

## **English Bowls**

### **PROTECTING CHILDREN and THE VULNERABLE**

## **Children Learn what they Live**

If a child lives with criticism  
He learns to condemn

If a child lives with hostility  
He learns to fight

If a child lives with ridicule  
He learns to be shy

If a child lives with shame  
He learns to feel guilty

If a child lives with tolerance  
He learns to be patient

If a child lives with encouragement  
He learns confidence

If a child lives with praise  
He learns to appreciate

If a child lives with fairness  
He learns justice

If a child lives with security  
He learns to have faith

If a child lives with approval  
He learns to like himself

If a child lives with acceptance and friendship  
He learns to find love in the world.

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# 1 Introduction

The National Governing Bodies (NGBs) of all Bowling Codes recognise and acknowledge their joint and several responsibilities to establish policies which promote and encourage their affiliated associations and clubs to adopt the highest possible standards of care towards children and other vulnerable people participating in the Game of Bowls.

NGBs believe that everyone has a duty of care towards the children and other vulnerable people with whom they have contact, and to safeguard and protect them from abuse. This is both a moral and legal obligation. Everybody, whether administrator, official, coach, or bowler, involved in working with children, young people and the vulnerable has a responsibility to be informed about, and be able to recognise the different forms of abuse. They also need to know what precautions or steps should be taken for its prevention and what action to take if an incident occurs.

## 1.1 National Governing Bodies (NGBs) and Joint Panel for the Protection of Children and Vulnerable Adults

In common with governing bodies in other sports, steps were taken towards producing a comprehensive Child and Vulnerable Adult Protection Policy by the English Bowling Association, the English Women's Bowling Association, the English Indoor Bowling Association, and the English Women's Indoor Bowling Association. The British Crown Green Bowling Association, the English Short Mat Bowling Association, the English Bowling Federation and the English Women's Bowling Federation later joined them.

To implement and progress the policy and procedures throughout the sport, they have established a joint working group – The Joint Panel for the Protection of Children and Vulnerable Adults on which representatives from other interested associations [The English Bowls Coaching Scheme (EBCS), English Bowls Youth Development Scheme (EBYDS), English Bowls Umpires Association (EBUA) and English Women's Umpires Association (Bowling) (EWUA (B))] also participate.

This panel, working in liaison with the National Society for Prevention of Cruelty to Children (NSPCC) Child Protection in Sports Unit (CPSU), has the task of helping to implement the policy and to monitor progress.

It will offer help and advice to affiliated Clubs and Associations, who are introducing procedures for child protection in their own locality; it will also seek feedback on their experiences.

The panel will also act with the governing bodies as an advice and control point for Criminal Records Bureau referrals.

## 1.2 Policy Statement

An acceptance that abuse does take place within sport is a pre-requisite for safeguarding children and young people. If the sport of bowls is to establish a culture and ethos where the rights of children are respected and promoted, it is essential that everyone involved recognise their responsibility for safeguarding and protecting children and the vulnerable.

Everyone in the sport of bowls needs to be aware of their individual and collective responsibilities for:

- ⊙ Challenging poor practice,
- ⊙ Preventing abusive behaviour,
- ⊙ Developing a vigilant and whistle blowing culture,
- ⊙ Promoting safeguarding interventions.

This requires that everyone is informed about the nature and extent of abuse in sport. Bowls must promote a zero tolerance approach to harm or abusive behaviour and ensure that everyone involved in the sport can, with confidence, report concerns with any of these matters.

## **1.3 Aims and Objectives**

The aim of this document is to set out a joint policy on child protection for Bowls, and to provide guidelines to assist those people who may work with children in associations and clubs, to understand and fulfil their obligations. Although emphasis is given on child welfare, the contents of this document are equally valid as general guidance for those involved with the disabled and other vulnerable adults.

The person in charge may be the Club Child Protection Officer (CPO)/ the Club Chairman/President/ Secretary or the Teacher or Youth worker concerned where the activity is part of a school or youth project.

This document follows recommendations published by the Home Office, NSPCC, Sport England, Sportscoach UK, and other concerned bodies.

## **1.4 Principles**

**The following principles form the basis of the policy and guidelines contained in this document:**

- ⊙ The welfare of children and vulnerable adults is paramount.
- ⊙ Each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse.
- ⊙ Allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately.
- ⊙ Each individual has the right to be safe, and to be treated with respect and dignity.
- ⊙ Coaches, and other adults, having had an allegation made against them may seek assistance from their appropriate governing body.
- ⊙ Recognition that working in partnership with individuals, their parents or guardians, carers, families, social services, and other agencies necessary for their welfare and protection.

## **2 Definitions**

### **2.1 What is a child?**

A child (or young person) is defined by the Children's Act 1989 as any male or female under the age of 18 years.

For the purpose of Bowls the date of achieving 18 years will be 1 May for the outdoor season or 1 October for the indoor season in the appropriate year.

### **2.2 What is a vulnerable adult?**

A vulnerable adult is any person aged 18 or over who is, or may be, in need of community care services because they have health or other disabilities related to age or illness. They are people who are not able to take care of themselves or protect themselves against significant harm or exploitation. (Department of Health guidance document 'No Secrets: Guidance on Developing Multi Agency Policies and Procedures to Protect Vulnerable Adults from abuse' [March 2000]).

### **2.3 Relevant Legislation and Guidance (England and Wales)**

A list of relevant legislation and guidance is given in Appendix 14.

### **3 What is Abuse?**

The term abuse is used to describe ways in which an individual is harmed, usually by adults, and often by people they know and trust.

#### **3.1 Forms of Abuse**

Physical and emotional abuse, as well as neglect and sexual abuse, make up the four recognised main categories of abuse. In addition, bullying is now recognised as another major form of abuse in its own right.

##### **3.1.1 Neglect**

- ⊙ Where adults fail to meet the individual's basic physical needs for food, warm clothing etc.
- ⊙ Where adults fail or refuse to give the individual love or attention.
- ⊙ Where adults consistently leave an individual alone or unsupervised.

##### **3.1.2 Physical Abuse**

- ⊙ Where an individual is physically hurt or injured by the use of inappropriate force, given alcohol and/or inappropriate drugs.

##### **3.1.3 Sexual Abuse**

Sexual molestation is the most widely published form of abuse, but is not the only way in which children or vulnerable people are harmed.

- ⊙ When adults of either sex use them to meet their own sexual needs.
- ⊙ Engaging in any kind of direct sexual display or activity.
- ⊙ The showing to a child or vulnerable person of any form of pornographic material or taking photographs for any such purposes.

##### **3.1.4 Emotional Abuse**

- ⊙ Where there is a persistent lack of love or affection.
- ⊙ Constant over protection preventing the individual from socialising.
- ⊙ Frequent taunting or being shouted at.
- ⊙ Experiencing any of the other categories of abuse.

### **3.2 What is child abuse?**

The term child abuse is used to describe ways in which children are harmed, usually by adults, and often by people they know and trust. Both boys and girls are at risk of having their physical and mental health damaged by any of the forms of abuse stated above.

Child abuse can take many forms, and may occur within and outside the family, at school, and even within a social or sports environment.

### **3.3 Abuse of a vulnerable adult**

Abuse is mistreatment by any other person or persons that violates the individual's human and civil rights. The abuse can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical or mental suffering.

Abuse can happen anywhere – in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment, in supported housing or in the street.

Forms of abuse include:

- ⊙ Physical Abuse such as hitting, pushing, pinching, shaking, misusing medication, scalding, restraint, hair pulling.
- ⊙ Sexual Abuse such as rape, sexual assault, or sexual acts to which the vulnerable adult has not or could not have consented, or to which they were pressurised into consenting.
- ⊙ Psychological or Emotional Abuse such as threats of harm or abandonment, being deprived of social or any other form of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, being prevented from receiving services or support.
- ⊙ Financial or Material Abuse such as theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefits.
- ⊙ Neglect such as ignoring medical or physical care needs and preventing access to health, social care or educational services or withholding the necessities of life such as food, drink and heating.
- ⊙ Discriminatory Abuse such as that based on race or sexuality or a person's disability and other forms of harassment or slurs.
- ⊙ Institutional Abuse can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affect the whole of that service.

#### **3.3.1 What should be done if there is cause for concern**

Any concerns should be reported as soon as possible, no matter how insignificant they appear to be. A copy of this report should be given to the CPO. The agency to which the report is made will vary according to the vulnerable adult's living arrangements.

If the vulnerable adult lives:

- ⊙ Within a residential care home, report your concerns to the care home manager first. Once reported to the manager, also report your concerns to the County Registration and Inspection Unit (contact details will be in your local directory or publicised through your local authority web-site or literature).
- ⊙ In a nursing home, report concerns to the County/ Local Authority Nursing Homes Inspectorate.
- ⊙ In their own home and receiving services from an agency or individual, make your report to the Agency concerned and/ or Adult Protection Co-ordinator.
- ⊙ In the community, report concerns to the Adult Protection Co-ordinator.
- ⊙ If concerns are regarding hospital treatment of a vulnerable adult, contact the Nursing Homes Inspectorate or Adult Protection Co-ordinator.

## 4 Bullying

- ⊙ Bullying behaviour can occur anywhere especially if supervision is inadequate.
- ⊙ It is an abuse which can take many forms from simple verbal taunts and persistent teasing to humiliation and physical abuse.
- ⊙ It should be recognised that the competitive nature of sport creates a potentially ideal environment for bullying. The bully may be a child or an adult.
- ⊙ Expectations of a 'pushy' or over anxious parent or carer may give rise to signs of bullying.
- ⊙ All signs of bullying must be taken seriously.

Measures to combat bullying and advice on action to help the victim and deal with the bully are given in Appendix 1.

## 5 Race and Racism

Children from ethnic communities and their parents are likely to have experienced harassment, racial discrimination and institutional racism.

All organisations working with children or vulnerable adults, including those operating where ethnic communities are numerically small, should address institutional racism as defined in the Macpherson Inquiry Report on the death of Stephen Lawrence as '*.....the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture or religion*'.

## **6 Recognition of Abuse**

A situation where child or vulnerable adult abuse has, or may have occurred, is not easy to recognise even for those experienced in working in this field. It is acknowledged that members of an association or club, whether Team Managers or Coaches, etc. are not experts at such recognition.

It is not their responsibility to decide whether abuse is occurring, but they are expected to be vigilant and act on any concerns by being prepared to report and discuss these matters with the appropriate persons or authority.

### **6.1 Symptoms of abuse and indicators**

The following signs are among known indicators of abuse.

- ⊙ Something a child or vulnerable adult says
- ⊙ Unexplained or suspicious bruising or injuries
- ⊙ Sudden changes in behaviour
- ⊙ Sexually explicit language or actions, especially by children
- ⊙ Observed change in weight or appearance over a period of time

See also Appendix 2 which details symptoms of abuse that might be seen

### **6.2 Acting on something an individual says**

If a child or vulnerable adult says or indicates that he or she is being abused, it is important that the person receiving the information stays calm so that he or she can:

- ⊙ Ensure that the individual is, and feels, safe
- ⊙ Tell and show the individual that what he or she says is being taken seriously
- ⊙ Reassure the individual that he or she is not to blame
- ⊙ Be honest and explain that it will be necessary to tell someone else
- ⊙ Obtain medical help if individual needs immediate treatment
- ⊙ Write a full report of what the individual has said as soon as possible after the event
- ⊙ Maintain confidentiality, and only tell others if it will protect the child

On no account should that person rush into actions that may not be appropriate, or make promises that cannot be kept. Nor should they ever take sole responsibility; they should consult the CPO or Club Secretary so that they can begin to protect the child or vulnerable adult, and gain support for themselves.

### **6.3 Acting on suspicions or allegations**

Abuse of any kind is an emotive and difficult subject. The action to be taken needs to be governed by the nature of the concern, see Appendix 3.

A specimen report form is given in Appendix 3.

If a change in the individual's behaviour has been noticed, it may be that difficulty with schoolwork or a bereavement etc has caused the individual to be unhappy.

It may be appropriate to speak to the parents, guardians or carers. However, if the concern is about physical, emotional or sexual abuse, talking with these adults may put the individual at greater risk as they may be the perpetrators. In such cases, consult with the Club CPO.

It is for that person to decide the action to be taken. This may require contacting Social Services or the Police, who have responsibilities under the Children Act if the individual concerned is a young person.

If the CPO is not available, the person receiving the information should do this themselves. If in doubt, advice may be obtained in confidence by telephoning one of the help-lines listed in Appendix 14.

## 7 Promoting Good Practice with Children and Vulnerable Adults

Abuse of children and vulnerable adults can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with the judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. A coach, instructor, official or volunteer may have regular contact with children and be an important link in identifying cases where the child needs protection. All suspicious cases or poor practice should be reported following guidelines in this document. When a child or vulnerable adult enters the club having been subjected to abuse outside the sporting environment, sport can play a crucial role in improving the individual's self esteem.

### 7.1 What is Good Practice?

#### Always:

- ⊙ Be an excellent role model.
- ⊙ Give enthusiastic and constructive feedback rather than negative criticism.
- ⊙ Treat everyone equally with respect and dignity.
- ⊙ Always work in an open environment (avoid private and unobserved situations).
- ⊙ Respect a child/ vulnerable adult's right to privacy.
- ⊙ A commitment to a drug-free sport.
- ⊙ Securing parental consent in writing to act in loco parentis.
- ⊙ Be aware of any medical problems and medication should a medical emergency arise.
- ⊙ Keep a written record of any injury sustained and the treatment given. Report the incident immediately to the Club CPO/ County CPO with a copy to the Club/ County Secretary.
- ⊙ Secure written parental consent if club members/ officials are required to transport children / vulnerable adults in their cars.
- ⊙ Recognise that someone else may misinterpret your actions no matter how well intentioned.
- ⊙ Report any concerns you may have.

#### Never:

- ⊙ Work alone. Ensure a parent or other adult is present.
- ⊙ Allow ridicule or bullying.
- ⊙ Engage in rough, physical or sexual provocative games, including horseplay.
- ⊙ Make suggestive comment to a child/ vulnerable adult, even in fun.
- ⊙ Show favouritism to any individual.
- ⊙ Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- ⊙ Try to investigate any concerns personally.
- ⊙ Rely on your good name to protect you.
- ⊙ Believe "it could never happen to me".
- ⊙ Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums and crushes.

## **8 Responding to Complaints**

### **8.1 Dealing with complaints where a child or vulnerable adult is involved**

#### **Always**

- ⊙ Stay calm and do not rush into inappropriate action.
- ⊙ Reassure the child/vulnerable adult he/she is not to blame. Communication should be at the individual's pace without pressure.
- ⊙ Listen to what the individual is saying and take them seriously.
- ⊙ Do not make promises you cannot keep.
- ⊙ Ensure that confidentiality is maintained at all times.
- ⊙ Explain to the individual what steps you intend to take having heard their account.
- ⊙ Ensure that you understand what the individual has said and that you record it accurately immediately after the conversation.
- ⊙ You should not take sole responsibility, consult the Club CPO/Club Secretary so that they can take steps to protect the child / vulnerable adult and offer support.

### **8.2 Responding to Suspicions and Allegations**

It is not the responsibility of anyone working in the sport of bowls, in a paid or unpaid capacity to take the responsibility or to decide whether or not abuse has taken place.

However, if there are concerns that abuse is occurring and you need advice you can contact the Police, or Social Services, who have the responsibility under the Children's Acts to investigate the matter further where children people are involved. Where a vulnerable adult is involved guidance is provided at Section 3.3.1.

For further reference see Appendix 3.

Confidential advice can be obtained by telephoning any of the help-lines listed in Appendix 14.

## **9 Disciplinary Procedures and Appeals**

### **9.1 General**

Provision must be made to empower a specified senior committee member (eg, CPO and/or Secretary/ Chief Executive) to take action if notification of an offence against a child or vulnerable adult within the sport has been received. This should permit such action as interim suspension pending full enquiry and formal hearing by a disciplinary committee.

The accused must have the right of appeal to an independent panel for example via the Sports Disputes Resolution Panel. In addition, reference should also be made to the disciplinary procedures as contained in the constitution of all the relevant NGBs, County Associations and Clubs. These can be found in the relevant Handbooks or Constitutions.

See also flowcharts under Appendix 3.

### **9.2 Process**

Any act, statement or other matter which causes, poses, or indicates a risk of harm to a child or other vulnerable person is deemed to constitute unacceptable improper behaviour and may be referred to the Case Management Group (see Appendix 15).

Within these regulations the expression 'offence' shall include such behaviour, and any other criminal act which may pose a risk or cause harm to a child or vulnerable adult.

Upon receipt by the Senior Officer of the Club/ Association information or notification that an individual:

- a) has been charged with an offence; or
- b) is subject to investigation by the police, social services, or other agency relating to an offence;  
or
- c) poses or may pose a risk to a child/ vulnerable adult,

then the Senior Officer/ Disciplinary Committee shall have the power to order that the individual is suspended from the sport for such period and on such terms as [he/she] shall decide according to the guidelines set out in the relevant NGB complaints procedure.

In reaching their decision due consideration shall be given to whether:

- a) The child or vulnerable adult is or may be at risk;
- b) The matters are of a serious nature;
- c) The order is necessary or desirable to allow any investigation to proceed.

Written notice of any order made shall be given to the person concerned and his club as soon as reasonably practical.

