



Safeguarding Bowls

Templates

May 2020



Document Version Control

Version: 9

First Approved on:	October 2013
Last reviewed on:	May 2020
Date of next review:	May 2021

Review History

Date of Review	Comments
October 2013	Version 1 reviewed and approved for use
October 2014	Reviewed and approved for use
May 2015	Reviewed and approved for use
October 2015	Reviewed and approved for use
December 2015	Reviewed and approved for use
January 2017	Reviewed and approved for use
May 2018	Reviewed and approved for use
May 2019	Reviewed and approved for use
May 2020	Reviewed and approved for use

Revision History

Version	Change Log	Date
1	Initial release of policy	October 2013
2	Added CofC for Parents	May 2015
3	Added completed club contact list & Vulnerable Adults Policy	September 2015
4	Change text and add EBF	October 2015
5	Changed text and add BCGBA	December 2015
6	Reviewed and updated	January 2017
7	Reviewed and updated	May 2018
8	Reviewed and updated	May 2019
9	Reviewed and updated	May 2020

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
SO	Safeguarding Officer

Index:

Template		Page
1	Safeguarding and Child Protection Policy	5
2	Adults at Risk Safeguarding Policy	7
3	Club Action Plan Template	11
4	Application Form for Coaches/Volunteers/Officers	12
5	Self-Disclosure Form	14
6	Volunteer Reference Form	16
7	Junior Player Consent Form	17
8	Junior Section Register of Attendance	19
9	Private Vehicle Registration Form	20
10	Photographers Event Registration Form	22
11	Parent/Carers' Permission form for use of photographs/DVD's	23
12	Code of Conduct for Coaches	24
13	Code of Conduct for Children	26
14	Code of Conduct for Parents and Carers	27
15	Code of Conduct for Club Members	28
16	Code of Conduct for Club Officials and Volunteers	29
17	The Safeguarding Reporting Form	30
18	Travel Check List and /or Overnight Trips	34
19	Safeguarding Contacts	36

Template 1

Safeguarding and Child Protection Policy Template

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

[name of] Bowls Club affiliates to the National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”.

1. Policy Statement

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

[name of] Bowls Club will therefore endeavour to ensure the safety and protection of all young people involved with the club through the Child Protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Management Committee in this endeavour.

2. Policy Aims

- To provide young people with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport of bowls.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

3. Principles

- The welfare of young people is paramount.
- All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in bowls have a responsibility to report concerns to their Club Safeguarding Officer.
- Adults – club members, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of young people by the club and the National Governing Body.

- Individuals will receive support through education and training, coordinated by the club/national governing body to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- *[name of]* Bowls Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- *[name of]* Bowls Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:
 - The Children Act 1989 and 2004.
 - Working Together to Safeguard Children 2018.
 - The UN Convention on the Rights of the Child.
 - Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

4. Responsibilities and Communication

- The *[name of]* Bowls Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.
- The Club Safeguarding Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club staff where relevant.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to keep themselves safe.

5. Monitoring and review

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation.
- The policy will be monitored in partnership with the National Governing Body and Bowling Development Alliance procedures.

Template 2

Safeguarding Adults at Risk Policy Template

[name of] Bowls Club affiliates to the National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”.

Policy Aims

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

Objectives

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

Definition of an Adult at Risk?

- **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years, there has been a marked shift away from using the term ‘vulnerable’ to describe adults potentially at risk from harm or abuse.
- **Abuse** is a violation of an individual’s human and civil rights by another person or persons. See section 5 for further explanations.
- **Adult** is anyone aged 18 or over.
- **Adult safeguarding** is protecting a person’s right to live in safety, free from abuse and neglect.
- **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005)..

Types of Abuse taken from the Care Act 2014

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

- **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In (insert name of your sport) 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, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In Bowls, this could be training 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 an adult with learning disabilities 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.'
- **Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

Responsibilities and Communication

- The *[name of]* Bowls Club Safeguarding Policy will be available to all members, parents, staff, volunteers and participants. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Club Safeguarding Officer passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club staff where relevant.
- The Club has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.

The Role of Key Individual Agencies

- **Adult Social Services** - The Department of Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse.

All local authorities have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding vulnerable adults. It is normal practice for the board to comprise of people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.

