

CHIPPING NORTON BOWLS CLUB **SAFEGUARDING POLICY**

INDEX

	Page
Safeguarding and Child Protection Policy	2
- Policy statement	2
- Policy aims	2
- Principles	2
- Responsibilities and communication	3
- Monitoring and review	3
Safeguarding Adults at Risk Policy	4
- Policy aims	4
- Objectives	4
- Definition of an Adult at Risk	4
- Types of Abuse taken from the Care Act 2014	5
- Not included in the Care Act 2014 but also relevant	6
- Responsibilities and communication	7
- Signs of abuse	7
What to do if a disclosure of abuse to a child or adult at risk is made	8
Codes of Conduct	8
The roles of key individual agencies	10
Legal framework	10
Monitoring and review	11
Contact details	11

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Safeguarding and Child Protection Policy

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

Chipping Norton Bowls Club is affiliated to Bowls England & EIBA and the Club recognises the policies of these Governing Bodies regarding “Safeguarding in Bowls”.

1. Policy Statement

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

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

2. Policy Aims

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

3. Principles

- The welfare of young people is paramount.
- All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in bowls have a responsibility to report concerns to their Club Safeguarding Officer.

- Adults – club members, volunteers and coaches will be supported to understand their role and responsibility with regard to the duty of care and protection of young people by the club and the National Governing Bodies.
- Individuals will receive support through education and training, coordinated by the club/national governing bodies to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- Chipping Norton Bowls Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- Chipping Norton Bowls Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:
 - The Children Act 1989 and 2004.
 - Working Together to Safeguard Children 2018.
 - The UN Convention on the Rights of the Child.
 - Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

4. Responsibilities and Communication

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

5. Monitoring and review

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation.

- The policy will be monitored in partnership with Bowls England, EIBA and Bowling Development Alliance procedures.

Safeguarding Adults at Risk Policy

Chipping Norton Bowls Club is affiliated to Bowls England & EIBA and the Club recognises the policies of these Governing Bodies regarding “Safeguarding in Bowls”.

Policy Aims

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

Objectives

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

Definition of an Adult at Risk

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

Types of Abuse taken from the Care Act 2014

- **Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. In bowls this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.
- **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In bowls you may notice that a participant in a team has been missing from games and is not responding to reminders from team members or coaches.
- **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. A power imbalance between a participant and a family member may be noticed. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender
- **Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In Bowls, this could be training without a necessary break.
- **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.
- **Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This could be a fellow athlete who sends unwanted sexually explicit text messages to an adult with learning disabilities they are training alongside.

- **Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This could be someone taking equipment from an athlete with dementia.
- **Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This could be a coach not ensuring athletes have access to water.
- **Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

Not included in the Care Act 2014 but also relevant:

- **Cyber Bullying** – cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- **Forced Marriage** – forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.
- **Mate Crime** – a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’
- **Radicalisation** – the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

- **Female Genital Mutilation (FGM)** – a form of violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons. This is illegal in England and Wales under the FGM Act 2003.
- **Honour based abuse** – a broad umbrella term used to describe a combination of practices used principally to control and punish the behaviour of a member of a family or social group, in order to protect perceived cultural and religious beliefs in the name of “honour”.
- **Hazing** – any activity expected of someone in joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person’s willingness to participate.

Signs of Abuse

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

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

Responsibilities and Communication

- The Chipping Norton Bowls Club Safeguarding Policy will be available to all members, parents, staff, volunteers and participants. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Club Safeguarding Officer passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club members where relevant.

- The Club has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.

What to do if a disclosure from a child or adult at risk is made to you:

1. Reassure the child/adult that s/he is right to report the behaviour
2. Listen carefully and calmly to him/her
3. Keep questions to a minimum – and never ask leading questions
4. Do not promise secrecy. Inform him/her that you must report your conversation to the relevant Club Safeguarding Officer (and the police in an emergency) because it is in his/her best interest
5. REPORT IT! If someone is in immediate danger call the police (999), otherwise talk to the relevant Safeguarding Officer as soon as possible. The relevant officer will then follow their club's procedures.
6. Do not permit personal doubt prevent you from reporting the concern/disclosure
7. Make an immediate objective written record of the conversation using the Incident Reporting Form. Make certain you distinguish between what the person has actually said and the inferences you may have made. Pass on the form promptly to the Safeguarding Officer.

Codes of Conduct

All members of staff and volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times
- Treat all children and adults at risk fairly and with respect
- Be a positive role model. Act with integrity, even when no one is looking
- Help to create a safe and inclusive environment both on and off court
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
- Report all allegations of abuse or poor practice to the club Safeguarding Officer
- Not use any sanctions that humiliate or harm a child or adult at risk
- Value and celebrate diversity and make all reasonable efforts to meet individual needs

- Keep clear boundaries between professional and personal life, including on social media
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
- Refrain from smoking and consuming alcohol during club activities or coaching sessions
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All members, adults and children agree to:

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol excessively to the detriment of others or use illegal drugs of any kind on club premises or whilst representing the club at competitions or events.
- Talk to the club Safeguarding Officer about any concerns or worries they have about themselves or others

The Role of Key Individual Agencies

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

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

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

Legal Framework

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

- The General Data Protection Regulations 2018

Monitoring and Review

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

Contact Details

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Safeguarding Officers

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