There shall be a right of appeal against the decision to an independent appeals panel, (reference should be made the relevant NGB disciplinary code).

Any complaint brought by one person against another must be in writing. If the Senior Officer finds that there is a case to answer, the matter is to be placed before the Executive/ Disciplinary Committee, and the person involved notified in writing of the complaints made, with an invitation to respond within 21 days.

Following the 21 day period, the Executive/ Disciplinary Committee shall decide to accept the response and take no action, or take simple disciplinary action, or schedule a full hearing. The accused may request a full hearing.

The date set for the hearing shall not be later than four weeks from the date of the decision or request, and must be notified to the parties in writing.

There shall be a right of appeal to the decisions reached at the hearing to an independent panel.

### **9.3 Policy re previous misdemeanours**

Reference should also be made to Section 10.7 regarding the rights of ex-offenders under the Rehabilitation of Offenders Act 1974.

## **10 Guidance for Associations and Clubs**

### **10.1 General**

The responsibility of making bowls safe and free from harm for children and vulnerable people is one which must be shared at all levels of our sport. This Guide is designed to help you understand the part which your association or club is expected to play, and the necessary steps to take in doing so.

In it, references to a child or young person means anyone under the age 18 years and the term parent is used generically to represent parents, carers and guardians.

All of the policies and procedures mentioned refer equally to those who, as a result of physical or mental handicap and irrespective of their age, are deemed to be vulnerable.

### **10.2 The role of Child Protection Officers (CPOs)**

Each Association and Club should identify a designated person (see also Section 10.5 and 11) to be titled the Child Protection Officer (CPO) and deal with issues relating to child and vulnerable adult protection.

Clubs with insufficient members who are unable to appoint their own CPO may seek the assistance of a neighbouring CPO to act on their behalf.

Prior to this appointment it is strongly recommended that the person undertakes a Criminal Record Check at Enhanced Level through their NGB. The CPO will be supported by a Case Management Group (see Appendix 15) and the Joint Panel for the Protection of Child and Vulnerable Adults.

All Associations linked to each NGB are strongly recommended to identify a designated person to take on the role of CPO for that Association with responsibility for child and vulnerable adult protection policies. Clubs or local organisations within member associations (or affiliated directly to NGBs) are also strongly recommended to identify a designated person to be titled Club CPO to handle child and vulnerable adult protection issues. Similarly, prior to appointment these persons should also undertake a Criminal Record Check at Enhanced Level.

The Club CPO acts as the first point of contact for anyone in the Club who has a concern about a child or vulnerable adult and/or about poor practice or possible abuse by anyone working with them.

Each Association CPO (whether at National, Regional, County or Club Level) must have a formal role within the Association's management structure. The Association's CPO will require support from the Association, and designated training should be provided. The Association may wish to appoint more than one CPO.

The role of Association CPO is critical in ensuring that the Child and Vulnerable Adult Protection Policy and Implementation Procedures work in practice. The Association CPO may also act as the first point of contact for anyone who has a concern about a child/ vulnerable adult and about poor practice/ possible abuse by anyone working with them.

The CPO therefore needs to be perceived as being approachable and as having a child-focussed and/or vulnerable adult-focussed approach.

The CPO does not need to be child or vulnerable adult protection 'experts'. That is the role of the statutory agencies (Police and Social Services).

Both Association and Club CPOs should be supported by their NGB, Associations and Club management and have a formal role in the management structure.

### **10.3 Associations and Clubs**

Whether or not children or vulnerable adults currently participate in its activities, each affiliated Association and Club has a duty to play its part in the implementation process.

This Guide (see Section 18) offers practical advice with responses to some frequently asked questions aimed at helping your understanding. Specimens of the various recommended forms will be found in the Appendixes.

### **10.4 How to begin**

A good way to begin is to get an overview of the issues. Then let everyone know that your association or club is committed to the protection of children and vulnerable adults by issuing a simple statement of intent or a more formal policy document.

The form of words used in a Statement of Intent need not be very complex.

The following is a suggestion, which could also be introduced as an additional clause in your organisation's Rules and Constitution.

“The XYZ Bowling Club / Association is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls.

It will seek to underpin and ensure this commitment by following and promoting the joint Child Protection Policy and Procedures of the National Governing Bodies.”

Appendix 6 gives an example of a formal policy document, which incorporates the underlying principles. It is important that the statement of commitment to child and vulnerable adult safety is prominently displayed in the club, and copies made available on request to members and parents.

### **10.5 What next?**

The next step is for your Executive Committee to set a timed action plan to guide the scheduling of implementation. An example is given at Appendix 7.

The plan will need to cater for the following:

- ⊙ Recruitment of an Officer responsible for Child/ Vulnerable Adult Protection.
- ⊙ Preparation and printing of necessary forms for parental consent, volunteer disclosure and references, accident / incident reports, etc.
- ⊙ Training policy for volunteers.
- ⊙ Formalised adoption by members of the policy and procedures, including monitoring and disciplinary matters.
- ⊙ Amendment of Constitution & Rules.

### **10.6 Recruitment**

To ensure that unsuitable people are prevented from working with children or vulnerable adults, all applicants should be interviewed, and asked to undertake an Enhanced CRB Check or complete a Volunteer Disclosure and Reference Form (as appropriate). References should be taken up.

There may be an administrative charge for handling the processing of the CRB form on behalf of the NGB.

Clubs with paid staff should review the extent to which their employees have access to children and vulnerable adults, and seek advice from their NGB as to whether a CRB check is appropriate.

## 10.7 Recruitment of Ex-Offenders: Statement of Policy

This applies to all aspects of employment albeit as a post as part of an NGB or at Club level.

### 10.7.1 Policy

Any organisation using the Criminal Records Bureau (CRB) Disclosure service to assess an applicants' suitability for positions of trust, must comply fully with the CRB Code of Practice. Also undertake to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

#### They must:

- ⊙ Be committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background;
- ⊙ Have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- ⊙ Actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Select all candidates for interview based on their skills, qualifications and experience
- ⊙ Ensure that a Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- ⊙ Be aware that where a Disclosure is to form part of the recruitment process, that they encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. The CRB request that this information is sent under separate, confidential cover, to a designated person within this sport and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- ⊙ Be aware that unless the nature of the position allows the NGB to ask questions about an individuals entire criminal record that only "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 are considered.
- ⊙ Ensure that all those in the bowls (Club/ Association or NGB) who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974
- ⊙ At interview, or in a separate discussion, ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

**Having a criminal record will not necessarily bar a person from working with an organisation associated with bowls.** This will depend on the nature of the position and the circumstances and background of the offences.

## 10.8 Forms

Specimen forms are given in the Appendixes, but there is no objection to them being modified to meet local requirements, or to designing your own provided that they elicit the same minimum information. Remember that you will need to add the name and address, etc of your association or club, and to adopt a firm policy on their completion.

Particular attention should be given to completion of parental consent forms for both general association / club activities, and for special multiple or 'one off' events.

Accept that circumstances may have changed and obtain fresh consents each time.

## **10.9 Training**

Decisions will need to be taken on the training needs for your Association/Club CPO, volunteers and coaches, including cost implications. A number of agencies offer awareness courses and other training related to child protection. Some have been attended by members of the Joint Panel for the Protection of Children and Vulnerable Adults who can offer advice on their suitability. (See Appendix 8 for contact details.)

Financial support to help with course fees may be available from local award schemes, and information on these is often obtainable from the local authority or library service.

## **10.10 Adoption of Policy and Constitution changes**

County Associations are required to make provision in their Rules and Constitution to ensure that those Clubs with members under 18 years of age and other vulnerable people, adopt appropriate protection procedures or will do so at an early date.

The Club and officials having adopted and placed on display their Child and Vulnerable Adult Protection Policy, should make sure that the appointed CPO is known to all members of the club, and fully supported by the committee.

NGBs, County Associations and Clubs should also recognise the importance of making early arrangements to bring the policy and other relevant child and vulnerable adult protection matters into their Rules and Constitution.

## **10.11 Why do Bowls need a Child and Vulnerable Adult Protection Policy?**

This question is frequently asked. We need only to look around us to find the reply. Most bowlers acknowledge that our sport is undergoing change, with many more children, disabled and vulnerable people taking part than before.

Everyone has a duty of care for the welfare of children and other vulnerable people.

This is a legal and moral responsibility, which our sport must be prepared to meet.

By adopting and implementing a Child and Vulnerable Adult Protection Policy we can provide reassurance to the child's parents, and show our acceptance of responsibility for child and vulnerable adult welfare.

It also demonstrates that we have procedures in place for the correct conduct of the individuals delivering the activity, which should help to deter the undesirable.

## **10.12 Anything else?**

It is acknowledged that this guide is not exhaustive, and that you may have unanswered questions. Please make your first point of call one of the members of the Joint Panel for the Protection of Children and Vulnerable Adults listed in Appendix 8.

This helps with NGB monitoring arrangements, and will ensure that your query receives an answer.

## **11 Club policy and procedure**

There is no desire that the contents of this document should deter any club from opening their membership and activities to children or vulnerable people. Each club must decide what is appropriate, having regard to local circumstances. All are recommended to adopt and publish their policy, for the guidance of all. It is strongly recommended that a statement of the Club Child and Vulnerable Adult Protection Policy is displayed on the Club notice board (see Appendix 6 for a proforma).

It is advisable for the club or association to appoint a responsible person to be the CPO who will be willing to liaise with their NGB/ County Associations (see also Section 1.2).

Clubs with insufficient members who are unable to appoint their own CPO may seek the assistance of a neighbouring CPO to act on their behalf.

See also Section 9 on matters relating to disciplinary proceedings.

## **12 Parental Involvement**

Parents and guardians should be asked to sign a form of consent to cover activities at the club/ association and match play, both home and away. See example forms at Appendix 11 which may be amended as appropriate to meet the Club's/ Association's needs.

It is also a good idea to promote a code of conduct for both young people and their parents to ensure their 'buy-in' to good behaviour and practice and therefore minimise the risk of any kind of abuse.

Special Consent forms (see Appendix 11) must be completed when an overnight stay is required.

It is also good practice to make the club policy and procedures available to parents and guardians, and to keep a complete record of the participating children.

## **13 Photography and Dealing with the Media**

### **13.1 Guidelines for Use of Photographs at Sporting Events**

#### **13.1.1 General Policy statement**

##### **Where children/ vulnerable adults are involved**

- ⊙ The interests and welfare of children and vulnerable adults taking part in events is paramount.
- ⊙ Parents/ carers and children/ vulnerable adults have the right to decide whether children's/ vulnerable adult's images are to be taken and how those images may be used.
- ⊙ Images should convey the best principles and aspects of sport, such as fairness and safety.
- ⊙ Care should be taken to make sure that the images are not sexual or exploitive in nature, not open to obvious misinterpretation and misuse.
- ⊙ Images should only be taken by accredited persons who must wear identification at all times. See Appendix 4.
- ⊙ All images of children/ vulnerable adults should be securely stored.
- ⊙ Care must be taken when reproducing photographs in the press and on the web-site that no identifying details could permit contact with a child/ vulnerable adult by a potential abuser.
- ⊙ Do not allow unsupervised access of children or vulnerable adults for photo sessions without consent.

Specimen forms for consent by parents/ carers and individuals can be found in Appendix 4.

Also at Appendix 4 is a specimen form for those wishing to take photographs and it is strongly advised that all parents/ carers and family attending events where other children/ vulnerable adults are involved are urged to register.

#### **13.1.2 Photographic images (cameras or video media or mobile phones)**

Care should also be taken to monitor the use of mobile phones with a photo capability to ensure that the above guidelines are adhered to.

The individuals being photographed must be appropriately dressed for the activity and the photography or recording should focus on the activity rather than on the individual.

#### **13.1.3 Coaching and Photography**

All individuals featured must be appropriately dressed for the sport with garments adhering to the dress code of bowls for the appropriate NGB.

Any photography or recording should focus on the activity and be recorded in small groups (which may comprise a combination of adults and young individuals).

Coaches are allowed to use video equipment as a legitimate coaching aid and means of recording special occasions. However, care should be taken in the dissemination and storage of the material.

### **13.1.4 Use of photographic/ filming equipment by parents/ carers and spectators**

Whenever parents, carers, or other spectators intend to photograph or video at an event they must be made aware by the Event Organiser/ CPO that they must be prepared to identify themselves and state their purpose for filming.

The Event Organiser and/or Event CPO should approach or challenge any person taking photographs who has not made themselves known and/or registered with them. If need be advice may be sought from the Police if this person continues to record images unauthorised within the confines of the event.

## **13.2 Dealing with the Media**

### **13.2.1 General**

The abuse of children and the vulnerable is an issue which will generate media interest at any level. It is important that at all levels within bowls, from Club to NGB that there is an effective strategy for handling media.

If there is an allegation made it is important that initial enquiries are handled in such a way that it will not aggravate any situation or generate negative publicity.

Be prepared:

- ⊙ If you are made aware of any allegation of abuse it is important to be prepared in advance for potential publicity.
- ⊙ To consult the relevant Lead CPO of your NGB (or County CPO if appropriate) for advice and liaise with them giving them all the facts.
- ⊙ To have a responsible representative to handle media enquiries.
- ⊙ To be aware of the policy regarding the employment of ex-offenders (see Appendix 10.2).

### **13.2.2 Contact from the press or a journalist**

If contacted or approached by a member of the press, it is likely that the journalist might have heard about an alleged case of abuse from a source or directly from a relative or acquaintance of the alleged victim.

- ⊙ You are likely to be asked for your response. As the press might approach a NGB, Club or individual, it is worth remembering that the journalist may already have a story 'mapped out', so what you say, and how you say it, is important.
- ⊙ Make sure you clearly hear the name of the journalist and the media they are working for. If needed, ask them to repeat so you can take notes.
- ⊙ Make sure you fully understand what the journalist is asking you, asking them to repeat if needed. You may be aware of the incident concerned, or you may not be aware of it.
- ⊙ Do not say 'No Comment' as it makes you sound guarded as if you had something to hide.
- ⊙ Take details of contact telephone where the journalist can be easily contacted and find out what their deadline is.
- ⊙ Contact your NGB and/or County Associations for advice and to discuss the matter. They will help you formulate an appropriate response, deal with the journalist on your behalf and inform you of the response made.

### **13.2.3 Follow up**

Be prepared for follow up enquiries (either by telephone or personal contact) as allegations of abuse are rarely one-day stories. Just because an initial response has been given does not mean to say that there will be no more questions in the future. Continue to liaise with your NGB and County Body as needed.

Do not comment 'Off the record' on any allegations of abuse of children or the vulnerable. Journalists like nothing better than comments made of this nature. They can use this tool to elicit more information on the understanding that they will not publish what you say.

A chart is indicated at Appendix 4.

## 14 Transport

It is important to take steps to ensure the safe transport of children and vulnerable adults.

- ⊙ If private cars are being used make sure that parental consent has been obtained.
- ⊙ If the driver undertaking this role on behalf of the club is not a parent/ carer or relative, they must be made aware of guidance in relation to working with children and vulnerable adults.
- ⊙ Unaccompanied children/vulnerable adults should carry with them a contact name and telephone number.
- ⊙ Parents/ Carers should be made aware of pick up and drop off points and times.
- ⊙ The following points should be complied with:
  - ⊙ Name/ contact number provided.
  - ⊙ Pick up / drop off point named.
  - ⊙ Name of parent/ carer to collect.
  - ⊙ Emergency telephone contact number.
  - ⊙ Participants are not left unsupervised (dropped off without parent/ carer present).
  - ⊙ Do not take the child/ vulnerable adult home or to another location.

More detailed guidance notes can be found in Appendix 5.

## **15 Criminal Record Bureau (CRB) and Personal Disclosures**

Anybody may have the potential to abuse children/ vulnerable adults in some way, and it is essential that all reasonable steps are taken to ensure that unsuitable people are not allowed to work with them. It is therefore important that checks are made as to the suitability of those volunteering to become involved with individuals, and they should be asked to complete a disclosure to an Enhanced Level.

### **15.1 Criminal Record Bureau (CRB)**

The CRB enables employers of private, paid and voluntary organisations in England and Wales to do checks related to an applicant's suitability to work with children or vulnerable adults. Access to the CRB checking service is available to all organisations working with children and vulnerable adults by using the services of one of its Registered Bodies.

The NGBs for the Flat Green Codes and Short Mat use the auspices of The Media Group (TMG). British Crown Green currently has a separate dedicated system and applications should be made to their Lead CPO, Mr Ken Jarvis (contact details are in Appendix 8).

Coaches (licensed under the EBCS) should apply for forms through Mrs Pat Ostler (EWBA) (contact details are in Appendix 8)

The CRB Disclosure application form and the procedure to be followed on completion of the form can be obtained from your NGB representative (see also Appendix 10).

Persons with regular contact with children or vulnerable adults should ensure that they have obtained a CRB Disclosure, updated every 3 years. Advice on whether a CRB check is appropriate can be sought from any of the Panel members listed in Appendix 8.

Care should be taken as the CRB Disclosure information may reveal personal information on an individual regarding convictions on which the Rehabilitation of Offenders Act may apply for spent convictions.

The policy for handling and storing of confidential information is detailed in Appendix 11.

### **15.2 Personal Disclosures**

The Voluntary Disclosure procedure may be used for one-off occasions (see Appendix 10).