- **The Police** - The Police play a vital role in Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

Legal Framework

- The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted> sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect. Each Local Authority must have a Safeguarding Adults Board (SAB), in much the same way of Local Safeguarding Children Boards (LSCB). They must lead a multi-agency system that seeks to prevent abuse and neglect and stop it quickly when it happens which includes the NHS, police and Social Care. The Safeguarding Adults Boards (SAB) must meet regularly, develop shared safeguarding plans and publish an annual review of progress. They will carry out Safeguarding Adults Reviews in some circumstances relating to safeguarding failures. The Act also introduces a responsibility for Local Authorities to make enquiries and take any necessary action if an adult with care and support needs could be at risk, even if that adult isn't receiving local authority care and support.
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

Monitoring and Review

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation by the Management Committee and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The policy will be monitored in partnership with the Bowls National Governing Bodies and Bowls Development Alliance procedures.

Template 3

Club Action Plan Template

This action plan can assist a club to identify where there are gaps in order to provide a safe and welcoming environment for children and vulnerable adults.

Check List (Insert Club Name) Has	Yes	No	Action Required	By Whom	By When
Club Safeguarding Officer					
Child Protection Policy					
Adults at Risk Policy					
Recruitment Policy (staff, coaches & volunteers)					
Health and Safety Policy					
Equity Policy					
Photography and Video Recording Policy					
Anti-bullying Policy					
"Whistle-blowing" Policy					
Relevant Player Profile Forms					
Guidelines on transportation of young people'					
Guidelines on the supervision of children & adults at risk					
Established a late collection/pick up procedure					
Codes of Conduct (parents/coaches/children)					
Adopted the NGB Disciplinary Procedures or the club has its own					
Undertaken a Risk Assessment both for adults and juniors					
Made parents aware of the Child Protection Policies and Procedures					
Ensure all club members, coaches and volunteers have access to appropriate training					
Relevant contact details for all key people/agencies are displayed on the Club noticeboard <ul style="list-style-type: none"> • NGB Safeguarding Officer • County Welfare Officer • Club Safeguarding Officer • Local Child Social Care • Local Adult Social Care • Local Police • NSPCC 					

Template 4

Application Form for Coaches/Volunteers/Officers

Position Applied For:			
I am a member of a bowls club affiliated to the National Governing Body: Yes/No – Full/Associate (please provide details of which Governing Body your club is affiliated to and your membership number, if applicable):			
Personal Details:			
Mr/Mrs/Miss/Dr/ Other (please specify)	First Name	Middle Name	Last Name
Address			
Town	City/County	Post Code	
Email:	Contact Number		
Current Occupation			
Name of Company			
Job Title			
Address of Company			
Town	City/County	Post Code	
Start Date			
Qualifications			
Coaching Qualifications please tick	BDA Level 1	BDA Level 2	Activator
Play Bowls Activator	Working with Disabled People in Bowls		
Member of BDA Coaching Scheme Membership number (if applicable)	Yes/No		
	EBCS Level 1	EBCS Level 2	EBCS Level 3
Other coaching qualifications please specify			
Safeguarding in Bowls	Safeguarding and Protecting children (Sportscoach UK)	Safeguarding in Bowls “Time to Listen” or other	Adults Safeguarding in Bowls

Other qualifications please specify	
Academic qualification	
DBS certificate Number	Date of issue
Are you registered for the DBS online update service? Yes / No	
Experience	
Previous Experience (including of working with children and young people if appropriate to this role):	
Reason for Applying	
References	
Please provide the names and addresses of two people who know you well (who are not related to you) (include people who have first-hand experience of you working with children if this is relevant to this role) and whom we can contact to obtain a reference With your approval, we will also contact your employer (where appropriate) to obtain a reference.	
Name Address Contact Number	Name Address Contact Number
I agree to abide by the Club/County Codes of Conduct, Safeguarding Policies and Procedures and confirm that the information I have supplied in completing this form is correct and true.	
Signed:	Date

Template 5

Self-Disclosure

Private and Confidential

All information provided will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Part One

For completion by the Club

<i>Club Name .</i>	
Name of Candidate:	
Address and Postcode:	
Telephone or Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
<i>Either</i>	
UK Passport Number and Issuing Office	
UK Driving Licence Number (<i>with picture</i>)	
<i>Plus</i>	
National Insurance Card or current Work Permit Number	
I (Print Name) confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
Signature of authorised Officer:	
Position in the Club	
Date:	

Part Two

NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

For completion by the individual

Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently comes to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	

Template 6

Volunteer Reference Template

[Name] has expressed an interest in becoming a volunteer and has given your name as a referee.

