parent/guardian/carer of this.

For further information regarding the above please visit: www.childcarseats.org.uk or <http://think.direct.gov.uk/>

Guideline 7

Anti-bullying Policy

Within bowls there is a commitment to providing a caring, friendly and safe environment for all bowlers so they can take part in a relaxed and secure atmosphere regardless of their age or background.

Quite simply, bullying of any kind is unacceptable in bowls.

If bullying does occur, all members should be able to tell and 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 concerns.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, 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 -
 - Any issues relating to the internet, such as email, social media & internet chat room misuse.
 - Mobile threats by text messaging & calls
 - Misuse of associated technology, i.e. camera & 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. The sport has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- 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 players and parents should know what the policy is on bullying, and what they should do if bullying arises
- As a sport, we take bullying seriously. Anyone involved in bowls should be assured that they will be supported when bullying is reported

Very simply - Bullying will not be tolerated.

Procedures

1. Report bullying incidents to the Club Safeguarding Officer, member of the club committee or an adult you can trust or the County Safeguarding Officer.
2. In cases of serious bullying, the incidents will be referred to the relevant NGB Safeguarding Officer.
3. In serious cases parents, should be informed and asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour, or threats of bullying, must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully/bullies change their behaviour.
7. If mediation fails and the bullying continues further disciplinary action will be taken.

Recommended Club Action

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below:

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem
2. If this fails or is not appropriate, a small panel of club officers should meet with the parent and child making the allegation to obtain more information. This panel will normally include the Club Safeguarding Officer. Minutes should be taken for clarity, which should be agreed by all as a true account
3. The same panel should meet with the alleged bully and parent/s, detail the allegation and allow them an opportunity of reply. Minutes should again be taken and agreed
4. 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 or permanent

suspension. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time. The club committee should monitor the situation for a given period to ensure the bullying is not repeated

5. All appropriate coaches, volunteers or team managers involved with both individuals should be made aware of the concerns and outcome of the process i.e. the warning

Outcomes

1. The bully/bullies may be asked to apologise
2. In serious cases, suspension or exclusion will be considered
3. If possible, the people concerned will be reconciled
4. Monitoring should be put in place to ensure repeated bullying does not take place.

Prevention

1. The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part
2. All club members and parents of young bowlers should sign a code of conduct on an annual basis. The code of conduct should include reference to bullying
3. The Club Safeguarding Officer will raise awareness about bullying and why it matters

Further Information

See Guideline 10 Useful External Support Contact List

Guideline 8

Managing Challenging Behaviour

Staff, volunteers and coaches may have to deal with challenging behaviour from children and adults at risk from time to time. This is a shared responsibility between everyone - the organisers, the parents, the children and the adults at risk themselves.

This guidance aims to inform all these parties about the roles they play in dealing with difficult behaviour. At the centre is the need to remember that the safety of children and vulnerable adults is paramount– so that everyone in bowls can enjoy the activities in which they are involved.

Clubs and organisations should identify measures they can put in place to promote good practice among staff, organisers and parents, and good behaviour in young bowlers. Young bowlers should understand that if their behaviour goes beyond what is acceptable, or threatens others' safety, event organisers or staff will take action to intervene in accordance with these measures, for the safe of everyone's wellbeing.

This guidance note identifies good practice, outlines strategies and sanctions that can be used (as well as those that must never be used) and encourages a proactive approach to help children manage their own behaviour).

Guidance for dealing with difficult behaviour is based on the following principles:

- The welfare of the child or adult at risk is paramount.
- All those involved with young bowlers (including other children and parents) should be provided with clear guidelines about expected standards of conduct, and the process for responding to unacceptable behaviour.
- Children and adults at risk must never be subjected to any treatment that could be considered to be harmful, abusive, humiliating or degrading.
- Some young people will exhibit challenging behaviour as a result of medical conditions, and may require specific or additional guidance. These, and any other unique needs, should be discussed with parents/carers and the child when planning an activity, and extra support provided if needed.
- Bowls can make a big difference in improving the lives of children and adults at risk, so everyone should be supported to participate, wherever possible. Only in exceptional circumstances, when the safety of the child or adult can't be maintained, should anyone be excluded from activities.

Planning

Good practice requires activities to be planned around the group as a whole, but also to take individual needs into consideration. There should be procedures to enable organisers to establish whether members of the group have, or are likely to have, difficulty with the tasks, the other participants or the environment.