Where Personal Voluntary Disclosures are taken these should be considered confidential and kept in a secure place by the CPO. See Appendix 11 for standards for holding and storing confidential information.

## 16 Code of Behaviour for those involved with Children or Vulnerable Adults

All should adopt an acceptable code of behaviour guided by the following principles

### **Always:**

- ⊙ Provide an example you wish to be followed;
- ⊙ Treat everyone with respect;
- ⊙ Plan activities which involve more than one other person, or which are within sight or hearing of others;
- ⊙ Respect an individual's right to personal privacy;
- ⊙ Provide access for individuals to talk to others about any concerns they may have;
- ⊙ Recognise that someone else may misinterpret your actions no matter how well intentioned;
- ⊙ Exercise caution especially in sensitive times of counselling;
- ⊙ Report any concerns you may have about the individual.

### **Never:**

- ⊙ Work alone. Ensure that a parent or other adult is present;
- ⊙ Allow ridiculing or bullying, by peers, team colleagues, etc;
- ⊙ Indulge in or allow physical contact ;
- ⊙ Make suggestive remarks or gestures;
- ⊙ Show favouritism to any individual;
- ⊙ Allow yourself to be drawn into inappropriate attention seeking behaviour, eg tantrums, or crushes;
- ⊙ Jump to conclusions about others without checking facts;
- ⊙ Try to investigate any concerns personally;
- ⊙ Rely on your good name to protect you;
- ⊙ Believe " it could never happen to me ".

## **17 Implementation and Monitoring**

To ensure the adoption and effective management of child and vulnerable adult protection policies and procedures, there must be agreement on the methods and strategy to be employed firstly to introduce them, and then to measure how they are performing.

### **17.1 Implementing policy**

To enable the agreed policy and procedures to be effective, they will need to be merged with existing philosophies and practices. There may be some resistance to the inevitable changes, diplomacy will be required.

The process will involve some or all of the following:

- ⊙ Raising committee awareness of the issues;
- ⊙ An acceptance by club/ association of the principles of child and vulnerable adult protection;
- ⊙ Establishing budgets and financial constraints, eg training;
- ⊙ Disseminating information;
- ⊙ Overseeing the operation of procedures;
- ⊙ Recruitment and training;
- ⊙ Review and development of current knowledge and practices

Throughout it will be necessary to keep abreast of changes to legislation and good practice in child and vulnerable adult protection, and make periodic amendments as required.

### **17.2 Monitoring**

In order to make informed assessments of the progress of implementation, it will be necessary to decide from among the many factors involved which are both relevant and measurable. They may include monitoring:

- ⊙ Raising awareness of child and vulnerable adult protection within the Club environment;
- ⊙ Effectiveness of CPO's duties and responsibilities;
- ⊙ Requests and recommendations for training;
- ⊙ Case management to include analysis of feedback reports and recommendations for policy and practice (see Appendix 15)

It could also include analysis of feedback reports, and recommendations for changes to policy and practices.

## **18 Child Protection – Some Frequently asked Questions**

**We have got along without child/vulnerable adult protection all these years; why should we change our thinking now? What has changed to suddenly make this so important?**

For many years, the general public preferred not to acknowledge the existence of child and vulnerable adult abuse and its harmful long-term effects. The high profile media reporting of incidents in recent years has heightened awareness of the issues. This disclosure has brought to many the stark reality that the abuse does take place in all walks of life. It even occurs in sport, with instances of coaches and other trusted adults being convicted.

**Doesn't anyone realise that this is more work for already over stretched club officials and committees? Little clubs are struggling; this is one more burden they don't need.**

The demands made on voluntary club officials and committees are fully recognised and understood.

Nevertheless, it is important that they do not see protection issues as a burden. Instead, it should be seen as an opportunity to demonstrate their awareness and of the club's commitment to keeping safe any individual taking part in its activities. Protection is the responsibility of the club as a whole, and should be shared. Officials should look for help from members outside of the committee, some of whom may already have experience in this field.

**Who are we safeguarding? Do adults need protecting too?**

The principle objective of protection policies is to safeguard the welfare of children and those adults who are vulnerable to abuse by reason of physical or mental disability. A secondary objective but no less important, is to assist coaches and other volunteer helpers to have recourse to counter false allegations made against them.

**Who decides if a member is a child?**

This is already decided by Parliament in The Children's Act 1989 which defines a child as any male or female person who has not attained 18 years of age.

**We don't have any 'youngsters'; so why do we need to bother?**

There is a growing trend to encourage child participation in all sports through youth development schemes and other initiatives, and this could result in a change in the age profile in membership applications. Although all NGB's recommend the adoption of a child protection policy, it is voluntary and a matter for the club committee to decide.

Remember that the success of grant aid applications is dependant on being able to show a positive attitude to junior membership and child protection.

**What is the 'Children's Charter'?**

The Children's Charter is a set of human rights principles designed to safeguard the well being of children and protect them from abuse. They are set out in the Human Rights Act 1998 and the United Nations Convention on the Rights of the Child (1989). They are the principles underlying child protection policies.

**Who decides if a member is a vulnerable adult?**

A vulnerable adult is any person aged 18 or over who is or may be in need of community care services because they have health or other disabilities related to age or illness. They are people who are not able to take care of themselves or protect themselves against significant harm or exploitation. (Department of Health guidance document 'No Secrets: Guidance on Developing Multi Agency Policies and Procedures to Protect Vulnerable Adults from abuse' [March 2000]).

### **What exactly is the 'code of practice'?**

The code of practice forms part of a general Code of Ethics and Conduct for coaches and others involved in delivery of the activity. It is a set of common sense guidelines designed to ensure that sport is delivered in a safe and positive manner. The code offers examples of exemplary behaviour, which not only create a good sporting environment, but should help to protect the coach and adult volunteers from false accusations.

### **What is meant by 'best practice'?**

Best practice refers to those positive guidelines in the code of practice (the Do's and Don'ts) aimed at ensuring appropriate and exemplary behaviour by the individual.

There are no simple clear instructions and complicated 'bumph' will only put people off.

Because of the underlying legal requirements, it is inevitable that explanation of some details of the issues involved may appear complicated and off putting. The supplementary guidance notes are an attempt to offer more intelligible instruction.

### **We want to start a 'junior' section by advertising in our local village newsletter; do we have to have this in place before we can proceed?**

It is recommended that the process of introducing child protection has begun before you proceed. Local child protection action groups will join responsible parents in expecting to see a formal policy statement or at least a statement of intent. They are also likely to demand reassurance on issues relating to safety issues and the credentials of the personnel involved.

### **My Club Committee is considering starting a junior section, but have been told that we must provide separate changing rooms for them. This will prevent us doing so, as we have no funds for building work of this nature.**

Separate facilities for juniors would be ideal, but few clubs or public buildings can offer them. However, it makes sense and is generally accepted that there should be some supervision in the changing rooms.

It can be achieved by involving parents, and other trusted adults working in pairs. They should be required to complete an Enhanced CRB Disclosure or a voluntary disclosure form as deemed expedient.

### **We have been told that adults must leave the toilet area if it is required to be used by a child. Is this true?**

This is neither true nor feasible. See also the reply to the previous question.

### **After our junior bowling sessions, I have always taken the children home in my car. I am now told that this is against the law, and I must not do so. Is this right?**

No, it is not against the law; nevertheless, it does not make sense to be alone with a child. If there is no other viable option, it is all right to provide a lift on a single occasion, but it is important to inform the parents. However, to do so regularly or frequently is not very wise, and could lead to false allegations. See also Appendix 5 for Transport Policy guidance.

### **Will the relevant NGB Child Protection Officer be visible and easy to contact with any worries we might have?**

Yes, details of members of the Joint Panel for the Protection of Children and Vulnerable Adults are detailed at Appendix 8 as well as those with responsibility at County level (see the relevant County or NGB Handbook). Remember that advice can also be obtained from the Childcare helpline, and Local Child Protection Committee / Local Safeguarding Child Boards.

### **We feel it is time wasting bringing up concerns that are not important to other people**

For child protection to work, a very high priority must be given to dealing with any concerns. Bringing them up is important and not time wasting. **None action is not an option!**

**I help with the junior section at my Club. Do I have to undergo a character check? by the police?  
Will such checking etc. stop people from volunteering?**

Self-disclosure may be subject to the option of authentication through the Criminal Records Bureau. This would normally only be done where the individual has significant responsibilities for child and/or vulnerable adult protection.

The self-disclosure process will be acceptable for a large number of volunteer helpers.

It is believed that the majority of volunteers will recognise and accept the need of some degree of formal checking, but it is acknowledged that the thought of such a check could discourage very few from volunteering.

**I already have a CRB Disclosure Certificate for my job, why do I need another for Bowls?**

The Disclosure obtained for the employment purposes will have looked at information available at that time. This may have changed and may not have been of the correct (Enhanced) Level. It may have been in issue more than three years, and when issued may not have included full checking of the lists held under the Protection of Children and of Vulnerable Adults Acts.

Obtaining a fresh Disclosure will give the club renewed assurance that all issues have been examined (see also Appendix 10.2).

## Strategies to combat Bullying (Appendix 1)

### A1.1 Bullying – The facts

#### A1.1.1 What is bullying?

Bullying is repeated harassment over a period of time, and is done in a way that makes it difficult for the person being bullied to defend themselves.

#### A1.1.2 Types of Bullying

There are three main types of bullying.

**Verbal bullying**, including:

- ⊙ Teasing
- ⊙ Sarcasm
- ⊙ Name calling
- ⊙ Continually ignoring someone
- ⊙ Racist and sexist remarks

**Physical bullying**, including:

- ⊙ Taking money or personal belongings
- ⊙ Pushing, hitting, kicking and punching
- ⊙ Sexual abuse, including unwanted physical contact or comments

**Indirect bullying**, including:

- ⊙ Spreading rumours or starting gossip about the individual.
- ⊙ Getting the individual into trouble for no real reason.
- ⊙ Excluding the individual.
- ⊙ Sending the individual hurtful messages via texts, emails, phoning and letters.

Remember, bullying can happen outside of a school or college or even in the street or even sports venue. If someone is consistently doing any of these things, whether it's on the street, on the bus or in the workplace, it's still considered bullying.

#### A1.1.3 Who is affected by bullying?

There are loads of reasons why an individual could become a victim of bullying. Perhaps they are:

- ⊙ Doing especially well at school, college, university or work and others are jealous;
- ⊙ Particularly tall, short, large or small;
- ⊙ From a different background;

- ⊙ From a different race or nationality;
- ⊙ Gay, lesbian or bisexual;
- ⊙ New, with no mates to back the person up;
- ⊙ Shy, giving the impression that the individual won't stand up for themselves;

Remember, it's the person who's doing the bullying who's in the wrong and there is nothing wrong with THE INDIVIDUAL.

If the individual has trouble convincing people at their school that bullying needs to be dealt with, remind their head teacher that "**schools have a similar duty to safeguard and promote the welfare of children under the Education Act 2002 (section 175)**".

#### **A1.1.4 How can you tell if someone is being bullied?**

- ⊙ Their behaviour may have changed suddenly. Perhaps they've become depressed or withdrawn.
- ⊙ They may start avoiding college or work or sporting venue for no obvious reason.
- ⊙ They may seem happy at home but miserable at work or college or even at the sport's venue.
- ⊙ They may have bruises, scratches or any other physical injuries that aren't easily explained.

#### **A1.1.5 How can you can help someone who's being bullied?**

- ⊙ Listen to them and let them know you believe them.
- ⊙ Take their feelings and worries seriously.
- ⊙ Talk through their options with them.
- ⊙ Support them in standing up to the bully.

#### **A1.1.6 If you see someone else being bullied:**

- ⊙ Don't just ignore it. How would you feel if it was you, a family member or a friend and nobody helped out?
- ⊙ Try speaking to the person who you think is being bullied and encourage them to seek help.
- ⊙ Don't join in with bullying because you feel you have to. By joining in you're just being weak and spineless. If you don't do anything about the bully, there's no guarantee it won't be you next.
- ⊙ If appropriate, speak to your school/college about their anti-bullying policy and think about setting up a student council.

## **A1.2 If you're being bullied right now, what do you do?**

If you're being bullied verbally, physically or indirectly by someone or a group of other people, you need to know how to deal with it.

### **A1.2.1 Don't panic!**

Don't panic, keep as calm as you can, and don't worry right now about the reasons why you think they're doing it to you. You just need it to stop as soon as possible. It's important you understand that they do NOT have the right to make you feel miserable. It is not your fault so tell yourself this over and over. Once you stop believing this, they have won. Don't let them!

You are not alone in this. Sadly most people have been bullied at some point in their lives.

### **A1.2.2 Try talking to them**

It might sound unlikely, but people who bully may not always be aware of how they are making you feel, so you could try telling them in a calm but firm manner. If there's a gang of them, try speaking to the ringleader when he/she is alone. But if that's impossible or if it doesn't work!

### **A1.2.3 Tell someone**

If you're being bullied, you really need to tell someone - someone you feel you can trust. There is strength in numbers, even if telling someone else about it doesn't feel like the strong thing to do. You stand a far better chance of getting the problem sorted if you let other people help.

This could be a friend, your parents, a sympathetic teacher or tutor, someone in a year above you, a colleague at work - anyone who isn't going to make the problem get worse.

- ⊙ Tell them what has happened, in as much detail as you can, how it is making you feel and why you want it to stop. If the bullying is physical and you're being hurt, you need to make people aware of this too.
- ⊙ You need to make them listen and help you stop the bullying. Then, if you can, tell someone else. The more people who know about it, the more support you have. Keep telling them what the bullying is doing to your confidence and your happiness.
- ⊙ You could mention that you do not want to make a big fuss over it, but do share your worries.
- ⊙ It's a good idea to keep a diary and write down the place, date and time the bullying occurs as this is good evidence when the person is confronted. A list of a series of bullying incidents carries more weight than just one incident, so do go into detail in your diary.
- ⊙ You could also call a helpline like Childline or the NSPCC - they're there to help and can give real practical support. Their details are in the Further Information section (Appendix 1.7).

## A1.3 Standing Up To Bullying Behaviour

### A1.3.1 Dealing with bullying behaviour

Here are some tips you could try to reduce the immediate threat of bullying behaviour. They're NOT a guarantee to immediately stop it all happening, but remembering them may help next time you're faced with a threatening situation.

- ⊙ **Ignore it:** It's a good step to try and ignore the people bullying you, and the attention they get from making you feel bad because if you deprive them of the attention, there's little point in them bullying you. Ignoring them can be part of a solution, but it's easier said than done as it's very difficult to ignore if the bullying just goes on and on.
- ⊙ **Walk away:** There's no point listening to someone being abusive when you don't have to. Showing that you're not just going to stand there and take it shows that you're no easy target.
- ⊙ **Try to stay in company:** You are less likely to be bullied if there are other people around you. But if the people bullying you do manage to corner you away from a group of others, you need to try and deal with the situation as calmly as possible, retaining as much control as possible.
- ⊙ **Act assertive:** Assertiveness is not the same as being rude or aggressive. It's about you believing - and stating - that you have the right to be heard and respected as the person you are.

If someone challenges that right by behaving in an aggressive and bullying way towards you, you may find that simply showing that you are not the walkover they expect you to be may help. You do not need to instantly BE assertive, but if you can learn a few tricks about how to APPEAR assertive, you're less of an easy target.

- ⊙ **Don't panic:** If you're caught in the middle of an intimidating situation with the people bullying you, your main concern is to ensure that you get out of it as safely as possible. Try not to let on that you feel angry or upset about the way they're treating you.
- ⊙ **Stand tall:** Even if, deep down you do not feel it, standing upright so that you appear big and confident will actually make you feel bigger and more confident.
- ⊙ **Speak clearly:** Being clear, even in simply saying things like 'No', 'Don't do that', 'Leave me alone' or 'Stop'. It makes you sound more confident – and therefore you're being more of a threat to the intimidating behaviour. Practice it often, out loud, on your own; you will feel more in control. It does work.

Read on for advice on dealing with violence and/or severe intimidation.

## A1.4 Severe Intimidation and Violence

### A1.4.1 Dealing with extreme situations

If your case of bullying is very serious and you're being ganged up on by people who are threatening to hurt or attack you - either now or the next time they see you - it is extremely frightening.

If you're faced with this situation, your main concern is your safety. It's also important to try hard to make it no worse than it already is for you.

These tips won't stop the bullying. But if it happens to you, try to remember them.

- ⊙ Try to keep as calm as you can.
- ⊙ Shout for help
- ⊙ **Keep your fists clenched if it helps** – but don't use them. Fighting back may escalate the problem and make it worse for you in the future. Staying passive and assertive without hitting back doesn't mean that you're a walkover, or that you're weak. But it might mean you don't get hurt.
- ⊙ It might sound a bit crazy but try to detach yourself from the situation by talking to yourself in your head. In your mind tell yourself that the immediate situation will not last for ever and that you will keep calm until it is finished.
- ⊙ Tell yourself that these people do not have the right to do this, and they do not have any right to make you feel like this. Tell yourself that you will get some help to try to stop it happening again.
- ⊙ Once the situation has calmed down and they have finished intimidating or hurting you, do exactly that.
- ⊙ **Don't carry with you a weapon or anything threatening:** It may be a really tempting idea because you might feel it would give you an upper hand in dealing with the situation. But it actually makes you the aggressor and far easier for the bullying people to get away with their behaviour. If they themselves have a weapon, they're less likely to use it if you don't have one. And again you're far less likely to get hurt.
- ⊙ Don't let them win. Tell someone and let them help you; don't suffer on your own.