As this post involves substantial access to children and adults at risk and as an organisation committed to safeguarding, it is important if you have any reason to be concerned about this applicant that you include the information within this form. You may be subsequently contacted for more information about these concerns in order that we can make informed decisions about the suitability of this person for this role.

If you have any queries about this form, please contact the NGB Safeguarding Officer:

Name:

Organisation:

Telephone Number:

Any information disclosed in this Reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make him/her suited to this work?
- How would you describe his/her personality?
- Please rate the person on the following: (Please tick one box for each question)

	Poor	Average	Good	Very Good	Excellent
Sense of responsibility					
Self-motivation					
Motivate others					
Reliability					
Dealing with children/ adults at risk					
Commitment					
Trustworthiness					

Signed:

Date:

Template 7

Junior Player Consent Form Template

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent to notify the Club Safeguarding Officer or Secretary if any of the details change at any time.

To be completed by Parent/Guardian and Athlete

Name of Child ("Athlete"): _____ Date of Birth _____

Address _____

Name of Club _____

In the interest of your child, it is essential to know whether he or she suffers from any illness or medical condition. Please use this space to state, in confidence, any health or other matter concerning your child which the Club/County officials during these events only **should be aware of**, indicating any prescribed medication and the frequency of dosage.

.....
.....

Child's Doctor's Name /Practice

Doctors Surgery Telephone No.

Please state if your child has a disability/communication difficulty that we **need to be aware of**?

Does your child have any specific dietary requirements?

Does your child have any allergies?

I/we agree to the Athlete taking part in Club/County activities and acknowledge that the Club/County will take all reasonable care of him/her. I/We understand that in the event of an accident or other emergency every effort will be made to contact me/us.

Contact Details of Parent/Guardian:

Name: (Relationship to Child)

Contact No.

Name: (Relationship to Child)

Contact No.

I/we agree to any medical treatment that my child may need being given in an emergency	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--	------------------------------	-----------------------------

I/we (Full name of Parent(s)/Guardian (s)) declare that I am / we are the person(s) having parental responsibility of the above child ("the Athlete").

CODE OF CONDUCT FOR PARENT/GUARDIAN

Full name of Parent/Guardian _____

Will :-

- Remember that bowls is FUN
- Applaud effort and good play as well as success
- Appreciate good play by the opposition
- Encourage all players to respect the opposition, umpire, referee and other bowls officials
- Offer encouragement at all times
- Respect the umpire and referee's decisions

You should not:

- Enter onto the Green at any time
- Coach from the side but allow the assigned Coach/Team Manager to do their job
- Act in an offensive or insulting manner or use abusive language
- Show disrespect to the umpire, referee or other bowl's match officials

Signature of Parent/Guardian _____

Relationship e.g. (Mother) _____ Date: __/__/__
(dd/mm/yr)

CODE OF CONDUCT FOR CHILD

Full name of Athlete _____

Will

- respect advice that you receive.
- treat others as you would wish to be treated yourself.
- respect all players regardless of their age, gender, ethnic background, disability, religious beliefs, sexual orientation, social background or physical characteristics.
- report anything which worries you.
- look out for yourself and for the welfare of others.
- speak out if you consider that you or others have been poorly treated.
- arrive on time and come ready to play.
- tell someone in authority if you are leaving a venue or competition.
- accept that these guidelines are in place for the well-being of all concerned.
- treat members and coaches with respect.
- observe instructions or restrictions required by appropriate members of staff.

Do Not:

- take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- consume alcohol, illegal or performance-enhancing drugs, stimulants.
- use foul language.
- act disrespectfully to others in the public domain.
- Use social media inappropriately so as to offend or upset individuals.

Signature of Athlete _____ Date: __/__/__
(dd/mm/yr)

Template 8

Junior Section Register of Attendance Template

Tick those attending and put a cross (x) through the tick when they have been collected. Do not assume that someone has been collected; you may need to check for yourself.

Name of Child	Date	Time In	Time out	Collected By	Signature

Template 9

Private Vehicle Registration Form Template

See Transportation Guideline 6 for more information

To be completed by Volunteer Drivers

Purpose of the form:

- to register the private vehicles used for the transport of children in connection with bowls away fixtures or tours.
- to inform drivers of the need to check and amend their insurance, if necessary, if they intend to use their vehicle on behalf of the organisation, and if passengers are being carried in connection with the organisation's activities or events
- the form must be completed by the driver of any private vehicle used for the transportation of individuals to and from bowls activity.