Where there are potential risks, strategies to manage these risks should be agreed in advance. The appropriate number of adults needed to safely manage a session should be established, taking into account the potential need to respond to challenging behaviour to safeguard other members of the group.

When a child or adult's behaviour has been identified as requiring extra support or specialist expertise, this should be discussed with parents/carers and where appropriate, the child or adult at risk. The club should seek to work in partnership with parents, and where necessary external agencies, to ensure that everyone can participate safely.

Agreeing acceptable and unacceptable behaviours

Everyone – staff, coaches, volunteers, children, parents and adults at risk should be involved in developing a Code of Conduct that agrees acceptable and unacceptable behaviour, and the sanctions that may be applied in response to a breach of the code. This can be agreed at the start of the season, in advance of a trip away or as part of a welcome session.

Evidence suggests that when children and vulnerable adults are involved in the preparation of a Code of Conduct, they arrive at a very sensible and working set of rules and there is more 'buy-in' from the participants.

Managing Challenging Behaviour

Responses should always be proportionate to the actions, imposed as soon as is practicable and fully explained to the child and adult at risk and their parents/carers. In dealing with those who display disruptive or challenging behaviour, organisers might consider the following options:

- **Time out** – from the activity, group or individual work.
- **Reparation** – making amends.
- **Restitution** – giving something back.
- **Behavioural reinforcement** – rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation – talking things through.
- **Increased supervision** by staff/volunteers.
- Increased involvement of parents.
- Use of individual 'contracts' or agreements for future or continued participation.
- **Sanctions or consequences**, e.g. missing an outing.
- **Seeking additional support** by working with other agencies, e.g. referral for support to Children's Social Care, discussion with the child's key worker or adults at risk carer if they have one, speaking to the school or care home about management strategies, etc. Note: these require parental consent unless the child is felt to be 'at risk' or 'in need of protection'.
- **Exclusion**, temporary or permanent.

The following should **NEVER** be permitted as a means of managing a child's or adults at risk behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child or adults at risk.
- Being deprived of food, water, access to changing rooms or toilets, or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

The needs of any child or adult at risk for whom sanctions are frequently necessary should be reviewed. This review should involve the child, their parents, the adult at risk and their carer and in some cases others who provide support or services. If a child or vulnerable person continues to be disruptive, or presents a danger to themselves or others, they may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child or adult at risk injuring themselves or others or causing serious damage to property.

Physical contact to prevent something happening should always be the result of conscious decision-making, not a reflexive reaction. Before intervening, the member of staff should ask themselves, 'Is this the only option to manage the situation and ensure everyone's safety?' If you do have to physically intervene, do so in the least restrictive way possible to prevent the individual from being hurt, and do so only after all other strategies have been exhausted. Studies show that, where this is the case, children and adults at risk understand and accept the reasons for the intervention.

Where possible adult witnesses should be present

In the event that physical intervention is needed, the following must always be considered:

- Contact should be in line with good practice and never be made in a way that could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child or the adult at risk showing the behaviour.
- Organisers should consider the circumstances, and the risks associated with employing physical intervention compared with the risks of not doing so.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person or adult at risk and the harm or damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force – the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.

- Organisers should never employ physical interventions that present an unreasonable risk to children, adults at risk or staff/volunteers.
- Physical intervention should **NEVER** be used as a form of punishment.
- Physical intervention should **NOT** inflict pain.
- Where children or adults at risk are identified as having additional needs or behaviours that are likely to require physical intervention, this should be discussed with parents or carers.

Any physical intervention that does happen should be reported and recorded as soon as possible using the Incident Report Form and passed to the Club Safeguarding Officer.

Views of the Child or Adult at Risk

Coaches, staff and volunteers should meet with the child and adult at risk and his or her parents/carers following any incident of physical intervention. This way everyone involved has an opportunity to talk calmly about what happened. The individuals' ongoing needs and their continued safe participation in the activity should also be discussed. The parents, child, adult at risk and carer should be made aware of the club's policies for managing challenging behaviour.

Experiencing or witnessing physical intervention can provoke strong feelings in young people and adults at risk. Even an individual who wasn't directly involved might be fearful that something similar will happen to them in future. It can be beneficial to explain the outcome of this discussion to other children or adults at risk, or anyone else involved in the incident.