## A1.5 Bullying at work

If you feel you are being picked on, singled out or treated unfairly by your boss or colleagues at your place of work, you may well be being bullied.

Only you will be able to assess whether you're the victim of bullying or just poor management, but the chances are you're a victim of workplace bullying if you find that you're..:

- ⊙ Being shouted at.
- ⊙ Being criticised all the time.
- ⊙ Having your responsibilities taken away.
- ⊙ Being given trivial tasks to do.
- ⊙ Continuously being picked on in front of your colleagues - and/or in private.
- ⊙ Having your chances of promotion removed.

- ⊙ Regularly being made fun of, or being the butt of unpleasant jokes.
- ⊙ Being regularly and deliberately ignored.
- ⊙ Being excluded from work activities.
- ⊙ Being deliberately overloaded with work.
- ⊙ Getting impossible deadlines (which you suspect your boss knows you won't be able to make).
- ⊙ Being consistently attacked in terms of your professional or personal standing.

You do not have to put up with it. A long period of bullying behaviour can take its toll on your health, causing stress, anxiety, panic attacks and a loss of confidence. It can also impact upon your relationships and family life.

Here's a list of steps to take:

- ⊙ **Don't ignore it.** You have the right to be treated equally and as fairly as everybody else under the Health and Safety at Work Act 1974. This means your employer has a duty to protect your health, welfare and safety. If this isn't happening, then your employer - as well as the person bullying you - may face a punishment of a fine or paying compensation. So it really is in their interests as well as yours to stop it happening.
- ⊙ **Try talking to the person** calmly and confidently, saying that you find their approach and behaviour to you unacceptable. Standing up directly to the bullying behaviour like this - preferably in front of some other colleagues - may be all it takes to stop it happening again. People who bully do not like their authority undermined.
- ⊙ **You should tell someone**, especially as most bullying behaviour goes on in secret, or away from a group of colleagues. You might also be bullied over emails, on the phone or in writing so don't try and face it on your own; there is strength and often comfort in numbers, and you may find that other people are also going through the same thing.
- ⊙ **Keep a diary** and log the times and dates of bullying behaviour - and exactly what that behaviour is. When the person bullying you is tackled, your account of what's been going on will be important. Bear in mind too that an account of one incidence on its own carries less weight than a more detailed list so make it as in-depth as you can.
- ⊙ **Join a union.** The union will listen to you and ensure you have the best advice. The union can give you free legal advice, support you, put you in touch with support groups and approach the employer on your behalf. You do not have to tell your employers.
- ⊙ **Tell your manager or supervisor.** If it is one of them who is bullying you, go to their manager. Take your diary with you as evidence to back up what you have to say. You could gently remind them that by law they have to do all they can to stamp it out.

## **A1.6 If You're Bullying Someone**

**If you're bullying someone, or you're part of a group or gang who are intimidating people, then you need to realise the very real and damaging effect you could be having on someone else's life.**

Bullying is not a joke. You may think that it's just an extreme name for what you see as some harmless teasing or mucking about, but even name-calling can be very hurtful and you could be causing real, lasting distress.

Ask yourself why you do it and think about your answer.

There are many reasons why people threaten, scare or intimidate others. Some do it to get attention or to make them feel superior over someone else. Making someone else feel small will make them feel big and more important.

Others do it because they see it as a way of fitting in. They may not realise the impact it has on the other people. They may feel jealous of them. Often they pick on the person or people they know who will put up the least resistance.

**It's really important that you realise the impact of your bullying behaviour can have on people. Don't assume they'll get over it easily.**

People who are bullied may become frightened to go to school, feel too intimidated to go to work - or even to go out at all. This can make them withdrawn, lonely and rejected. Many people who suffer bullying become depressed, some even suicidal.

If you're intimidating behaviour, name-calling and slagging off becomes violent or emotionally traumatic, the effect on your victim can last years and can cause that person real and in some cases irreparable damage.

### **A1.6.1 Think about what you're doing**

Do you know why you bully people?

- ⊙ Get to the cause of the problem rather than taking it out on other people.
- ⊙ Maybe you're trying to stop it happening to you.
- ⊙ Maybe you get bullied at home.
- ⊙ You might have a reputation as a ringleader and feel you'll lose face if you change your behaviour.

Talk to a friend, adult, teacher or colleague to get help. Feel good about changing the way you act around people. You can choose the sort of person you want to be.

## **A1.7 Further Information**

### **A1.7.1 Bullying Online**

Heaps of advice about bullying. Website: -[www.bullying.co.uk](http://www.bullying.co.uk)

### **A1.7.2 Bully Free Zone**

Raises awareness of alternative ways of resolving conflict, and of reducing incidences of bullying

Address: Bully Free Zone, 23 Palace Street, Bolton. BL1 2DR

Website: -[www.bullyfreezone.co.uk](http://www.bullyfreezone.co.uk)

### **A1.7.3 Bullywatch**

Aims to support and help anyone who is involved with bullying issues e.g. victims, bullies and witnesses.

Phone: 01454 318753

Email: -[bullywatch@hotmail.com](mailto:bullywatch@hotmail.com)

Website: -[www.bullywatch.org](http://www.bullywatch.org)

### **A1.7.4 Careline**

Telephone counselling for anyone experiencing bullying and other problems.

Phone: 0113 2302 226 (Leeds)

Phone: 020 8514 1177 (London)

### **A1.7.5 Childline**

The UK's free, 24-hour helpline for young people in trouble or danger.

Phone: 0800 1111 (Free - the lines can be busy so please keep trying)

Website: -[www.childline.org.uk](http://www.childline.org.uk)

### **A1.7.6 Connexions**

If you're aged 13 to 19 and living in England, Connexions Direct offers information on a wide range of topics as well as confidential advice and practical help. Advisers are available from 8am to 2am, 7 days per week, 365 days per year. Connexions Direct is part of the Connexions Service and you can also use the site to find your nearest Connexions Centre.

Phone: 08080 013219

Website: -[www.connexions-direct.com](http://www.connexions-direct.com)

### **A1.7.7 Kidscape**

This charity focuses on preventing abuse before it happens and has lots of advice for people affected by bullying. It also runs workshops and can help schools develop their anti-bullying policies.

Phone: 020 7730 3300

Website: -[www.kidscape.org.uk](http://www.kidscape.org.uk)

### **A1.7.8 NSPCC: Child Protection Line**

A 24-Hour, Free, confidential counselling advice and info service.

Phone: 0800 800 5000

Textphone for hearing-impaired people: 0800 056 0566

Website: -[www.nspcc.org.uk](http://www.nspcc.org.uk)

Email: -[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **A1.7.9 Need 2 Know**

Are you being bullied? Know someone who is? Perhaps you're doing the bullying? No matter what your situation, get help and support with the Need2Know website.

Website: -[www.need2know.co.uk](http://www.need2know.co.uk)

### **A1.7.10 TextSomeone**

Gives school pupils the power to report incidents of bullying, theft, crime or any unwanted behaviour in confidence, 24 hours a day, seven days a week by text message, email or voice message.

Website: -[www.textsomeone.com](http://www.textsomeone.com)

### **A1.7.11 Bullying at work**

**Connexions** A guide to tackling bullying at work

Website: -[www.connexions-direct.com](http://www.connexions-direct.com)

### **A1.7.12 Further reading**

The NSPCC recommends these books:

- ⊙ ***Bullying*** by Michele Elliott (Hodder)
- ⊙ ***Don't pick on me: how to handle bullying*** by Rosemary Stones (Piccadilly Press)
- ⊙ ***You can beat bullying: a guide for young people*** published by Kidscape

Other Books

- ⊙ ***Bullying: What Have I Ever Done To You?*** by Robert Higgs.  
There is also a website with some useful related articles.  
Website: -[www.roberthiggs.co.uk](http://www.roberthiggs.co.uk)

## Protecting Children and the Vulnerable (Appendix 2)

### A2.1 Forms of Abuse

The various forms of abuse fall into four main categories as outlined below.

- ⊙ **Neglect**, where adults
  - ⊙ fail to meet the child's basic physical needs for food, warm clothing, etc;
  - ⊙ fail or refuse to give the child love, affection or attention;
  - ⊙ consistently leave a child alone and unsupervised;
- ⊙ **Physical abuse**, where the child is
  - ⊙ physically hurt or injured, e.g. by hitting, shaking, squeezing, biting or burning;
  - ⊙ given alcohol, inappropriate drugs or poison;
  - ⊙ subjected to attempts at suffocation or drowning;
- ⊙ **Sexual abuse**, when adults of either sex use boys or girls to meet their own sexual needs. This includes all kinds of direct sexual display or activity, also the showing to a child of any form of pornographic material or taking pictures for such purposes.
- ⊙ **Emotional abuse** occurs where there is
  - ⊙ persistent lack of love or affection;
  - ⊙ constant over protection preventing the child from socialising;
  - ⊙ frequent taunting or being shouted at or has been, experience of one of the other categories of abuse;

### A2.2 Abuse in Sport

There have been cases of people in sport being found guilty of child abuse, and equally some who have had to answer to accusations wrongly made against them.

In all sport close bonds can develop between trainer and trainee, and it is important that those involved with children understand the situations which may give rise to incidences of perceived or actual child abuse. The following are examples where this can occur.

- ⊙ Any situation where the Coach, Trainer or Team Manager does not ensure that the children are safe or exposes them to undue cold or risk of injury may constitute **neglect**.
- ⊙ Any training regime which is intense or excessive, and ignores the capacity of the child's immature body may result in **physical abuse**.
- ⊙ Any activity which involves physical contact creates a potential situation for **sexual abuse**. Abusive situations may also occur if adults misuse their power over young people.
- ⊙ Subjecting children to constant criticism or bullying can give rise to **emotional abuse**. Such abuse may also occur where there is bullying or where the parent, coach or team manager makes unrealistic demands on the child to perform to high expectations.

### **A2.3 Commonest Physical Signs**

- ⊙ Finger tip bruising, thumb marks under collar bone/ shoulder blade.
- ⊙ Many unexplained bruises to eyes, face, head, limbs, genitalia.
- ⊙ Belt or strap bruising.
- ⊙ Scalds and burns (splashing and dunking type particularly).
- ⊙ Adult bite marks.
- ⊙ Cigarette burns of different ages.
- ⊙ Mouth injuries, torn lips, broken teeth.
- ⊙ Ear injuries.
- ⊙ Non-used limbs.
- ⊙ Torn or stained clothing, especially underclothes.
- ⊙ Abdominal pain and bruising.
- ⊙ Painful or itching genital areas.
- ⊙ Difficulty in walking or sitting.
- ⊙ Distended stomach, emaciated.

### **A2.4 Signs of Neglect**

- ⊙ Inappropriate clothing.
- ⊙ Poor hygiene.
- ⊙ Chaotic poor attendance.
- ⊙ Disorganised.
- ⊙ Hungry, stealing food, underweight.
- ⊙ Difficult relationships.
- ⊙ Unexplained or frequent illnesses.
- ⊙ Low self esteem/ attention seeking.

### **A2.5 Symptoms of Emotional Abuse**

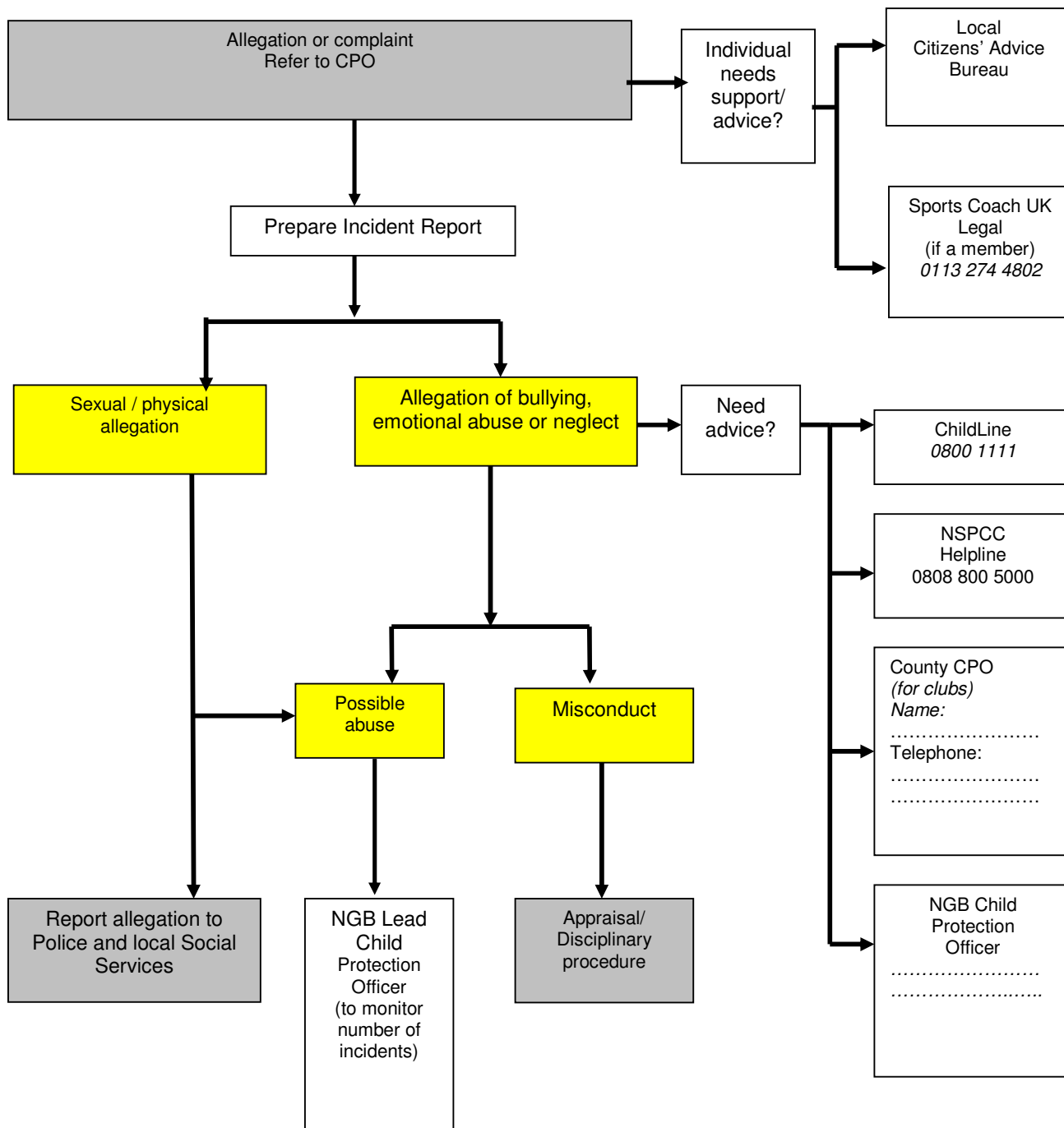
- ⊙ Child pushed away.
- ⊙ Endless criticism.
- ⊙ Negative parents all the time.
- ⊙ Discipline and control problems.