Completed forms must be handed to the organisation's secretary or Bowls Club Safeguarding Officer

Driver Details	Vehicle Details
Full Name:	Registration Number:
Address:	Colour:
	Name of Registered Keeper:
Post Code:	Make:
Telephone Number:	Model:
Driving license Number and type (e.g. Full):	
Other members authorised to drive the vehicle:	
MOT Expiry Date:	
Insurance Company	
Insurance Expiry Date:	
Road Tax Expiry Date:	
Declaration (please tick each box)	
I have informed the insurance company of my intention to transport members on behalf of the County/Club. I have stated if I will be claiming expenses in connection with this additional use. <input type="checkbox"/>	
I have extended the policy and paid any additional premium as required by the insurance company <input type="checkbox"/>	
To the best of my knowledge my vehicle is roadworthy. <input type="checkbox"/>	
I will inform all passengers of the legal requirements to wear seat belts. <input type="checkbox"/>	
I will inform all passengers that smoking is not permitted in the vehicle. <input type="checkbox"/>	
I agree not to give children a lift on their own. <input type="checkbox"/>	
I declare that the information stated here is correct and that I will inform the County/Club of any changes. <input type="checkbox"/>	
I have agreed to give sight of my driving licence to the administrator. <input type="checkbox"/>	

Signed:

Print Name:

Date:

Bowls Approved Driver

Name:

Registration Number:

Signed:

Date:

Club/County Secretary/Chair

Original Driving License and paper seen listed.

(insert date) and driving offences

Signed:

Date:

Template 10

Photographers Event Registration Template

See Guideline 14 Photographing and Filming Children and Adults at Risk in Sport for more information.

Event:	
I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.	
Name: Address:	
Telephone Number:	
Signature:	Date:

Please complete and return to the event organiser.

Template 11

Parent/Carers Permission template for use of photographs and recorded images

This form is to be signed by the legal guardian of a young person under the age of 18, together with the young person. Carers of adults at risk should also sign the form in the presence of the adult at risk. Please note that if you have more than one child/ adult at risk registered you will need to complete separate forms for each.

[County/Club] recognises the need to ensure the welfare and safety of all young people and adults at risk in bowls and as part of our commitment to ensure their safety we will not permit photographs, video images or other images to be taken or used without your consent.

The [County/Club] will follow the guidance for the use of images of young people or adults at risk as detailed within the respective Child Protection Policy and Procedures. (Attached for information).

The [County/Club] will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of [County/Club].

IF YOU BECOME AWARE THAT THESE IMAGES ARE BEING USED INAPPROPRIATELY YOU SHOULD INFORM THE (Club) SAFEGUARDING OFFICER IMMEDIATELY

The photographs may be made available on the clubs/counties website , Facebook and or Twitter pages.

For the bowls season year, If at any time either the parent/guardian/carer wishes the data to be removed from the website, 7 days' notice must be given to allow data to be removed.

To be completed by parent/guardian/carer, I (Full name)
Consent / do not consent to *

(Name of organisation)Bowling Club. Photographing or videoing
..... (Name of individual)

Under the stated rules and conditions, and I confirm I have legal parental/carer responsibility for this individual and am entitled to give this consent. I also confirm that there are no restrictions related to the taking of photographs.

Signature..... Date.....

Print Name

To be completed by child/adult at risk (if applicable)
..... (Name of individual)
Consent / do not consent to *

The Bowling Club photographing or videoing my involvement in all aspects of bowling activities.

Signature..... Date.....

Print Name

* Delete as appropriate

Template 12

Code of Conduct for Coaches

I agree to uphold the following rights, relationships and responsibilities:

1. Rights

- Respect the rights, dignity and worth of every person.
- Help create an environment where all children and adults at risk have an equal opportunity to participate.
- Help create and maintain an environment free of fear and harassment.
- Recognise the rights of all children and adults at risk to be treated as individuals.
- Recognise the rights of parents/carers and children/adults at risk to confer with other coaches and experts.
- Promote the concept of a balanced attitude, supporting the well-being of the child or vulnerable person both in and out of bowls.
- Do not discriminate on the grounds of their age, disability, race, religious beliefs, gender, sexual orientation, social background.
- 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.
- Communicate with children or adults at risk in a manner that reflects respect and care.