It is in everyone's best interest for the bowls club or organisation to have a policy around managing behaviour. The guidelines should clearly set out:

- the standard of conduct expected from coaches, staff, volunteers and participants;
- how the organisation will respond to unacceptable behaviour;
- how the organisation will respond to 'high risk' behaviour;
- the circumstances in which children or adults at risk will be restrained;
- guidance, information or any support or training available to coaches, staff and volunteers;
- circumstances in which external agencies will be contacted, for support or in response to concerns;
- a process to agree what will happen after an incident. Clubs must have arrangements in place to check on the wellbeing of those involved, guidance on recording information and who should be informed, and a system for recording and monitoring incidents.

Guideline 9

Physical Contact in Bowls

Everyone involved in bowls should have the best experience possible, but at the same time, everyone should be safe. Coaches should keep in mind the following common sense tips in relation to physical contact.

We recognise that physical contact between a child or adult at risk and another adult may be required to instruct, encourage, protect or comfort.

England is a multi-cultural society comprising people from many different ethnic and religious backgrounds. We may also have participants who may be on the Child Protection Register or have previously been, or are currently being abused at home. Not everyone is used to, or is comfortable with any type of touching be it friendly or otherwise. In many cultures, people may be uncomfortable about being touched by strangers of people of the opposite gender. Coaches need to be aware that touching may cause discomfort or embarrassment and need to show consideration.

In bowls, there may be times where a coach may need to touch the player to assist in a certain task to help with their technique or to celebrate. If anyone is uncomfortable with physical contact, it should be made clear that they can make their feelings known privately to the adult. Any contact should be led by the child and not the adult

All touching should be done for a positive reason. As a responsible adult, you 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
- Meet the requirements of the sport

Coaches should seek to explain the reason for the physical contact to the child or adult at risk i.e. to reinforce a point or to coach a specific skill. Unless the situation is an emergency, the adult should ask the child or adult at risk for permission. Physical contact should always be intended to meet the individuals need NOT the adults. The following guidelines should be adhered to:

- If a child or adult at risk becomes injured during a coaching session and the injury requires the individual to be carried to a place of treatment, always seek support from another adult before moving the individual. Any first aid administered should be in the presence of another adult or in open view of others
- If the child or adult at risk seems uncomfortable in any way with the physical contact, stop immediately

- If the child or adult at risk you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them
- Where physical contact is for motivational or celebratory reason, agree with the children teachers or adults' carers or other appropriate adults that to praise good performance with a "high five" or similar action will be used
- Never help a child or adult to dress, for example, to put on clothing unless they request this and genuinely require assistance

Guideline 10

Useful External Support Contact List

Child Protection in Sport Unit (CPSU) - is to give advice and support to all volunteers in sport clubs. The CPSU was founded in 2001 to work with UK Sports Councils, National Governing Bodies of Sport (NGB's) County Sport Partnerships (CSP's) and other organisations to help minimise the risk of child abuse during sporting activities.

CPSU is based at the NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ

Telephone: 0116 234 7278 **Email:** cpsu@nspcc.org.uk **Website:** www.thecpsu.org.uk

All clubs should ensure they have local contact details for reference. These should include local police station contact details, details of the local Community Support Officer and a number for the local Social Services.

THE FOLLOWING ARE A SELECTION OF EXTERNAL AGENCIES THAT CAN PROVIDE SPECIALISED SUPPORT ACROSS A RANGE OF AREAS:

Ann Craft Trust

The Ann Craft Trust works with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk from abuse. They also provide advice and information to parents and carers who may have concerns about someone that they are supporting.

www.anncrafttrust.org • Tel: 0115 951 5400

ASSIST

ASSIST is a registered charity dedicated to offering confidential, emotional and practical support to individuals and families affected by trauma. <http://assisttraumacare.org.uk/>

Tel: 01788 560 800 (Helpline)

Breaking Free

An organisation that provides, support to female adults who have experienced childhood sexual abuse.

www.breakingfreesupport.co.uk/ 01793 514339 (Helpline)

CHILDLINE

A free 24-hour helpline for children

www.childline.org.uk • Tel: 0800 1111

Citizens Advice Bureau

The Citizens Advice service helps people resolve their legal, money and other problems by providing free information and advice from over 3,000 locations across England, Wales and Northern Ireland. See the website for details of local offices.

www.citizensadvice.org.uk/ • Tel: 03444 111 444

Bullying

The Government has provided information to show pupils, their families and teachers how to tackle bullying.