## **A2.6 Symptoms of Sexual Abuse**

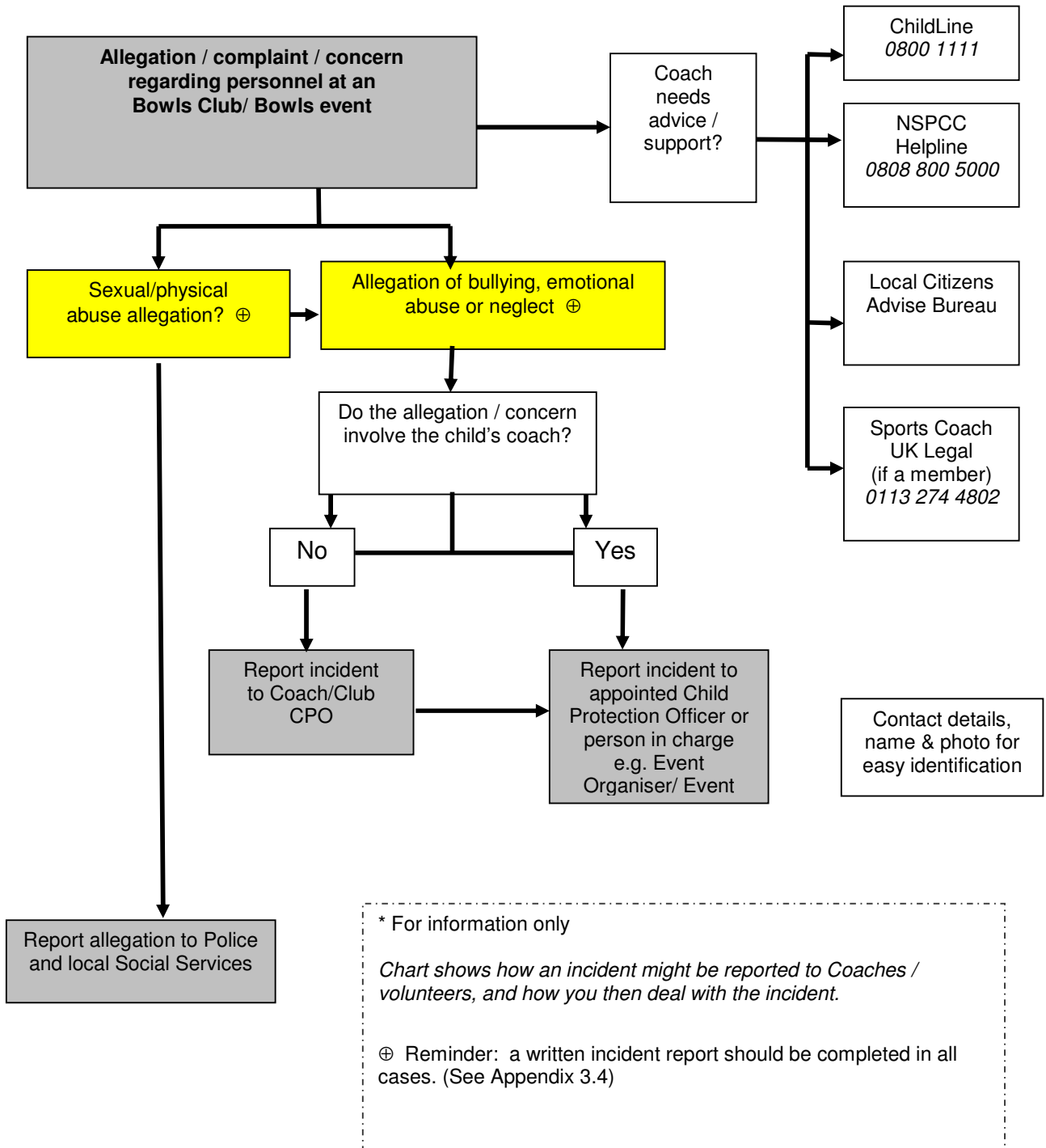
- ⊙ Mood changes, tantrums, aggression.
- ⊙ Insecurity, poor self esteem, anxiety, depression, despair.
- ⊙ Withdrawn, secretive.
- ⊙ Sleep and eating disorders.
- ⊙ Poor peer relationships.
- ⊙ Unexplained money gifts or gifts of potential 'grooming' use e.g. mobile phone.
- ⊙ Lies, stealing, arson, running away.
- ⊙ Inappropriate sex play, premature understanding of sex.

## Dealing with Concerns (Appendix 3)

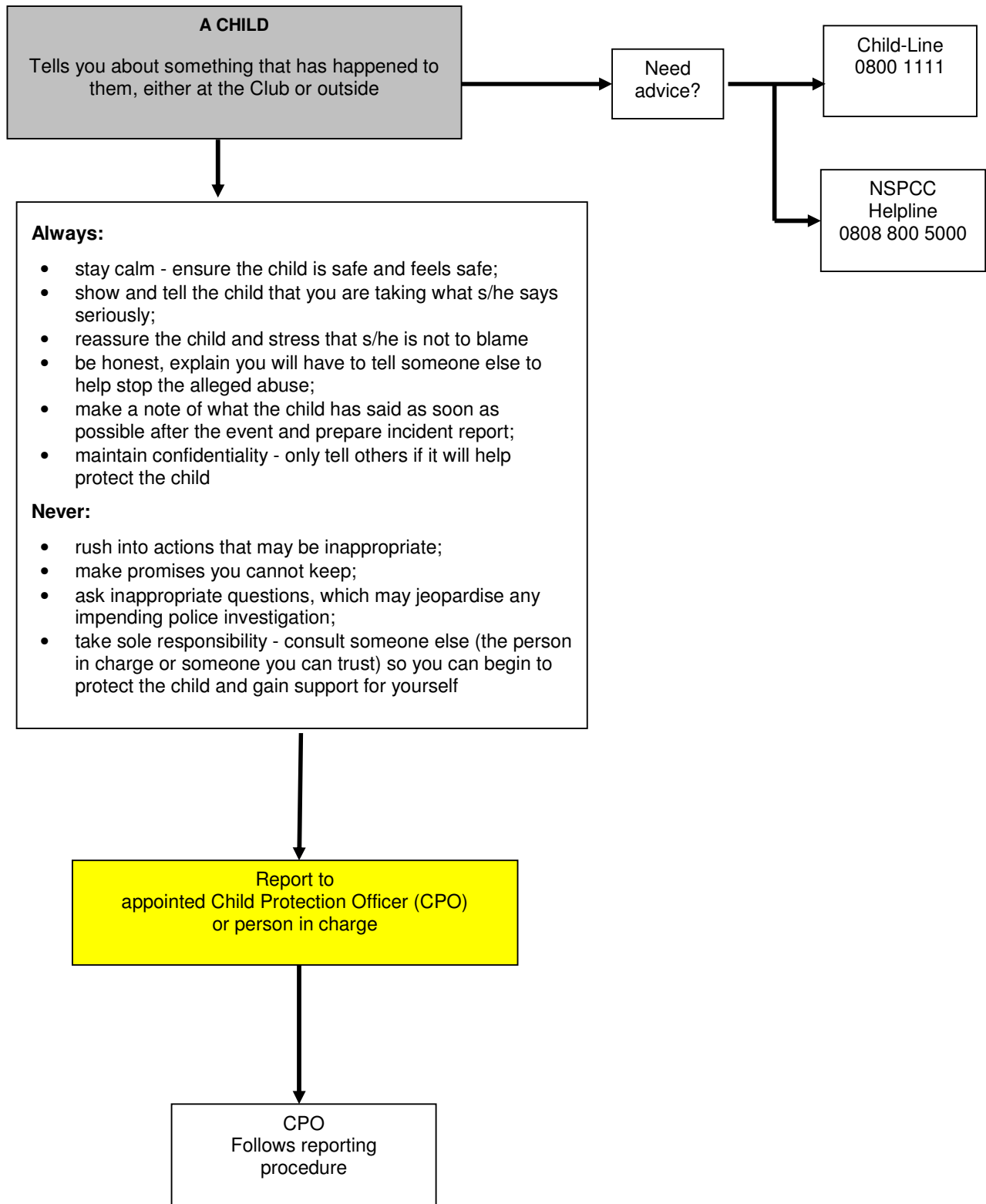
### A3.1 About the behaviour of a member of the club or association



### A3.2 Reporting procedure: Advice to children, parents and coaches



### A3.3 What to do if concerned about abuse by a parent or other adult



### **A3.4 Specimen Incident Report Form**

This form should be used by Club Child Protection Officers to record the details of any concerns raised. It is recommended that a copy is forwarded to the Lead Child Protection Officer of the relevant NGB with a copy to the County Child Protection Officer (if appropriate).

If there is more than one alleged victim, then separate forms should be completed.

In the interests of confidentiality, every effort must be made to keep the information confidential. The information should only be shared with those who need to know if it is in the best interest of the child or vulnerable adult concerned. Please note that when a concern is immediate telephone advice should be sought with copies of the form sent as soon as possible. The form should be used for all levels of concern, even where no immediate action may be necessary.

It cannot be stressed strongly enough that it is important that written records and notes be made as soon as possible after the event or after being advised of the event to ensure accuracy of the information supplied.

## Specimen Incident Report Form

### Details of the Person completing the Form

Name .....

Club .....

Position .....  
(CPO, Coach, Club official, volunteer, parent, guardian etc)

Address (inc Post Code) .....

.....

Contact No .....

Name of person who raised  
concern.....  
(if different from above)

### Details of the Person Concern is attributed to

Name .....

Position .....

Club Name .....

Relationship to alleged victim .....

### Details of Alleged Victim

Name .....

Club .....

Date of birth ..... Age at time of incident (s) .....

Details (inc Address) .....  
of parent  
Guardian/ Carer .....

Contact No of parent/ guardian/carer .....

Any identified special needs .....  
or disability of individual  
concerned .....

**Details of incident**

Date(s) or period (if over a drawn out period) of the incident

.....

Description of the incident/s (please include as much detail as possible. If a child or vulnerable adult has talked to you, write down the exact details of the conversation, remembering not to lead the individual. Please include any other information including location, number of incidences, any other relevant details etc. Please continue on a separate sheet is necessary)

.....

.....

.....

.....

Any actions taken? .....

.....

Please indicate if you are in contact with any other bodies concerning this incident and include any contact names, addresses and telephone numbers if necessary.

Social Services.....

Police .....

Other .....

Any additional information .....

.....

Signed .....

Position ..... Date .....

## Use of Photographs and Consent to Photography (Appendix 4)

*The following general advice has been issued to all sports by the  
Child Protection in Sport Unit (CPSU)*

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites. Photographs can be used as a means of identifying individuals when they are accompanied with personal information - this is X who likes music - this information can make an individual vulnerable to another person who may wish to start to 'groom' that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use, and there is evidence of this adapted material finding its way onto child pornography sites.

Sporting organisations and clubs need to develop a policy in relation to the use of images of athletes on their website, or on public display. The sport will need to make decisions about the type of images they consider suitable and that appropriately represent the sport. They will want to ensure that parents support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of young people.

If sporting organisations are aware of the potential risks and take appropriate steps the potential for misuse can be reduced.

### **The CPSU would advise sporting bodies to**

- ⊙ Consider using models or illustrations if you are promoting an activity.
- ⊙ Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people outside the sport.

### **Easy rules to remember are:**

- ⊙ If the athlete is named, avoid using the photograph.
- ⊙ If the photograph is used, avoid naming the athlete.
- ⊙ Ask for parental permission to use an image of a young person. This ensures that they are aware of the way the image of their child is representing the sport. A Parental Permission Form is one way of achieving this.
- ⊙ Ask for athlete's permission to use their image. This ensures that they are aware of the way the image of themselves is to be used to represent the sport. An Athletes Permission Form is one way of achieving this.

Overleaf is a specimen form to be used to allow an accredited photographer to take photographs at an event where children or vulnerable adults are present as well as a specimen form for anyone wishing to take photographs at an event involving children or the vulnerable.

**Parent / Guardian/ Carer and the Individual's permission form  
for the Use of Photographs and recorded Images**

I ..... Consent/ Do not consent to the photographing/videoing  
(Insert name and position e.g. guardian, carer) and publication of images of

.....  
(Insert name of the individual)

At .....  
(Insert name of Event)

Under Bowls Child and Vulnerable Adult Protection guidelines and I confirm that I am legally entitled to given this consent.

I also confirm that .....is not under a court order  
(insert name of individual)

Signature .....

Date: .....

**For completion by the individual**

I ..... (Insert name of individual) Consent to the  
photographing/videoing and publication of images of my involvement in Bowls under Bowls Child and  
Vulnerable Adult Protection guidelines

Signature ..... Date: .....

Please return this form to .....

.....

..... Post Code .....

(Insert Event Organiser/ Event CPO and address to return to as appropriate)

**Event registration Form**

**To be completed by anyone that wishes to take Photographs or use Video equipment at the event**

Event Title .....

Date .....

Name .....

Media/Parent/Guardian/Carer etc.....

Address .....

.....

Telephone No .....

Purpose of photography/filming .....

.....

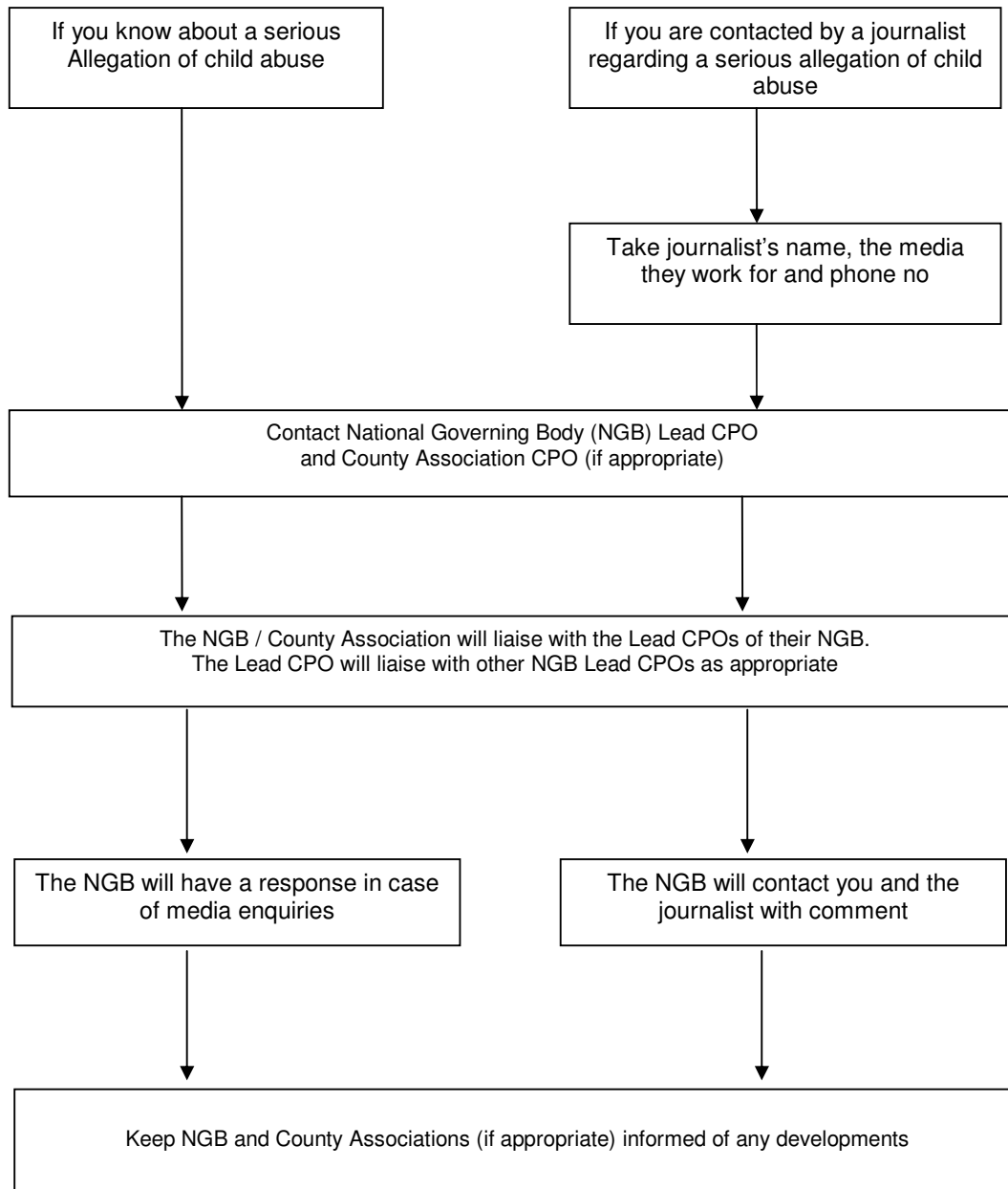
I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.

Signature .....

Date .....

**Please complete this registration form and return it to the Event Organiser before the start of the event.**

## Dealing with Media Enquiries



## Transport: Guidance Procedures (Appendix 5)

### A5.1 General

Coaches and Club/ Association officials offering sporting opportunities for children and vulnerable adults must recognise that they are in a position of trust. Parents/carers are entitled to expect that they will act responsibly, taking the same care for the well being of the individuals entrusted to them as if they were the legal guardian.

It is important therefore that there is a common understanding of what is expected of all parties, and that parents are aware that those to whom the individuals are entrusted are unpaid volunteers. Obtaining parental/carer consent (Appendix 13) is a minimal first step towards this understanding.

Publication of Junior Club Rules and other helpful codes of conduct and behaviour, (e.g. for the parents as well as the volunteers), should also be considered where children under 18 are involved.

### A5.2 Good Practice

Codes of Conduct are not only aimed at protecting children and vulnerable adults from harm, but also to help adults follow good practice in order to avoid actions which might be misunderstood. For example it does not make sense for a coach or any other adult third party to:

- ⊙ Spend amounts of time alone with children / vulnerable adults away from others;
- ⊙ Take children/ vulnerable adults alone on car journeys, however short.

In the event that such situations are unavoidable, they should only take place with the full knowledge and consent of a responsible club/association official, and/or a person with parental responsibility for the child.

### A5.3 Collection

Clubs should develop and publicise policies regarding the delivery of young people and vulnerable adults to, and their collection from, coaching sessions, matches and other events. The policy should reflect the ages of the individuals concerned and the location, time and nature of the events. Ideally, parents/ carers should be given a written timetable of all events at the start of the season and be notified in writing of any changes. Club and coach contact telephone numbers should be included for parental/ carer enquiries.

If Club/Association officials are required to transport young people or vulnerable adults in their car, written parental consent should be obtained. It is recommended that regular drivers hold a valid CRB Disclosure Certificate and ensure that their vehicle insurance covers transporting such passengers. Ideally, children or vulnerable adults should not sit in the front passenger seat.

Late collection of children/ vulnerable adults can present clubs/coaches with difficult situations and parents/carers should be informed that it is not the responsibility of the coach or club to transport children in such circumstances. Guidelines should be included in the club policy for dealing with these situations, and parents/carers should be asked to provide alternative contact telephone numbers.

#### **A5.4 Summary advice for Coaches and other volunteers**

- ⊙ In the event of late collection contact the parent, or the alternate named individual.
- ⊙ Check with the club for messages regarding the child/ vulnerable adult.
- ⊙ Wait with the child/ vulnerable adult at the agreed collection point, with when possible, other coaches, officials or parents/carers.
- ⊙ DO NOT take the child/ vulnerable adult home or to another location.
- ⊙ DO NOT ask the child/vulnerable adult to wait in the car or club with you alone.
- ⊙ DO NOT send the child/ vulnerable adult home with another person without parental/carer permission.