2. Relationships

- Develop relationships with parents/carers and children/ 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/ adults at risk and ensure that training loads and intensities are 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/ adults at risk. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable.
- Promote the welfare and best interests of all children and adults at risk.

- Explain to parents/carers, as appropriate, the potential impact of the coaching programme on the child/ adult at risk.
- Do not have a sexual relationship with someone under the age of 18 who you are coaching.
- Be familiar with the organisation's Policies and Procedures.
- Report any concerns you may have in relation to a child/ adult at risk or the behaviour of an adult, and follow reporting procedures.
- Consider the child's/vulnerable adults' opinions when making decisions about their participation in bowls.
- Inform parents/carers and children/ adults at risk of the etiquette and practical considerations when playing bowls.
- Inform parents/carers of any potential financial implications.

3. Responsibilities and Personal Standings:

- Demonstrate proper personal behaviour and conduct at all times.
- Be fair and honest with all children and adults at risk.
- Develop an appropriate working relationship with children/ adults at risk based on mutual trust and respect.
- Always emphasise that the well-being and safety of the child/adult is more important than the development of performance.
- Do not smoke, or drink alcohol, while actively working with children or adults at risk. Never use recreational or performance-enhancing drugs.
- Promote the positive aspects of bowls (e.g. fair play, honesty and etiquette).
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children and adults at risk
- Hold relevant qualifications.
- Ensure the necessary insurance cover is in place.

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

Template 13

Code of Conduct for Children

You should:

- respect advice that you receive.
- treat others as you would wish to be treated yourself.
- respect all players regardless of their age, gender, ethnic background, disability, religious beliefs, sexual orientation, social background or physical characteristics.
- report anything which worries you.
- look out for yourself and for the welfare of others.
- speak out if you consider that you or others have been poorly treated.
- arrive on time and come ready to play.
- tell someone in authority if you are leaving a venue or competition.
- accept that these guidelines are in place for the well-being of all concerned.
- treat members and coaches with respect.
- observe instructions or restrictions required by appropriate members of staff.

Do Not:

- take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- consume alcohol or illegal or performance-enhancing drugs or stimulants.
- Smoke.
- use foul language.
- act disrespectfully to others in the public domain.
- Use social media inappropriately so as to offend or upset individuals.

Print Name:

Signed:

Date:

Template 14

Code of Conduct for Parents & Carers

You should:

- Remember that bowls is FUN
- Applaud effort and good play as well as success
- Appreciate good play by the opposition
- Encourage all players to respect the opposition, umpire, referee and other bowls officials
- Offer encouragement at all times
- Respect the Umpire and Referees decisions

You should not:

- Enter the bowls playing area at any time
- Coach from the side but allow the assigned coach to do their job
- Act in an offensive or insulting manner or use abusive language
- Show disrespect to the umpire, referee or other bowls match officials

Print Name:

Print Name of Child:

Signed:

Date:

Template 15

Code of Conduct for Club Members

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

As a member of [NAME OF CLUB], you are expected to abide by the following code of practice:

- All members must take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Members should recognise the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide bowls for you.
- All members must respect officials and publicly accept their decisions.
- All members should be a positive role model, treat other players and officials with the same level of respect you would expect to be shown to you.
- Use correct and proper language at all times.
- Members are not allowed to smoke within the Club.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable footwear on the green, as per the club rules.
- Bullying of any sort will not be tolerated.
- Encourage everyone to enjoy sport and understand that people have different motivations for taking part.

Name of Member Date

Signed

Template 16

Code of Conduct for Club Officials and Volunteers

NAME OF CLUB

The essence of good ethical conduct and practice is summarised below.

All volunteers must:

- Develop an appropriate relationship with participants, based on mutual trust and respect.
- Ensure all activities organised by the club are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the National Governing Body and the Club.
- Ensure the club holds appropriate insurance cover for its members.
- Ensure club officials hold appropriate qualifications relevant to their role.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage participants to value their performances and not just results.

Name of Member Date

Signed

Template 17

The Safeguarding Reporting Form

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

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

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

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

Section 1 – Person completing this form

Name:

Position in Club/County:.....

Address (optional):.....

Contact telephone number(s):E-mail:

Section 2 – Details of person concerned (alleged victim)

Name:

Is this person U18 years of age? If so, state age now DOB: (if known)

Parents/Carers:.....