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Family Rights Group

Provides advice and support to families whose children are involved with social services and develops and promotes services that help secure the best possible future for children and families.

www.frg.org.uk • Tel: 0808 801 0366 (Helpline)

Kidscape

Kidscape provides individuals and organisations with practical skills and resources necessary to keep children safe from harm. Kidscape was established to prevent bullying and child sexual abuse.

www.kidscape.org.uk • Tel: 020 7823 5430 (Helpline for use by adults concerned about a child being bullied Mon-Tues, 10am-5pm)

Lantern Project

This charity provides information and support services for adult victims of child sexual abuse in Merseyside and the surrounding region

www.lanternproject.org.uk/ -• Tel: 0151 606 4810

NAPAC (National Association for People Abused in Childhood)

NAPAC is a registered charity, which provides support and information for people abused in childhood.

<http://napac.org.uk> • Tel: 0800 801 0331

NSPCC Helpline

The NSPCC Child Protection Helpline is a free, national, 24-hour service, which provides counselling, information and advice to anyone, including children, concerned about a child at risk.

www.nspcc.org.uk • Tel: 0808 800 5000

Rape Crisis England and Wales

The website provides information for survivors of sexual violence and their friends and family to access the services they need and details of local rape crisis centres.

<https://rapecrisis.org.uk/get-help/find-a-rape-crisis-centre>

Samaritans

Provides confidential & emotional support 24 hours a day for people who are experiencing feelings of distress or despair including those that may lead to suicide.

www.samaritans.org.uk • Tel: 116 123

Stop It Now

Stop it Now! UK & Ireland is developing a public health approach to the prevention of child sexual abuse through a network of local projects and national initiatives. It provides adults with the information they need to recognise worrying behaviour in themselves or others, and with the confidence to take responsible action when they suspect that something is wrong.

www.stopitnow.org.uk • Tel: 0808 1000 900

Survivors

This agency provides information, support and counselling for men who have been raped or sexually abused.

www.survivorsuk.org • Tel: 0845 122 1201

Local Safeguarding Children Boards

Local Safeguarding Children Boards (LSCBs) were established by the Children Act 2004 which gives a statutory responsibility to each locality to have this mechanism in place.

LSCBs are responsible for local arrangements for protecting children and young people. They provide inter-agency guidelines for child protection. - See Guideline 8.

Local Authority Designated Officer (LADO)

Within the Local Safeguarding Children Board there will be a Local Authority Designated Officer (LADO)?

The role of the Designated Officer works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child.
- possibly committed a criminal offence against children, or related to a child.
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Guideline 11

Safeguarding Boards

The Designated Officer (DO) or formerly known as a Local Authority Designated Officer LADO, is involved from the initial phase of the allegation through to the conclusion of the case. The DO (LADO) is available to discuss any concerns and to assist you in deciding whether you need to make a referral and/or take any immediate management action to protect a child.

The Designated Officer (DO) role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The Designated Officer (DO) is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The DO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

Contacts

To contact your Local Safeguarding Board please visit one of the links below: -

Local Safeguarding Children's Boards

www.childprotectioncompany.com/CPC/local-safeguarding-children-boards

Safeguarding Adult Boards

www.childprotectioncompany.com/CPC/local-safeguarding-adults-boards

Guideline 12

Useful Internal Bowls Contact List

Bowls Development Alliance

Development Director
Susan Cooper
susan@playbowls.org
Tel: 07884 358202

Bowls England

NGB Safeguarding Officer
Alistair Hollis
alistair@bowlsengland.com
Tel: 07765 050408

English Indoor Bowling Association Ltd

NGB Safeguarding Officer
Joanne Shore
joanneshore@eiba.co.uk
Tel: 01664 481900

English Short Mat Bowling Association

NGB Safeguarding Officer
Lynn Dean
lynn@esmba.co.uk
Tel: 01258 817432

English Bowling Federation

NGB Safeguarding Officer
Jeanette Murphy
jeanette@murphys.karoo.co.uk

British Crown Green Bowling Association

NGB Safeguarding Officer
Paul Ashmore
safeguarding@bcgba.org.uk

Safeguarding Bowls Policy Group

This group reviews, manages and develops the safeguarding policies within bowls and on behalf of all the bowls National Governing Bodies