A Sample Consent form for travel can be found in Appendix 13.

**Checklist for Travel – can be used by Club/ Association CPO or delegated person and can be used in any risk assessment and planning of procedures**

Purpose of Trip	Competition, away fixture, coaching, social, combination of any of the above
Planning	When? Where? Who? Risk Assessment of activity
Communication with parents	Pick up points Destination and venue Competition Dates Kit and equipment list required Emergency Procedures, home contact Consent form Code of conduct (of players and also parents)
Host venue	Hosts aware of special requirements eg diet Transport arrangements Telephone contact Local map and information
Transport	Journey time and any stopping points Supervision Suitability and accessibility Drivers checked Insurance Seat belts
Supervision and staffing	Ratio of adults to participants Male/ female (ensure at least one male and female for mixed group) Specialist carers? Staff checked Staff have relevant child protection training? Responsibilities
Emergency Procedures	First Aid Special medical information Medications (aware of and who for) Player information Home contact details Reporting procedures
Insurance	Liability Accident
Costs	Fares Meals and refreshments while away.

Source: NSPCC/ CPSU

In addition, if a trip involves overnight stays the following should also be considered (particularly if parents/ guardians/ carers are not accompanying the child or vulnerable adult)

Accommodation	What type? Catering, special diet, allergies Suitability for group, accessibility Room lists
Hosts	Hosts vetted (if applicable) Hosts aware of special requirements Transport arrangements telephone contact Local maps and information etc
Insurance	Travel (if applicable) Medical (if outside UK)
Costs	For trip Payments and schedule: deposit, staged payments Extra meals, refreshments Spending money Security
Documentation	ID for child (if applicable)
Preparing participants	Code of conduct maps of area etc advice on valuables etc
Arrival	Check rooms, meal times, phones, valuables check venues Information on medications of participants arrange group meeting(s) Confirm care and child protection with group/ staff Rules, curfew – code of conduct.

Source NSPCC/ CPSU

**Sample Notice of Child and Vulnerable Adult Protection Policy  
Statement (Appendix 6)**

**XYZ BOWLING CLUB/ASSOCIATION  
NOTICE OF CHILD AND VULNERABLE ADULT PROTECTION  
POLICY**

**XYZ Bowling Club /Association fully accept its legal and moral obligation to exercise its duty of care and to protect all children and vulnerable adults participating in its activities, and to safeguard their welfare.**

**We are committed to do this by acknowledging that:**

- ⊙ the welfare of the individual is paramount;
- ⊙ each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse;
- ⊙ each individual has a right to be safe, and to be treated with respect and dignity

**We shall use our best endeavours to ensure that:**

- ⊙ all allegations of abuse are taken seriously;
- ⊙ the response to them is swift and appropriate;
- ⊙ the effectiveness of our policy is reviewed annually;
- ⊙ a responsible person shall be appointed annually as Child Protection Officer to whom members can address any concerns

**Our Child Protection Officer is:**

*[Name and telephone number]*

**Note:** Associations will need to include additional paragraphs acknowledging their added responsibility to help, encourage and support their affiliated clubs in the introduction and maintenance of protection for children and vulnerable adults.

It is recommended that a policy statement is included in the Rules and Constitution of the Club/Association.

## **Action Plan/ Check List (Appendix 7)**

When formulating an action plan/checklist full account will need to be taken of any mandatory requirements and target timings imposed by the NGBs and/or County Association. The following is not exhaustive but gives an outline of the principal matters to be addressed.

County Associations will need to incorporate provision for consultation with member clubs, and liaison and shared information between CPOs, coaches, etc.

1. Agreement of Committee/AGM to adopt Child and Vulnerable Adult Protection. Budget established.
2. Identification/recruitment of CPO (see Appendix 9).
3. Preparation and printing of documentation.
4. Formal announcement and display of policy to members.
5. Identification and consultation with support groups, coaches and other volunteer helpers.
6. Issue and progressing of volunteer disclosure and reference forms.
7. Review of training needs/awareness and current procedures.
8. Development and introduction of new procedures, resulting in the Preparation and consultation on changes to Rules and Constitution.
9. Issue and progressing of parental/carer consent forms.
10. Development and publication of complaints procedures, also discipline and appeals systems.
11. Development and installation of monitoring systems.
12. Review and if required modify procedures.

## Contact Details (Appendix 8)

### A8.1 Joint Panel for the Protection of Children and Vulnerable Adults: Members

The names and contact telephone numbers of the governing body nominees on the panel are as follows. These may be able to provide advice.

#### National Governing Body representatives

- ⊙ Mrs Pat Ostler  
[English Women's Bowling Association](EWBA) – Lead Child Protection Officer  
Chairman of the Panel Phone 01295 720531 Fax 01295 720531
- ⊙ Mr Arthur E. Meeson  
[English Bowling Association] (EBA) - Panel Secretary – Lead Child Protection Officer  
Phone 01707 268081 Fax 01707 256490
- ⊙ Dr Jean Macheath  
[English Women's Indoor Bowling Association](EWIBA) – Lead Child Protection Officer  
Phone 01986 873172
- ⊙ Mr John Hornby  
[English Indoor Bowling Association] (EIBA) – Lead Child Protection Officer  
Phone/Fax: 01923 463506
- ⊙ Mr Ken Jarvis  
[British Crown Green Bowling Association] (BCGBA) – Lead Child Protection Officer  
Phone 01942 829978 / 07776 075493
- ⊙ Mr John Heppel  
[English Bowling Federation] (EBF) and [English Women's Bowling Federation] (EWBF) – Lead  
Child Protection Officer  
Phone 0114 2477763
- ⊙ Mr John Webb  
[English Short Mat Bowling Association] (ESMBA) – Lead Child Protection Officer  
Phone 01344 751181

#### Representatives of other bodies in Bowls with an interest in child and vulnerable adult protection:

- ⊙ Mr Peter Harris [English Bowls Coaching Scheme] (EBCS)  
Phone 01280 706318
- ⊙ Mrs Roni Williams [English Bowls Youth Development Scheme] (EBYDS)  
Phone 020 8527 4547
- ⊙ [English Bowls Umpires Association] (EBUA)
- ⊙ Mrs Carol Watt-Sullivan [English Women's Umpires Association (Bowling)] (EWUA (B) )  
Phone 020 8650 7424 (pm) 020 8256 4225 (day)

## **A8.2 Joint Panel for the Protection of Children and Vulnerable Adults - Constitution and Rules**

### **TITLE**

1. The title of the organisation shall be called The Joint Panel for the Protection of Children and Vulnerable Adults (JPPCVA) hereinafter referred to as THE PANEL.
2. The Panel is the body responsible for all matters relating to the Protection of Children and Vulnerable Adults who participate in the various codes of the Sport of Bowls. It represents the entire National Governing Bodies (NGBs) referred to in paragraph 13 below.

### **AIMS**

- 3 To design and develop policies on behalf of the NGBs for the protection of children.
- 4 To encourage such protection policies and procedures to be equally applied for safeguarding the welfare of vulnerable adults.
- 5 To encourage the adoption of policies and procedures for the protection of children and vulnerable adults by member county associations, clubs and affiliated bodies.
- 6 To design protocols, guidelines and template forms for use with agreed policy procedures and encourage their use by officials, coaches, umpires and others.
- 7 To identify, recommend and facilitate relevant education and training strategies.
- 8 To identify, recommend and facilitate suitable accreditation and disclosure procedures for personnel and provide an enquiry service on matters relating to the protection of children and vulnerable adults.
- 9 To advise on the keeping of records and data which, in the opinion of The Panel are necessary for the conduct of the duty of care and provide information to relevant authorities as required.
- 10 To establish and maintain links with the National Society for the Prevention of Cruelty to Children (NSPCC) Child Protection in Sport Unit (CPSU), other national child and vulnerable adult protection agencies and governing body executive committees.
- 11 To monitor and review established policies and procedures in liaison with the NSPCC, Sport England and other agencies in order to ensure that such policies and procedures conform to best practice.
- 12 To do all such thing which, in the opinion of The Panel, are required to safeguard the welfare of children and vulnerable adults in the sport.

### **MEMBERSHIP/STRUCTURE**

- 13 Membership of The Panel shall consist of a single representative from the following NGBs:
  - (i) English Bowling Association (EBA),
  - (ii) English Women's Bowling Association (EWBA),
  - (iii) English Indoor Bowling Association (EIBA),
  - (iv) English Women's Indoor Bowling Association (EIWBA),
  - (v) British Crown Green Bowling Association (BCGBA),
  - (vi) English Bowling Federation (EBF), and English Women's Bowling Federation (EWBF),
  - (vii) English Short Mat Bowling Association (ESMBA).

- 14 In addition the following bodies are invited to send a single representative to meetings of The Panel:
- (i) English Bowls Coaching Scheme (EBCS),
  - (ii) English Bowls Youth Development Scheme (EBYDS),
  - (iii) English Bowls Umpires Association (EBUA),
  - (iv) English Women's Umpires Association (Bowling) (EWUA(B)).
- 15 Each participating body is to notify the details of its representative to The Panel's Chairman or Secretary.
- 16 Each member of The Panel is entitled to a single vote. However, when NGB policy matters are being voted on only NGB representatives may vote.
- 17 Officers of The Panel (Chairman, Secretary and Treasurer) shall be elected from the membership. Each post must be re-elected annually at the Annual General Meeting (AGM) by the representatives on The Panel. A quorum shall consist of 5 voting members.

## **ADMINISTRATION**

- 18 The Panel shall convene at regular intervals on dates and venues as decided by the Chairman. The Secretary shall notify all those entitled, or required, to attend any such meeting giving as much notice as possible.
- 19 Should a nominated delegate be unable to attend any meeting, the relevant body may nominate a deputy as observer and should inform The Panel's Chairman or Secretary of the individual's details in advance of the meeting.
- 20 In the absence of the Chairman the Chair shall be taken by another Member of the Management Committee as agreed by those present for that meeting only.
- 21 The Panel reserves the right to appoint any Sub-Committees as necessary and to appoint membership of any Sub-Committee from any expert source as seen most appropriate for the task.
- 22 The AGM is to be held within three months of The Panel's financial year end at a venue to be determined by the Chairman. Any motions for consideration at the AGM are to be received by the Secretary by the end of January. The Secretary is to provide all member bodies with details of the Agenda and venue, together with details of any motions to be considered, at least four weeks in advance of the meeting.

## **FINANCIAL ARRANGEMENTS**

- 23 Bank Accounts. The Panel will establish appropriate Bank Accounts. The signature of any two Officers (Chairman, Secretary and Treasurer) will be required on all bank transactions.
- 24 Finance
- ⊙ Each of the national bodies shall be responsible for the reimbursement of expenses incurred by its representatives.
  - ⊙ The Panel may request funding from each national body to meet other commitments, and shall provide a statement of affairs in support as appropriate.
  - ⊙ The Panel may apply for grant aid, sponsorship or other financial assistance to achieve its aims.
  - ⊙ The Financial Year will end on 31<sup>st</sup> December each year. The Treasurer is required to provide audited accounts to the AGM for approval.

Dissolution

- 25 In the event of dissolution, any funds remaining after the discharge of debts and liabilities shall be returned to the member national bodies in proportion to their contribution.

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### **A8.3 Contact details of National Associations involved in the protection of Children and Vulnerable Adults**

#### **Telephone Numbers**

NSPCC Help line	0800 800 5000
NSPCC Asian Helpline	0800 096 7719
NSPCC Welsh Helpline	0800 100 2524
NSPCC Deaf Users textphone	0800 056 0686
CPSU (Child Protection in Sport)	0116 234 7278
Action for Elder Abuse	0808 808 8141 (lines open 9am – 5pm)

### **A8.3 Names and Contact Details at Local Level**

This space is set aside for the CPOs to add their own contact details:-

County CPO:

Local Area Support (Social Services)

Police:

Local Safeguarding Children's Board (LSCB)  
contact (formerly Area Child Protection Committee (ACPC))

## **Job Specification – Child Protection Officers (Appendix 9)**

### **A9.1 Association/Club Child Protection Officer**

#### **General**

For the effective implementation of the sport's child protection policy, it is essential that each association club appoints someone to take on the role of Child Protection Officer (CPO). There is no objection to the appointee being the Secretary or Chairman.

The appointment should be subject to annual review.

#### **Outline Duties**

The principal role of the person appointed as CPO is to assist the association/club to meet its responsibilities by following the policies and procedures adopted for the safety and protection of children and vulnerable adults participating in the sport.

In order to fulfil this role, the CPO will ensure that

- ⊙ club officers, committees and members are kept informed of new information and initiatives concerning children and their welfare;
- ⊙ the agreed child protection policy is clearly displayed in the club premises or otherwise published annually in the Year Book;
- ⊙ club coaches and volunteers working with children and the vulnerable have had appropriate training, and have completed disclosure forms;
- ⊙ completed parental or carers consent forms are held for each child, and that they are kept up to date;
- ⊙ all routines concerning child protection and good practice are regularly reviewed at committee and other meetings;
- ⊙ all incidents, allegations are recorded and receive immediate swift and appropriate attention.

#### **Training**

The CPO is expected to attend relevant training courses in child protection issues and practice conducted by NSPCC or SportsCoach UK to keep abreast of developments.

This is a condition of appointment and will be at the association / club expense.

#### **Liaison**

Details of the person appointed as CPO must be notified to the County Association to facilitate exchange of information and periodic liaison meetings.

## A9.2 Child Protection Officers – Knowledge, Skills and Tasks

### A9.2.1 National Lead Child Protection Officer

Knowledge to be acquired through Training	Skills	Tasks
<p>Legislation, government guidance. National framework for child protection</p> <p>Role and responsibilities of statutory agencies and LSCBs</p> <p>Planning processes – children ‘in need’ – child protection enquiries/ investigations</p> <p>Behaviour which is harmful to children – thresholds ‘poor practice’ – ‘abusive behaviour’</p> <p>Own NGB role and responsibilities. Boundaries of Lead Officer role</p> <p>NGB’s policy and procedures related to child and vulnerable adult protection</p> <p>Core values/ principles of work with children and vulnerable adults</p> <p>How abusers target and groom clubs and organisations in order to abuse children and vulnerable adults</p> <p>Best practice in prevention.</p>	<p>Child-focussed approach</p> <p>Administration and systems (records) management</p> <p>Ability to promote and demonstrate anti-discriminatory practice</p> <p>Advice and support NGB – all levels within association (down to club level)</p> <p>Communication skills</p> <p>Ability to develop and produce national level guidance and resources</p> <p>Influencing skills and ability to work with conflict and with emotionally distressing matters</p> <p><b><u>Recommended:</u></b></p> <p>Ability to deliver core child and vulnerable adult core protection training through different levels within the NGB and associated associations and clubs</p>	<p>Lead role in development and establishment of the NGB’s approach to safeguarding children, young people and the vulnerable. Key role within the NGB.</p> <p>Management of cases of poor practice/ abuse reported to the NGB, including records system.</p> <p>Management of referrals to Police and Social Services</p> <p>Central point of contact for internal and external individuals/ agencies</p> <p>Represent the NGB at external meetings related to child and vulnerable adult protection</p> <p>Co-ordinate dissemination of policy, procedures and resources throughout the organisation.</p> <p>Provide advice to Regional/ County and Club CPO and a lead role in their recruitment, selection and training</p> <p>Advise on the NGB’s Child and Vulnerable Adult Protection training needs and development of its training and strategy. Provision of training where appropriate</p> <p>Maintain confidentiality re cases</p> <p>Lead role in maintaining and reviewing the NGB’s Child and Vulnerable Adult Protection Implementation Plan</p> <p>Ensure ‘Standards’ are met.</p> <p>Keep up to date with own knowledge and skills.</p>

Source: NSPCC

### A9.2.2 Regional/ County Lead Child Protection Officer

<b>Knowledge to be acquired through Training</b>	<b>Skills</b>	<b>Tasks</b>
<p>Legislation, government guidance. National framework for child protection</p> <p>Role and responsibilities of statutory agencies and LSCBs</p> <p>Local arrangements for managing child and vulnerable adult protection and reporting procedures</p> <p>Poor practice and abuse - Behaviour which is harmful to children and the vulnerable.</p> <p>Own Association's role and responsibilities to safeguard the welfare of children, young people and the vulnerable. Boundaries of CPO role</p> <p>Association's policy and procedures related to safeguarding of children, young people and the vulnerable</p> <p>Core values and principles underpinning good practice</p> <p>Awareness of equalities issues and child and vulnerable adult protection</p> <p><b><u>Recommended knowledge</u></b></p> <p>Basic knowledge of how abusers 'target and groom' clubs and associations in order to abuse children and the vulnerable. Best practice in prevention.</p>	<p>Administration</p> <p>Advice and support provision at all levels within association (down to club level)</p> <p>Child-focussed approach</p> <p>Communication skills</p> <p>Recording skills</p> <p>Ability to take responsibility for providing information about local resources such as written materials</p> <p>Promote NGB and Association's policy, procedure and resources</p> <p><b><u>Recommended skills</u></b></p> <p>Ability to provide basic training on protection of children and vulnerable adult at club level where supported and suitably training by the NGB</p>	<p>Assist the NGB and Association to fulfil its responsibilities to safeguard children, young people and the vulnerable at local level.</p> <p>Assist the NGB and Association to implement its child and vulnerable adult protection plan at local level</p> <p>Maintain contact details for local statutory agencies</p> <p>Make links with local statutory agencies (Police and Social Services) and Local Safeguarding Boards (LSCBs)</p> <p>Liaise with Social Services and Police on individual cases where this is not done at National Level</p> <p>Provide advice and support to local clubs regarding protection for children and the vulnerable and poor practice</p> <p>Maintain locally held records related to poor practice/ child abuse cases (where not held nationally)</p> <p>Ensure confidentiality is maintained</p> <p>Advise NGB regarding local contacts/ procedures during child protection investigations</p> <p>Provide support networks for local Club CPOs</p> <p>Provide resources and (where appropriate) child and vulnerable adult protection training for local clubs, coaches and people working with children and the vulnerable in sport.</p> <p>Promote anti-discrimination practice</p>