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

Address:.....

Contact telephone number(s):E-mail:

Section 3 – Details of Alleged perpetrator against whom the allegation is made

Name:

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

Address:.....

Contact telephone number(s):E-mail:

Section 4 – The incident/concern

Date of incident: Time

Place of incident:.....

Did anyone observe the incident/concern: Yes/No

Give details of the person(s) present

Name:

Position in Organisation:

Contact telephone number(s):E-mail:

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

Nature of Concern, please tick

Bullying and cyberbullying;Child sexual exploitation..... Child trafficking

Cyber Bullying.....Discrimination Domestic abuse

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

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

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

Online abuse.....Organisational Physical abuse

Radicalisation.....Self-neglect Sexual abuse

Other

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

.....
.....
.....
.....
.....
.....
.....
.....
.....

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

.....
.....
.....
.....

Section 5 – Action taken

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this and is confidential.

NSPCC informed - Helpline: 0808 800 5000 Yes/No

Police informed: Yes/No

If yes, give name of the police officer:

Phone/e-mail contact details:

Was Medical assistance required: Yes/No

If yes, give details:

Parent/Carer informed Yes/No

Social Services informed: Yes/No

If yes name of social worker:

Phone/e-mail contact details:

NGB Safeguarding Officer informed: Yes/No

If yes, give name of the safeguarding officer:

Phone/e-mail contact details:

.....

Signed: Date:

Please send a copy to the NGB Safeguarding Officer

Section 6 – NGB to complete

NGB Incident Number

.....

.....

.....

.....

.....

.....

.....

.....

.....

Ethnic Group

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

White

A1 British

A2 Irish

A3 Any other white background

Mixed

B1 White & Black Caribbean

B2 White & Black African

B3 White & Asian

B4 Any other mixed background

Asian

C1 Indian

C2 Pakistani

C3 Bangladeshi

C4 Any other Asian background

Black or Black British

D1 Caribbean

D2 African

D3 Any other Black background

Chinese or Other Ethnic Background

E1 Chinese

E2 Any other (please write in):

Disability

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

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

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

Template 18

Travel Check List and /or Overnight Trips

Purpose of the trip

- Competition
- Training
- Social
- Other (specify) please state: _____

Planning

- When
- Where
- Who (staff / volunteers / participants)
- Risk assessment of activity

Communication with parents

- Destination, sport and accommodation details (address / telephone)
- Name/number of lead club/school link or team manager
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Information re medical conditions (including allergies) or impairments, and medication
- Code of conduct
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Process for parent contacting coach or young person
- Process for young person contacting parent

Transport

- Drop off/pick up times
- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance

Preparing athletes

- Expectations on dress and behaviour
- Food and drink
- Currency
- Telephones
- Maps of area

Supervision and staffing

- Ratio of staff to athletes
- Male/female
- Cover for all in-sport and free time periods
- Specialist carers
- Clear responsibilities

Accommodation

- Type (hotel, hostel, hosting, camping etc.)
- Pre-event visit and risk assessment made
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' sleeping arrangements

Documentation

- Travel tickets
- Passports, visas
- Check non EU nationals
- Accommodation and travel booking documents

Insurance

- Liability
- Accident
- Medical

Emergency procedures

- First aid
- Specific medical information available
- Access to and administration of medication
- Information on local emergency medical services, hospitals etc.
- EHC European Health Insurance Card (replacement for E111) form completed (EU visits).
Further information: <https://www.nhs.uk/using-the-nhs/healthcare-abroad/healthcare-when-travelling-abroad/>

Costs and cash

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money
- Security

Arrival

- Check rooms, meal times, phones, valuables
- Check sporting venues
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules (e.g. curfews)

Template 19

Safeguarding Contacts

Club Safeguarding Officer

County Welfare Officer

NGB Safeguarding Officer

NSPCC Contact: Tel 0808 800 500 www.thecpsu.org.uk e-mail help@nspcc.org.uk

ChildLine: Tel 0800 1111 www.childline.org.uk a free 24hr helpline for children

Designated Officer (formerly known as Local Authority Designated Officer (LADO))
.....

The Police (local).....

The Children's Social Care

The Adult Social Care

Local Safeguarding Children Boards.

Safeguarding Adults Boards.

(See Guideline 11 Local Safeguarding Board for assistance)