Safeguarding Case Management Group

Each organisation has its own process and procedures for management of cases

Safeguarding Bowls Appeals Group

Each organisation has its own process and procedures for dealing with appeals

Guideline 13

Safeguarding Training Plan

Training	Who?	What and when?	Cost
<p>Safeguarding & Protecting Children 3hrs</p> <p>Sports coach UK module delivered through County Sport Partnerships</p>	<p>Volunteers Coaches County/Club Safeguarding Officers</p>	<p>Why attend?</p> <p>Raise awareness and develop knowledge on safeguarding.</p> <p>Who delivers them?</p> <p>County Sport Partnerships deliver “Safeguarding & Protecting Children” workshops for all sports throughout the year. Book a place directly with the CSP</p> <p>www.cspnetwork.org</p> <p>sports coach UK deliver their own course across the country</p> <p>www.sportscoachuk.org</p>	<p>£30 - £40</p>
<p>Safeguarding in Bowls Time to Listen 4hrs</p> <p>NSPCC course delivered by the BDA</p>	<p>Club/County Safeguarding Officers</p>	<p>Why attend?</p> <p>To learn more about the roles and responsibilities of a Club/County Safeguarding Officer and know what to do if an issue arises and who can support you with dealing with it</p> <p>This course is administered by the Coach Bowls to book a place go online at www.coachbowls.org or call 016926 334609 to register your interest</p>	<p>£35</p>
<p>Adults Safeguarding in Bowls</p>	<p>Volunteers Coaches County/Club Safeguarding Officers</p>	<p>For more information go to www.safeguardingbowls.org/training.html</p> <p>This course is administered by the Coach Bowls to book a place go online at www.coachbowls.org or call 016926 334609 to register your interest</p>	<p>£30</p>

Guideline 14

Photographing and Filming Children & Adults at Risk in Sport

Photographing and Filming

Photos of young people and adults at risk enjoying the sport can be great promotional tools but when personal information is added to photographs, these images can be used to identify children or adults at risk, and put their safety and privacy at risk. Photographs can also be adapted for inappropriate use.

First principles for photography and video

The welfare of children and adults at risk who are taking part in bowls is paramount.

Parents, children, adults and carers have a right to decide whether images will be taken and how they will be used.

Parents/carers must give written consent for images to be taken and used. See our Photography Permission Form (Template 11).

In terms of content, images should only convey best practice and positive aspects of bowls.

Care should be taken to ensure that images are not sexual or exploitative in nature, or open to misinterpretation and misuse.

Efforts should be made to ensure that images are only taken by authorised persons, as agreed in the protocol for a particular event.

Publishing images

With the new General Data Protection Regulations GDPR having coming into force photographers should obtain written permission from parents/carers to take and use any photographs.

If the club wants to recognise the achievement of an individual bowler by publishing their name with their photograph consent also will be required, personal details should NEVER accompany the image (e.g. postal or email address, telephone numbers).

Try to take and use photographs that focus on the activity, rather than a particular child or vulnerable person. Where possible, use images that represent the diverse range of individuals who take part in bowls.

Ensure images reflect positive aspects of children and adults at risk involvement in bowls, like fun, competition and special achievements.

Report any inappropriate image use to the authorities. **If you have a concern, report it to the NGB Safeguarding Officer.**

Filming and photography at competitions

If you are inviting a member of the press or a professional photographer to a session, make sure they understand their responsibilities when it comes to child protection issues.

Provide a clear brief about what is appropriate in terms of image content and their behaviour around the players.

Inform all attendees that a photographer will be present.

Make it clear that unsupervised access to children or adults at risk or one-on-one photography or filming sessions, at the event or elsewhere, will not be permitted.

If parents or other spectators plan to photograph or film the event, they should be prepared to identify themselves and explain their reasons for recording the event on camera.

People who want to use photographic equipment at the event should be asked to register. (See our Photography Registration Form Appendix Form Template 11).

Parents, children, adults and carers should be made aware that if they have concerns, they can report them to the event organiser or the Club's Safeguarding Officer. The organiser or Safeguarding Officer should address these concerns as they would any child protection issue.

Guideline 15

Complaints Procedure

The Bowls Development Alliance (BDA), working with all the National Governing Bodies are all committed to providing a quality service for its members and working in an open and accountable way that builds the trust and respect of all our stakeholders.

One of the ways in which we can continue to improve our service is by listening and responding to the views of our members, customers and stakeholders, and by responding positively to complaints, and by putting mistakes right.

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

The purpose of a formal complaints procedure is intended to ensure that all complaints are handled fairly, consistently and wherever possible resolved to the complainant's satisfaction.

Responsibility for Action

The BDA Manager along with NGB officers with a Safeguarding responsibility are jointly responsible for taking appropriate action.

Confidentiality

Apart from in exceptional circumstances, every attempt will be made to ensure that both the complainant and the BDA and NGBs maintain confidentiality. However, the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality and each complaint will be judged on its own merit. Should this be the case, the situation will be explained to the complainant.