Source NSPCC

### A9.2.3 Club Child Protection Officer

Knowledge to be acquired through Training	Skills	Tasks
<p>Basic knowledge of core legislation, government guidance and national framework for child protection</p> <p>Basic knowledge of roles and responsibilities of statutory agencies (Social Services, Police, Local Safeguarding Children's Boards (LSCB))</p> <p>Local arrangement for managing child protection and reporting procedures</p> <p>Poor practice and abuse – behaviour that is harmful to children and the vulnerable.</p> <p>Own Club's role and responsibilities to safeguard the welfare of children, young people and the vulnerable – boundaries of the Club CPO role.</p> <p>Own Club's policy and procedures related to safeguarding children, young people and the vulnerable.</p> <p>Core values and principles underpinning practice</p> <p>Awareness of equalities issues and protection of children and the vulnerable.</p> <p><b><u>Recommended</u></b></p> <p>Basic knowledge of how abusers 'target' and 'groom' clubs to abuse children and the vulnerable. Best practice in prevention</p>	<p>Basic Administration – maintain records</p> <p>Basic advice and support provision</p> <p>Child and vulnerable adult focussed approach</p> <p>Communication</p> <p>Ability to promote club's policy, procedures and resources</p> <p>Ability to provide information about local resources.</p>	<p>Assist the NGB/ Club/ Association to fulfil its responsibilities to safeguard children, young people and the vulnerable at club level</p> <p>Assist the NGB/ Association and club to implement its child protection plan at club level</p> <p>The first point of contact for staff, volunteers, parents and children/ young people/ vulnerable adults where concerns about their welfare, poor practice or abuse are identified</p> <p>Be the first point of contact with National NGB Lead Child Protection Officer</p> <p>Implement the NGB/ Association and Club reporting and recording procedures</p> <p>Maintain contact details for local Social Services, Police. Know how to obtain Local Safeguarding Children's Board guidelines (formerly Area Child Protection Committee – ACPC)</p> <p>Promote the NGB/ Association/ Club's best practice guidance/ code of conduct within the club.</p> <p>Sit on the club's management committee</p> <p>Promote and ensure adherence to the NGB/ Association and Club's child and vulnerable adult protection training plan</p> <p>Promote and ensure confidentiality is maintained.</p> <p>Promote anti-discriminatory practice.</p>

Source: NSPCC

## **Criminal Record Bureau Checks (Appendix 10)**

### **A10.1 Criminal Record Bureau Checks**

The NGBs for the Flat Green Codes and Short Mat use the auspices of The Media Group (TMG).

Forms for Criminal Record Bureau checks can be obtained from your relevant NGB (see Appendix 8 for contact details of refer to your relevant NGB Handbook).

Forms for Coaches (licensed under the EBCS) should apply through Mrs Pat Ostler (EWBA).

British Crown Green has a separate dedicated system and applications should be made to the Lead CPO, Mr Ken Jarvis.

### **Umbrella Body**

An Umbrella Body is a Registered Body that provides access to the CRB to other non-registered organisations.

### **CRB Disclosure fee**

A range of measures to enhance protection of the vulnerable and provide greater assurance to the public were laid before Parliament on 16 March 2006.

The new regulations aim to enhance the ability of the Criminal Records Bureau (CRB) to deliver a first class service, at the same time moving forward with the recommendations of the Bichard report and ensuring that CRB checks are used responsibly.

The regulations come into effect from 6 April 2006 and will:

- ⊙ Extend entitlement to enhanced CRB checks for all staff working in schools;
- ⊙ Introduce a new streamlined registered body network;
- ⊙ Set new disclosure fees at £36 for the standard disclosure and £36 for the enhanced disclosure, (for those in employment - does not apply to those doing voluntary work);
- ⊙ Introduce a £6 fee for a POVAFirst check (POVAFirst checks and disclosures will remain free of charge in respect of volunteers); and
- ⊙ Allow investment to develop electronic-based services

### **Service levels**

Since the Disclosure service was launched the CRB has not achieved the published service standards for Disclosure turnaround times.

The CRB now intends to provide a more robust Umbrella Body network with a requirement to have their details published on the CRB website including details of their charges allowing market forces to operate more effectively.

The CRB propose to commence the new regulations in April 2006, subject to a regulatory process. They have begun a phased approach to cancelling the registration of those organisations that cannot meet the regulations (e.g. those with application volumes that fall below the specified threshold) throughout 2006 and possibly into early 2007.

This will allow the CRB to provide support for affected organisations to identify and select a suitable Umbrella Body to meet their requirements and to work with these Umbrella Bodies to ensure they are ready for the potential increase in workloads.

The CRB will communicate throughout the process with Registered Bodies via their Lead Countersignatory, prior to action being taken to deregister. Organisations affected by each respective phase of cancellation will be advised of:

- ⊙ The process of cancellation as it will affect their organisation.
- ⊙ The expected timescales for that cancellation.
- ⊙ Umbrella Body availability for the alternative access to the Disclosure service
- ⊙ Details of what other options are available for the respective organisations.

The CRB will be working closely to ensure that organisations affected will have support.

### **Why use an Umbrella Body?**

There are a number of benefits to accessing CRB checks via an Umbrella Body. These are:

- ⊙ The Umbrella Body acts as an interface between an organisation and the CRB so that they can concentrate on their own business.
- ⊙ The Umbrella Body will administer the process and acquire the CRB check on your organisation's behalf.
- ⊙ Umbrella Bodies are able to offer a great deal of experience in handling and processing CRB checks that can pay dividends in ensuring that the check is completed as quickly as possible.
- ⊙ Any organisation may only require a small number of checks per annum and cannot meet the threshold requirements or the terms for direct registration.
- ⊙ Any organisation may require help and assistance in order to comply with certain obligations contained in the CRB's Code of Practice.
- ⊙ Any organisation might lack the necessary administrative resource or the relevant expertise in handling criminal record information.

The Umbrella Body can provide a range of additional range of services. These include a dedicated account manager; a dedicated advice line; online application forms; Database management; Risk Management; Consultancy; Training and advise and support on disclosed information.

## A10.2 Portability of CRB Disclosures

**PORTABILITY** refers to the re-use of a CRB Disclosure obtained for a post in one organisation and alter used for a position in another.

In common with the CRB, The Joint Panel for the Protection of Children and Vulnerable Adults does not endorse the use of a previously issued Disclosure due to the limitations and risks involved. If a Club or Association relies on a previously issued Disclosure, it should carefully assess the degree of risk in not obtaining up to date information regarding the applicant. The following are examples:

### Limitations

- ⊙ The Disclosure may not be at the correct level, ie, Standard instead of Enhanced.
- ⊙ The Disclosure has no formal period of validity. Its information based on information at the date of issue may be out of date and not reflect the current situation.
- ⊙ The Disclosure may not have included checking of the Protection of Children Act List (PoCA) and/or Protection of Vulnerable Adults (PoVA).

### Risks

- ⊙ A previously issued Disclosure will not satisfy any requirement, legal or otherwise, for a fresh check.
- ⊙ There is no guarantee that the Registered Body concerned with the previous Disclosure accurately and fully verified the person's identity.
- ⊙ The personal details (Name, address etc) may not now be valid. (a check on identity documents should be carried out.)
- ⊙ Have you permission to verify the Disclosure with the former employer or Registered Body?

# Handling and Storage of Disclosures and Information (Appendix 11)

## A11.1 Policy Statement

### General principles

As organisations using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the NGBs comply fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. They also comply fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and have a written policy on these matters.

### Storage and Access

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

### Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by **shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (eg waste bin or confidential waste sack)**. We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Clubs holding information relating to Voluntary Disclosures should adopt the same duty of care in respect of information held and supplied. The information should be held separately and securely by the CPO, keeping the information given confidential. It should be destroyed when it is no longer required.

# Voluntary Disclosure and Referencing (Appendix 12)

Reference Enquiry Form

## Club / Association Name and address

### Confidential

Name .....

Address.....

..... Post Code.....

The above named person has made application for a voluntary position in this [Club / Association] which and has given your name as a reference.

The position involves substantial access to children.

As an organisation committed to the welfare and protection of children, we have a duty to enquire whether there is any reason at all to be concerned about any applicants being in contact with children, young people or vulnerable adults.

If you are willing to complete this reference, any information given will be treated in the strictest confidence, and in accordance with the relevant legislation. The information will only be shared with the person responsible for assessing the applicant's suitability for the position. We would appreciate being candid, open and honest in evaluating the named applicant.

1. How long have you known the applicant? .....

2. In what capacity? .....

3. What attributes does the applicant have for the position indicated? .....

.....

4. How would you describe the applicant's personality? .....

.....

5. Have you any reason to be concerned about the applicant having contact with children, young people or vulnerable adults? YES\*

NO\*

6. If you have answered YES, we will contact you in confidence.

Contact telephone number day..... Evening.....

Name.....

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

Organisation (if any).....

Position.....

\*Please delete as necessary

**Please return in stamped addressed envelope provided**

## Volunteer Disclosure and Reference Form

Surname ..... Former Surname if any .....

First Names.....

Address.....

.....

City..... Post Code.....

Contact codes and numbers

Telephone (daytime)..... Evening.....

Mobile telephone..... Fax.....

Email.....

Previous Experience of working with children and vulnerable adults:

.....

.....

Referees (two people who know you and are not related)

1 Name and Address:

.....

.....

City..... Post Code.....

Telephone No.....

2 Name and Address:

.....

.....

City..... Post Code.....

Telephone No.....

**Voluntary Disclosure Declaration**

Have you ever been convicted of a criminal offence, or been the subject of a Caution or Bound Over order?

**\*Yes \*No**

If Yes, please state nature and date (s) of the offences:

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

*(Please use separate sheet if necessary)*

Have you ever been subject to a disciplinary action or sanctions relating to the abuse of children or other vulnerable people (e.g. disabled)? **\*Yes \*No**

If Yes, please state nature and date (s) of the offences:

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

*(Please use separate sheet if necessary)*

You are required to self certify, by signing below, that you are not known to ANY Police or Social Services Department as being an actual or potential risk to children, and that you have not been disqualified or prohibited from having contact with children and the vulnerable.  
We reserve the right to refer your details for verification to the Criminal Records Bureau/ Police/ Social Services

Signed..... Date.....

Print Full Name.....  
*(Please use Block Capitals)*

\*Please delete as necessary

## Special Consent Forms (Appendix 13)

Consent Form for Parents/ Carers

**Club / Association Name and Address (and Logo) here**

### CONSENT FORM

Name of Child..... Date of Birth...../...../.....

Address.....

.....

Telephone No :(Home)..... (Work).....

In the interest of your child, it is essential to know whether he or she suffers from any illness or medical condition eg Diabetes, Asthma, Epilepsy, Autism , Dyslexia etc. Please use this space to state, in confidence, any health or other matter concerning your child of which accompanying club officials should be aware. Please also indicate any prescribed medication, etc.

.....

.....

*(Please use separate sheet if necessary)*

I consent to my child taking part in the Club activities whether on its premises or at away venues. I acknowledge that the Club will take all reasonable steps in the exercise of their duty of care to him / her from accident or other harm. I understand that in the event of an accident or other emergency every effort will be made to contact me. If unable to make contact, I consent to my child receiving urgent medical treatment which in the opinion of a qualified medical practitioner may be necessary, including transportation to hospital, and accept that such practitioner will need to be informed of any condition / medication disclosed above.

(Optional Clause)

I further give my consent to my child being photographed during

.....activity/event

If photos are taken, only accredited photographers will be used by

.....

[The images produced will be for use in the..... Yearbook, Bowls Publications and Official Website. These photos will convey the best principles and aspects of bowls.

Under the UK Sport Drug-Free Sport Policy, it may be necessary for your child to be tested for sport enhancing drugs. Please advise the appropriate NGB Secretary/ CPO or official in charge of the event if you have any objections to such a test.

I am the parent / legal guardian of the child.

Signed.....

Name (Please use Block Capitals) .....

Relationship.....

Date.....

Note: If you require information on club/ association activities, or have any concerns regarding your child's participation, please contact the person named below.

*(Give here the name, position in club/ association, address, and telephone number of the relevant person in charge)*

## Special Consents

Completion of the parent /carers consent form shown above will suffice as authority for participation in the usual home and away type of club event or activity. However, there may be occasions when the event / activity cannot be completed in one day resulting in an overnight stay, eg Middleton Cup / Liberty Trophy late stages, International competition, or Tour.

In such cases it is advisable to give advance notice to the parent / carer which clearly explains the circumstances, including details of accommodation, contact names and telephone numbers, etc. It is essential that special consent is obtained by using a modified lower portion of the form above in which the consent paragraph is amended to suit the occasion (see example below)

Remember that you may need to increase the number of approved volunteers to ensure an appropriate level of supervision, eg one addition if there are three young people under age 18 in the team / party.

See also Appendix 4 for specimen forms relating specifically to photography.

### **Example of modified wording for Parents / Carers Special Consent Form where travel and overnight (or longer) accommodation under supervision may be required.**

I have received comprehensive details of the [state occasion] taking place [insert date(s)], and am aware of the arrangements made for the accommodation and safety of my child.

I consent to my child taking part, and acknowledge that the [Club/Association/ Organisation] will take all reasonable steps in the exercise of their duty of care to him / her from accident or other harm.

I understand that in the event of an accident or other emergency every effort will be made to contact me. If unable to make contact, I consent to my child receiving urgent medical treatment which in the opinion of a qualified medical practitioner may be necessary, including transport to hospital.

I am the parent / legal guardian of the child.

Signed.....

Name..... Relationship.....

Date.....

Note: If you require further information on these activities, or have any concerns regarding your child's participation, please contact the person named below.

*(Give here the name, position in club/association, address, and telephone number of the relevant person in charge)*

#### **Please note**

For County and National Governing Bodies where photographs will be taken such as at their Championships the following line should be added before the line 'I am the Parent /Legal Guardian of the child'

*I give permission for photographs to be taken by the fully authorised photographer nominated by (insert name for organising body) and these may be used for Year Book and publicity purposes by this body.*

**Specimen travel consent form**

Club / Association Name and address

**TRAVEL CONSENT FORM**

Name of Child .....

Date of Birth .....

I confirm that I am legally responsible for the above named child and I hereby give my consent for my child to:

Travel with (named person) .....

To (Venue).....

For the purpose of.....

On (Date).....

Mode of transport.....

**Parent/ Guardian/ Carer:**

Name.....

Address.....

.....

Signed..... Date.....

**Emergency Contact details:**

Tel Num..... Mobile phone num.....

Alternative contact telephone number and mobile number .....  
*(if unable to contact)*

Alternative contact name: .....

These telephone/ mobile numbers will be used in case of emergency or to contact you in case of changes in travel times.....

## Legal and Procedural Framework and Further information (Appendix 14)

### A14.1 UK and International legislation and government guidance

A raft of legislation and government guidance governs procedures for the protection of children and vulnerable adults in England and Wales. These include:

- ⊙ The Children Act 1989
- ⊙ The Protection of Children Act 1999 (PoCA)
- ⊙ Criminal Justice and Court Services Act 2000
- ⊙ The UN Convention on the Rights of the Child 1989 (ratified in UK 1981)
- ⊙ Human Rights Act 1998
- ⊙ Data Protection Acts 1984 and 1998
- ⊙ The Children Act 2004
- ⊙ Police Act 1997
- ⊙ Rehabilitation of Offenders Act 1974
- ⊙ Sex Offenders Act 1997
- ⊙ Sexual Offences (Amendments) Act 2002
- ⊙ Sexual Offences Act 2003
- ⊙ Serious Organised Crime and Police Act 2005
- ⊙ Care Standards Act 2000 (covers PoVA)
- ⊙ Health and Safety at Work Act 1974
- ⊙ Common Law Duty of Confidence
- ⊙ Common Law Duty of Care
- ⊙ Working together to Safeguard Children and Young People (DoH) (1999 as amended)
- ⊙ 'Caring for the young and vulnerable' [Home Office guidance for preventing abuse of trust] (1999)
- ⊙ Safe from harm: a code of practice for safeguarding the welfare of children in voluntary organisations in England and Wales (Home Office 1993)

## A14.2 Further Information

There are a number of government and other publications available on the subject of protecting children and the vulnerable. Some of these and other relevant information can also be found on the Internet. A short list is given below.

- |                                  |   |
|----------------------------------|---|
| Home Office Publications         | - Caring for Young People and the Vulnerable<br>- Criminal Justice & Court Services Act 2000  |
| Criminal Records Bureau          | - Safer Recruitment to Protect the Vulnerable   |
| Department of Health             | - Protection of Children Act 1999 - A Practical Guide<br>- Working Together to Safeguard Children<br>- What to do if you are worried a child may be abused (2003)   |
| National Centre for Volunteering | - Screening Volunteers (fact sheet)   |
| Sportscoach UK / NSPCC           | - Protecting Children - A Guide for Sportspeople  |
| Disability Sport England         | - Protecting Disabled Children & Adults in Sport & Recreation   |
| NSPCC                            | - Are you worried about the safety of a child?(leaflet)<br>- Time to Listen (Reader 2004)   |
| Action on Elder Abuse            | - What is Elder Abuse (leaflet)<br>- You're never too old to hurt (leaflet)<br>- Hidden Voices: older people's experiences of Abuse<br>- Briefing Notes<br>- No secrets: Guidance on developing and implementing multi-agency<br>- Policies and procedures to protect vulnerable adults from abuse (England)<br>- In Safe Hands: Guidance on developing and implementing multi agency policies and procedures to protect vulnerable adults from abuse (Wales) |

### Web sites:

- |                                       |  |
|---------------------------------------|--|
| Home Office                           | - <a href="http://www.homeoffice.gov.uk">www.homeoffice.gov.uk</a>     |
| Criminal Records Bureau               | - <a href="http://www.crb.gov.uk">www.crb.gov.uk</a>                   |
| Department of Health                  | - <a href="http://www.doh.gov.uk">www.doh.gov.uk</a>                   |
| National Centre for Volunteering      | - <a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a> |
| SportsCoach UK                        | - <a href="http://www.scuk.org.uk">www.scuk.org.uk</a>                 |
| NSPCC                                 | - <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>               |
| Child Protection in Sport Unit (CPSU) | - <a href="http://www.cpsu.org.uk">www.cpsu.org.uk</a>                 |
| Action on Elder Abuse:                | - <a href="http://www.elderabuse.org.uk">www.elderabuse.org.uk</a>     |

### Telephone Nos

- |  |                                      |
|--|--------------------------------------|
| NSPCC Help line  | 0800 800 500                         |
| NSPCC Asian Helpline   | 0800 096 7719                        |
| NSPCC Welsh Helpline   | 0800 100 2524                        |
| NSPCC Deaf Users telephone   | 0800 056 0686                        |
| CPSU   | 0116 234 7278                        |
| Action for Elder Abuse   | 0808 808 8141 (lines open 9am – 5pm) |
| For your NGB - Telephone numbers of your Lead CPOs – see Appendix 8. |                                      |

## Case Management Group (Appendix 15)

This group should be set up to provide backup and support for the Child Protection Officer at Club/ County/ National level.

### Purpose

To make decisions on the initial approach to all reported cases related to the welfare and protection of children and vulnerable adults. Principally these relate to the 'route' a case will take internally and/or via external referral to statutory agencies

To make initial decisions as to what level each case will be dealt with, i.e., minor poor practice which may be referred back to a club complaints/ disciplinary procedures with advice, or suspected abuse of a child or vulnerable adult which requires dealing with at national level through disciplinary procedures.

To advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings.

To monitor and review progress on all cases and to identify any trends emerging which may require a review/ revision of existing policies/ procedures.

### Principles

Independence: It is essential that the group is empowered by the management to make decisions on the 'route' that cases will take without influence or prejudice by others in the organisation.

Confidentiality: all child and vulnerable adult welfare matters must be regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with the Data Protection Act and Human Rights Act.

Expertise: The group should include people who have the relevant knowledge and expertise to enable the group to fulfil its purpose such as HR/ Personnel Manager/ Clerk to disciplinary panel etc. It is recommended that at least one member of the group is external to the management group and has current professional child and vulnerable adult protection knowledge and experience, such as a child protection social work manager or policy protection team officer.

Equity and Anti-discriminatory Practice: All decisions made by the group need to be fair, open and transparent. An open mind needs to be kept in all cases until they have been investigated and concluded. The group should be guided by the NGB's equity policy and the principle that ALL children and vulnerable people have the right to protection from abuse regardless of their race, ethnic origin, gender, disability, religious belief system or sexual orientation.

### **The Welfare of the Child (or Vulnerable Adult) is Paramount:**

**The principle in relation to the child is enshrined in the Children's Act 1989 and for Vulnerable Adults in the Care Standards Act 2000. In any decision taken by the group the welfare of the individual involved is the paramount concern and takes precedence over those of an adult where there is a perceived conflict of interest.**

# Specimen Club Policy and Documentation (Appendix 16)

## BOWLS CLUB/ INDOOR BOWLS CLUB

### Registered Charity (if appropriate)

## JUNIOR PROTOCOL AND CHILD PROTECTION POLICY

### 1. Objectives

*(Insert name of your Club)* Bowls Club/ Indoor Bowls Club provide competitions for players aged less than 18 years. Juniors will enjoy participating in matches and competitions throughout the season.

No junior may use facilities or enter a green unless there is a designated adult present.

### 2. Child Protection.

The *(insert name of your club)* BC/IBC recognise that the welfare of the junior players is paramount and that it has a duty of care to provide a safe, caring environment whilst the junior players are in the charge of the *(Name of your club)* BC.

The *(insert name of your club)* BC/IBC Child Protection Policy will be reviewed annually at the Committee Meeting following the Annual General Meeting. (Appendix A16A)

### 3. Risk Assessment.

*(Insert name of your club)* BC/IBC will review the Risk Assessment of Child Protection annually at the Committee Meeting following the Annual General Meeting, using the *(insert name of County)* Child Protection Committee Proforma. (Appendix A16B).

### 4. Junior Players

All those under the age of 18 years of age wishing to play in *(insert name of your club)* BC/IBC competitions and events will be asked to complete:

- a. Basic health information details (Appendix A16C)
- b. Emergency contact numbers. (Appendix A16C)
- c. A Parent Consent Form (Appendix A16C)

These will be renewed each year.

### 5. Emergencies.

Minor emergencies will be dealt with by one of the designated adults present.

A First Aid box is kept at the Club, together with the Accident Report Book.

All emergencies MUST BE recorded in the Accident Book.

Emergencies requiring further treatment will be taken to the nearest hospital. Should it be necessary, one of the adults present will call the emergency services.

In all cases the parent or guardian will be informed.

### 6. General *(Name of your club)* BC/IBC Protocol

- a. All adult members involved will be asked to sign the Disclaimer Form. (Appendix A16D)
- b. There will be at least two adults' at all junior sessions.
- c. Where possible juniors will always travel in the rear seats of a car and will always wear seat belts.
- d. Those driving junior members will have no more than 4 penalty points on their driving licence.
- e. Drivers of juniors should carry a fully comprehensive insurance policy.

7. **Disclosure.**  
All adult members of (*insert name of your club*) Bowls Club/Indoor Bowls Club will be asked to sign the Disclosure Proforma (Appendix A16E) as deemed appropriate.  
Members involved specifically with the junior sessions and match programme must abide by the Code of Conduct (Appendix A16F).
  
8. **Parents and Juniors**  
Parents or guardians and junior will be provided will the appropriate leaflets (Appendix E) and information (Appendix A16G).  
Details of all events will be provided to parents/guardians at least one week in advance. All parents /guardians will be required to sign a consent form prior to their son/daughter participating in such events
  
9. **Who to contact.**  
In case of concern, or in need of further information, parents/guardians should contact  
The Child Protection Officer:  
give name and contact details here

## **Child Protection Policy**

**Name of Organisation:** *(insert name of your club here)* Bowls Club/Indoor Bowls Club

**The designated Child Protection Officer is:**

Insert name and contact details here.

**The alternate Child Protection Officers are:**

*(Insert alternative CPO contact details here)*

**We recognise that the welfare of the junior players is paramount and that we have a duty of care when they are in our charge. We will do everything we can to provide a safe and caring environment whilst they attend our activities.**

**We will:**

- a) Treat all junior members with respect and celebrate their achievements
- b) Carefully recruit and select all the adults working in the junior programme
- c) Respond to concerns and allegations appropriately
- d) Adopt the (insert name of relevant County here) Area Child Protection Committee Safer Activities for Everyone (SAFE) Recommendations.

When there are concerns about the welfare of any child/ young person all adult members of (insert name of your club here) Bowls Club/ Indoor Bowls Club are expected to share those concerns with the designated Child Protection Officer or the named Deputy.

The Child Protection Officer is responsible for:

- a) Monitoring and recording concerns
- b) Making referrals to the appropriate authority without delay
- c) Liaising with other agencies
- d) Arranging training for members.

## **Confidentiality**

In cases of disclosure of abuse, by either parent or junior member, we are obliged to share the information with the Child protection Officer, who may have to refer the concerns expressed to the appropriate authority.

## **Members Allegations**

Concerns regarding the behaviour of adults in the (insert name of your club here) Bowls Club/ Indoor Bowls Club will be referred without delay to the Child Protection Officer who will contact the appropriate authority.

**This Policy will be reviewed annually at the first Committee Meeting following the Annual General Meeting.**

**(Insert name of Club) Bowls Club/ Indoor Bowls Club (A16B)**

**CHILD PROTECTION RISK ASSESSMENT**

**QUESTIONNAIRE**

<b><u>QUESTION</u></b>	<b>YES/NO</b>	<b>DETAILS (Example comments shown)</b>
Is a Co-ordinator in place and named?	Yes	
Does (Insert name of your club here) BC/ IBC have a Policy?	Yes	
Does everyone have a copy of the policy?	Yes	In the process of being undertaken
Do those members directly concerned with junior players' sessions have training every three years?		They will have
Are application/nomination forms used for everyone?	yes	
Are disclosure forms used for all concerned?	Yes	All members have signed and new members do so with their application.
Does (Insert name of your club here) BC/ IBC have a Code of Conduct?	Yes	
Do members have a copy of the Code of Conduct?	Yes	
Are Parents/Guardians informed of all Junior activities?	Yes	In writing
Does bowls involve physical contact?	Maybe occasionally	
If "Yes" does Insert name of your club here) BC/ IBC have guidelines regarding what is appropriate		Being produced now
Does the (Insert name of your club here) BC/ IBC go on trips/matches/tours?	Yes	
Are they: Residential/Day/Evening?	Yes	Could be any of these
Are medical records of juniors available?	Yes	Forms attached
Are juniors transported?	Yes	
When are they transported?		To matches and events
How are they transported?		By Car or Community Bus as agreed in the policy
What are the ratios of adults to juniors at activities/ events	1:3	

<b>Is there a First Aid Box?</b>	Yes	
<b>Is there an Accident Book?</b>	Yes	
<b>Are the Emergency Telephone numbers available?</b>	Yes	
<b>How are parents/guardians notified of accidents?</b>		By the designated adult present or nominated adult as soon as possible after the event.
<b>What happens if parents/guardians are late to collect junior members</b>		Wait till someone arrives - contact by phone if possible. Contact emergency telephone number

**(Insert name of Club)Bowls Club/ Indoor Bowls Club**

**JUNIOR PLAYER’S HEALTH PROFILE**

**In order that care can be accorded to junior members, please complete the health profile below:**

NAME OF MEMBER .....

DATE OF BIRTH...../...../.....

IS YOUR CHILD:

DIABETIC YES/NO

EPILEPTIC YES/NO

ASTHMATIC YES/NO

IF YES TO ANY OF THE ABOVE, PLEASE GIVE DETAILS OF MEDICINES/ACTIONS NECESSARY, ETC  
.....  
.....

GIVE DETAILS OF ANY OTHER DISABILITIES/INJURIES YOUR CHILD HAS that should be known about  
.....  
.....

NAME OF DOCTOR.....

Address.....  
.....

City..... Post Code.....

Tel Num, Including STD Code .....

LIST ALL THE MEDICATIONS YOUR CHILD IS TAKING REGULARLY

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

PLEASE ENTER ANY FURTHER HEALTH DETAILS THE (insert name of your club) BOWLS CLUB/  
INDOOR BOWLS CLUB SHOULD KNOW REGARDING YOUR CHILD

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

**LIST 2 EMERGENCY CONTACT DETAILS IN CASE OF NEED,**

These individuals must be known to you and readily available at the end of a telephone, ESPECIALLY ON *(insert date and time of particular club session(s) here)*

1# NAME

.....

Relationship to Child.....

Address.....

.....

City..... Post Code.....

Phone Num *(Including STD Code)*.....

2# NAME

.....

Relationship to Child.....

Address.....

.....

City..... Post Code.....

Phone Num *(Including STD Code)*.....

I consent to my child, receiving appropriate emergency treatment, including if necessary transport to hospital and treatment there.

I CONSENT TO MY SON/DAUGHTER.....*(Insert name of Child)*....., PLAYING IN THE EVENTS AND OUTSIDE TOURNAMENTS, COUNTY GAMES ETC. ARRANGED BY THE *(Insert name of Club)* BOWLS CLUB/ INDOOR BOWLS CLUB AND TO TRAVEL BY CAR IF NECESSARY

I CONSENT TO MY SON/DAUGHTER BEING PHOTOGRAPHED FOR CLUB EVENTS AND ACTIVITIES AND UNDERSTAND I WILL BE INFORMED OF SUCH ACTIVITIES PRIOR TO THE EVENT.

Signed Parent/Guardian.....

Print Name.....

Date.....

**(Insert name of Club)Bowls Club/ Indoor Bowls Club**

PROFORMA DISCLOSURE

Full Name	
Any previous Name known by e.g. Maiden Name etc.	
Date of Birth	
Address	
I declare that:	I have no previous criminal conviction, "spent" or otherwise, and no pending court cases. I have never had any complaints relating to child abuse made against me. I know of no reason why I should not be involved with the activities for the juniors of (Insert name of county) associated with (insert name of appropriate NGBs).
Details of any criminal convictions, spent or otherwise	
	I will keep confidential any personal details or confidential information which may become known to me during the course of my work with junior members. Such details and information will not be disclosed to any unauthorised person nor discussed in any public place where others could overhear it.
Signed Print Name	
Date	

***(Insert name of Club)* Bowls Club/ Indoor Bowls Club**

CODE OF CONDUCT

As a member of *(Insert name of Club)* Bowls Club/ Indoor Bowls Club I will:

- Treat all the junior members with respect and dignity
- Ensure their welfare and safety is paramount at all times
- Always act in a professional way, not accepting bullying, swearing, or other disruptive behaviour on the green or around the Club facilities
- Liaise openly with parents/ guardians
- Only use physical contact if absolutely essential
- Avoid being alone with the junior players, and ensure other members are not left in such a position
- Listen to, and act upon, any disclosures, allegations, or concerns of possible child abuse.
- Attend appropriate training sessions as necessary from time to time.
- Ensure the activities are appropriate to the age, background, and skill levels of the junior members.

Signed .....

Print Name .....

Date.....

***(Insert name of Club)* Bowls Club/ Indoor Bowls Club**

**THE ROLE OF THE CHILD PROTECTION CO-ORDINATOR**

The Child Protection Co-ordinator will:

Act as the named person with responsibility for liaising with the appropriate services if a case of child abuse is suspected.

Receive regular updated training

Be known as the person with responsibility for child protection to all members of the *(Insert name of Club)* Bowls Club/ Indoor Bowls Club.

Ensure all members are

- a) Aware of the *(Insert name of Club)* BC/ IBC procedures
- b) Have an awareness of child protection issues
- c) Understand what to do if they suspect a junior member to be at risk.

Keep detailed and secure records any junior member known to be on the "At Risk" register or about whom concerns may have been raised.

**IF A JUNIOR MEMBER MAKES A DISCLOSURE TO A MEMBER**

- Listen carefully to what is being said.
- Do NOT ask leading questions
- Make careful notes, sign and date them
- Ensure that the Child Protection Officer, or Deputy, is informed immediately
- Respect the confidentiality of such a disclosure.

## ***(Insert name of Club)* Bowls Club/ Indoor Bowls Club**

### **COMMONEST PHYSICAL SIGNS**

Finger tip bruising, thumb marks under collar bone/shoulder blade

Many unexplained bruises to eyes, face, head, limbs, genitalia

Belt or strap bruising

Scalds and burns (splashing and dunking type particularly)

Adult bite marks

Cigarette burns of different ages

Mouth injuries, torn lips, broken teeth

Ear injuries

Non- used limbs

Torn or stained clothing, especially underclothes

Abdominal pain and bruising

Painful or itching genital areas

Difficulty in walking or sitting

Distended stomach, emaciated

### **SIGNS OF NEGLECT**

Inappropriate clothing

Poor hygiene

Chaotic poor attendance

Disorganised

Hungry, stealing food, underweight

Difficult relationships

Unexplained or frequent illness

Low self esteem/ attention seeking.

### **SYMPTOMS OF EMOTIONAL ABUSE**

Child pushed away

Endless criticism

Negative parents all the time

Discipline and control problems

## **SYMPTOMS OF SEXUAL ABUSE**

Mood changes, tantrums, aggression

Insecurity, poor self esteem, anxiety, depression, despair

Withdrawn, secretive,

Sleep and eating disorders

Poor peer relationships

Unexplained money gifts

Lies, stealing, arson, running away,

Inappropriate sex play, premature understanding of sex