Monitoring and Reporting

All complaints will be recorded and quarterly monitoring will take place to ensure procedures are being adhered to.

FORMAL COMPLAINTS PROCEDURE

Stage 1

In the first instance, if your complaint concerns a Club Safeguarding Officer or a volunteer at the Club, you should write to your Club Secretary/Chairman as per your Club/County Rules and regulations.

Stage 2

If you are unable to resolve the issue informally or at a local level, you should write to your relevant NGB so that they can review-

In your letter, you should set out the details of your complaint, the consequences for you as a result, and the remedy you are seeking.

You can expect your complaint to be acknowledged within 4 working days of receipt.

You should receive a response and an explanation within 28 working days.

Stage 3

If you are not satisfied with the initial response to the complaint, then you can ask for your complaint and the response to be reviewed by the relevant NGB Board of Directors. The aim is to resolve all matters as quickly as possible. However, inevitably some issues will be more complex and therefore may require longer to be fully investigated. Consequently, timescales given for handling and responding to complaints are indicative. If a matter requires more detailed investigation, you will receive an interim response describing what is being done to deal with the matter, and when a full reply can be expected and from whom.

Final Stage

If you are not satisfied with the subsequent reply from the relevant Board of Directors, then you have the option of writing to the Chair of the relevant Board stating the reason why you are dissatisfied with the outcome. You must do this within 10 days of receiving the written response from the relevant Board.

The Chair (or their nominee) will respond normally within 10 working days to inform you of the action which will be taken to investigate your complaint, and when you can expect to hear the outcome of the investigation.

The decision will be final.

Guideline 16

Safeguarding Induction Process for Clubs

- Place copies of all Safeguarding documents onto the Club noticeboard.
- Have as an agenda item for discussion at every Club Committee Meeting.
- Agree the process for raising the awareness of Safeguarding to all club members, including coaches, volunteers, paid staff, parents of young children and those Under 18 members.
- On renewal of membership each year members sign the Code of Conduct relevant to them i.e. code of Conduct for Children.
- Club to review the Action Plan to check they have all the procedures and processes in place.
- These procedures and processes to be reviewed annually.

Raising the Awareness

- Provide coaches with copies of the Policy and Guidelines.
- Bring parents of those Under 18 together to share information and in particular to hand out copies of the flow charts which identify what needs to be done if there are concerns.
- Ensure the relevant people with a responsibility for Safeguarding attend appropriate training.

Guideline 17

Roles and Responsibilities

Club Safeguarding Officer

The person within the club has the responsibility for managing and reporting concerns about children or adults at risk and for putting into place procedures to safeguard these individuals in the club.

County/Regional Safeguarding Officer

The person within a sports organisation with the responsibility for managing and reporting concerns about children and adults at risk and for putting into place procedures to safeguard both within the County structure.

National Designated Safeguarding Officer

The designated person within a sports organisation with ultimate responsibility for managing concerns about children and adults at risk and for putting into place procedures to safeguard these individuals in the organisation.

Case Management Group

The role of the case management group (CMG) is to manage the sports organisation's initial response to reported concerns about the welfare or abuse of children and adults at risk, and potential risks from adults or other young people. This includes the level at which the concern will be dealt with (from local to national), which procedures will be used and whether or not the concerns should be discussed with or referred to statutory agencies. The CMG should also monitor progress on cases and report to the organisation's senior management or board on issues arising from cases and trends which require management action.

Children's Social Care or Children's Services

The statutory organisation responsible for responding to concerns about children and leading investigations about child abuse in partnership with the police. Also, known as Social Services.

Adults Social Care The statutory organisation responsible for making sure that older people, adults with physical disabilities, mental health needs, learning disabilities and Adults at Risk get the information, advice and support.

Local Safeguarding Children Boards (LSCBs)

LSCBs are responsible for local arrangements for protecting children and young people. They provide inter-agency guidelines for child protection.

Safeguarding Adults Boards (SABs)

The purpose of an SAB is to help and safeguard adults with care and support needs.

Designated Officer (formerly known as a LADO)

The DO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has: behaved in a way that has harmed or may have harmed a child. possibly committed a criminal offence against or related to a child.

Care Standards Act 2000
I ensure consistent minimum quality of day care nationally for children under eight.

The Sexual Offences (Amendments) Act 2000

Children Act 1989

Children Act 2004

Human Rights Act 1998

The Sex Offenders Act 1997
I am the Act that allows courts to ban convicted sex-offenders from going near specified places such as schools or from specific activities such as working with children.

The Sexual Offences Act 2003

Data Protection Act 1988

Health and Safety at Work Act 1974

Rehabilitation of Offenders Act 1974

Working Together Safeguard Children 2013
I set out the roles and responsibilities of all organisations working with children.

Safeguarding Vulnerable Groups Act 2006

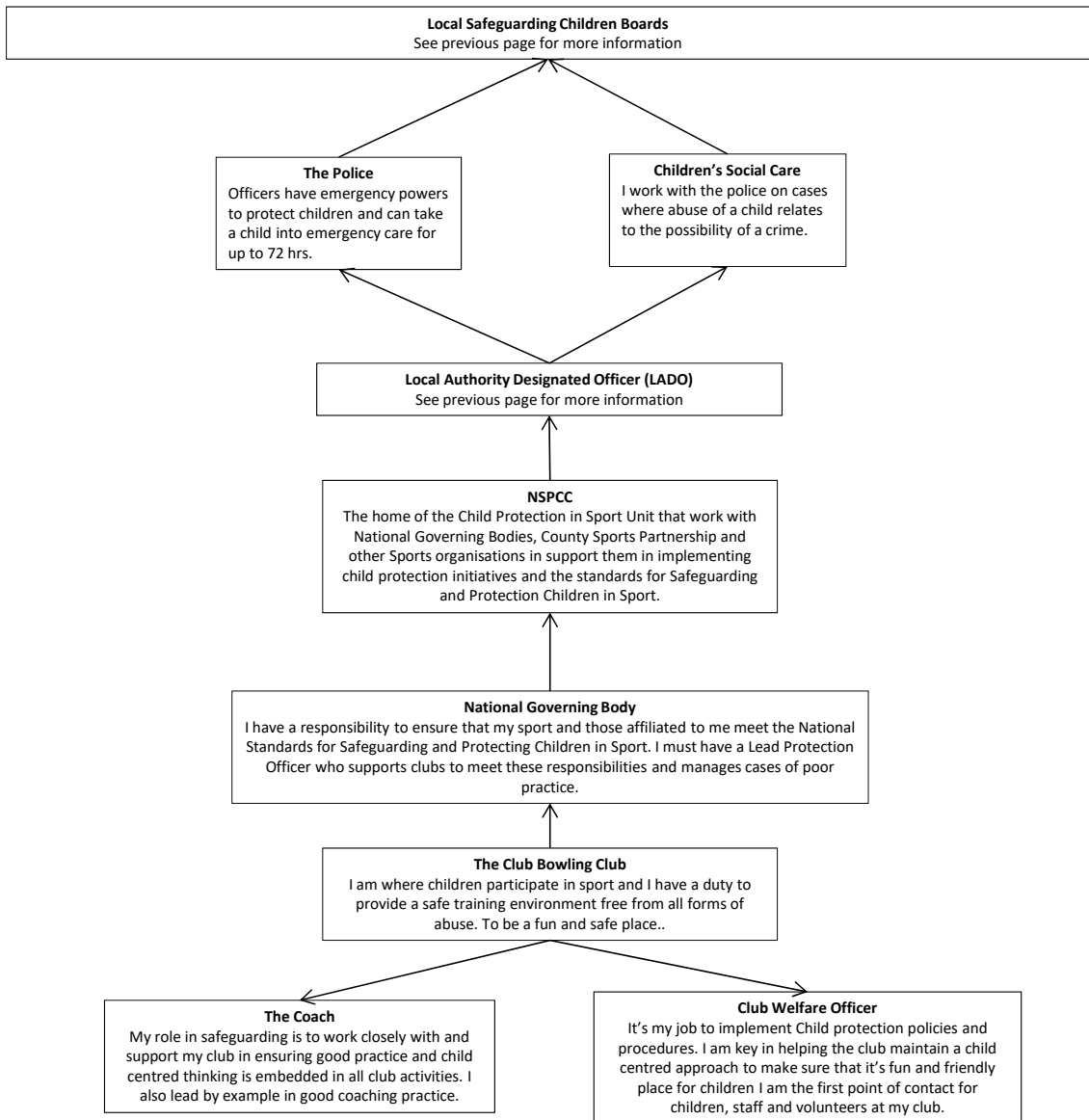
Protection of Children Act 1999

Criminal Justice and Court Services Act 2000
I list the responsibilities of "public bodies" to prevent unsuitable people from working with children.

The Police Act 1997

RIGHT & RESPONSIBILITIES

SAFEGUARDING CHECKS FOR RECRUITMENT



Guideline 18

Code of Ethics & Behaviour

What is the Code of Ethics & Behaviour?

The Bowls Development Alliance (BDA), as the umbrella organisation for the sport of bowls, has produced this document on behalf of the family of bowls in order to uphold the highest standards of integrity and ensure that the reputation and values of the sport remain intact.

It clearly lays out the responsibilities everyone has to ensure the sport can be enjoyed by all.

Who does the code apply to?

The BDA have in conjunction with the National Governing Bodies of bowls, set the standards that apply to everyone involved in the sport including staff, club officials, coaches and volunteers.

What is the purpose of the Code?

The Code of Ethics and Behaviour has been produced to protect everyone in the sport and to ensure that there is equal access and opportunity for everyone and that fairness and respect is upheld.

This code will allow the sport to ensure that the sports moral and ethical values will be followed across the whole family of bowls.

Generic Code of Ethics & Behaviour

This applies to everyone in the sport regardless of role

- Always participate in the right spirit showing respect for others.
- Never use inappropriate language or gestures.
- Take reasonable measures to protect your own safety and the safety of others.
- Always promote the sport in the best possible light.
- Protect yourself from verbal or physical abuse and threatening or intimidating behaviour.
- Abide by the bowls Equality Policy.
- Abide by the bowls Safeguarding Policy, Guidelines and Templates.
- Take appropriate action if there is evidence that the code is being abused.

Code of Ethics & Behaviour for NGB staff and volunteers, Clubs and County Associations.

This group has an essential role to play in upholding and implementing the code. All should be advocates of equality, fair play and safety. In addition to the generic ethics and behaviours the following are more specific to the roles of this group.

- Operate within the letter and spirit of the code
- Treat everyone with dignity and respect
- Listen carefully to all stakeholders and respect their views
- Promote the bowls Safeguarding Policy, Guidelines and Templates
- Promote the Equality Policy

Code of Ethics & Behaviour for Players

In addition to the generic ethics and behaviours the following are more specific to this group.

- Respect other players, coaches, spectators, officials and umpires.
- Never participate when under the influence of alcohol or drugs
- Accept success and failure
- Set a positive example for young participants and spectators
- Never use foul, sexist, abusive, racist or any prejudicial language and do not tolerate it from anyone else.

Code of Ethics & Behaviour for Spectators & Parents

In addition to the generic ethics and behaviours the following are more specific to this group

- 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, the referee, umpire and other bowls' officials
- Offer encouragement at all times
- Leave the coach to communicate with individuals
- Respect the decisions of officials.
- Show an appreciation of ALL volunteers and their efforts.

Code of Ethics and Behaviours for Coaches

In addition to the generic ethics and behaviours the following are more specific to this group

- 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.
- Recognize the rights of parents, children and adults at risk to confer with other coaches.
- Do not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination or prejudice.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Develop relationships with parents, children and adults at risk based on openness, honesty, mutual trust and respect.
- Do not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional abuse, neglect or bullying).
- 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 try to 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.
- Explain to parents as appropriate, the potential impact of the coaching programme on the child or adult at risk.
- Do not have a sexual relationship with someone under the age of 18 who you are coaching.
- Ensure you adhere to the Safeguarding Policy, Guidelines and Templates.
- Report any concerns you may have in relation to a child or an adult at risk or the behaviour of an adult, and follow reporting procedures.
- Demonstrate proper personal behaviour and conduct at all times.
- Develop an appropriate working relationship with children or adults at risk based on mutual trust and respect.

- Always emphasize 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 welfare of children and adults at risk.
- Hold “Coach Bowls” membership and hold relevant qualifications.
- Ensure the necessary insurance cover is in place.

Code of Ethics and Behaviours for Young People (under 18 years of age)

In addition to the generic ethics and behaviours the following are more specific to this group

- 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.
- Show respect for ALL players regardless of age, colour, disability or gender.
- Always report anything which worries you to a responsible adult (Club Safeguarding Officer).
- Speak out if you consider that you or others are being poorly treated.
- Always arrive on time and come prepared to play.
- Always tell someone if you are leaving a venue or competition.
- Treat coaches and other members with respect at all times.
- Do not take part in any abusive, irresponsible, inappropriate or illegal behaviour.
- Do not consume alcohol, smoke, take illegal or performance-enhancing drugs or stimulants.
- Do not use foul or offensive language.
- Do not publicly act disrespectfully to others.