



Bowls Durham Safeguarding Policy

1 Child/Vulnerable Adult Safeguarding Policy

1.1 Introduction

Everyone who participates in bowls is entitled to do so in an enjoyable and safe environment. Bowls Durham and its affiliated clubs have a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

Bowls Durham and its affiliated clubs, working with Bowls England, is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children and vulnerable adults from abuse. This means to follow procedures to protect children and vulnerable adults and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and vulnerable adults with appropriate safety/protection whilst in the care of Bowls Durham and to allow clubs and volunteers to make informed and confident responses to specific child/vulnerable adult protection issues.

A child/young person is defined as a person under the age of 18 (Children's Act 1989)

1.1 Policy Statement

Bowls Durham and its affiliated clubs are committed to the following:

- the welfare of the child/vulnerable adult is paramount
- all children/vulnerable adults, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in bowls in a fun and safe environment
- taking all reasonable steps to protect children/vulnerable adults from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all Bowls Durham/club volunteers who work with children/vulnerable adults will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child/adult protection procedures
- working in partnership with parents and children is essential for the protection of children

1.2 Monitor and review the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The Bowls Durham Safeguarding Officer should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the Men's Management Committee.

This policy should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

2 Promoting Good Practice

2.1 Introduction

To provide children and vulnerable adults with the best possible experience and opportunities in bowls everyone must operate within an accepted ethical framework such as The Coaches Code of Conduct.

It is not always easy to distinguish poor practice from abuse. It is, therefore, **not** the responsibility of employees or participants in bowls to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

2.2 Good Practice

All clubs and volunteers should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of bowling fun and enjoyable: promote fairness, confront and deal with bullying
- treat all children/vulnerable adults equally and with respect and dignity
- always put the welfare of the child/vulnerable adult first, before winning
- maintain a safe and appropriate distance with players (e.g. it is not appropriate for volunteers to have an intimate relationship with a child or to share a room with them)
- avoid unnecessary physical contact with children/vulnerable adults. Where any form of manual/physical support is required it should be provided openly and with the consent of the child/vulnerable adult. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- involve parents/cares wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs

- request written parental consent if club officials are required to transport young people in their cars
- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- ensure that at away events adults should not enter a young person's room or invite young people to their rooms
- be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the child/vulnerable adult and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with children/vulnerable adults away from others
- taking children/vulnerable adults alone in a car on journeys, however short
- taking children/vulnerable adults to your home where they will be alone with you
- sharing a room with a children/vulnerable adults
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments to a child/vulnerable adults, even in fun

- reducing a child/vulnerable adult to tears as a form of control
- allow allegations made by children/vulnerable adults to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the young person can do for themselves

When a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a child/vulnerable adult in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the child involved.

If during your care you accidentally hurt a child/vulnerable adult, or the child/vulnerable adult seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child/vulnerable adult misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

3 Defining Child/Vulnerable Adult Abuse

3.1 Introduction

Child/vulnerable adult abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child/vulnerable adult regardless of their age, gender, race or ability.

There are four main types of abuse of children: **physical abuse, sexual abuse, emotional abuse and neglect.** For vulnerable adults there is an additional category of **financial abuse.** The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

Physical Abuse: where adults physically hurt or injure a children/vulnerable adults e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a young person they are looking after. This is called Fabricated or Induced Illness by Carers, formerly known as Munchausen's syndrome by proxy.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body

Emotional Abuse: the persistent emotional ill treatment of a child/vulnerable adult, likely to cause severe and lasting adverse effects on the child's/vulnerable adult's emotional development. It may involve telling a child/vulnerable adult they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child/vulnerable adult to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the child frightened or withdrawn.

Ill treatment of children/vulnerable adults, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the young person/vulnerable adult is constant criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child/vulnerable adult too hard to succeed, or a rival athlete or official uses bullying behaviour.

Neglect occurs when an adult fails to meet the young person's/vulnerable adult's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing; failing to protect from physical harm or danger, or; failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse occurs when adults (male and female) use children/vulnerable adults to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing

young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with children/vulnerable adults could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

Financial Abuse occurs when a person exploits a vulnerable person for financial gain. This may include theft, fraud, or coercing the vulnerable adult to pay for goods or services.

3.3 Indicators of Abuse

Even for those experienced in working with child/vulnerable adult abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person describes what appears to be an abusive act involving them
- another child/vulnerable adult or adult expresses concern about the welfare of a child/vulnerable adult
- unexplained changes in a child's/vulnerable adult's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adult's, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequents loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **not** the responsibility of those volunteering with Bowls Durham or its affiliated clubs to decide that child/vulnerable adult abuse is occurring. It **is** their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. All clubs should be vigilant and any concerns should be reported to the Bowls Durham Safeguarding Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid.

4 Responding to Suspicions and Allegations

4.1 Introduction

It is not the responsibility of anyone working with Bowls Durham in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **both** to allegations/suspicions of abuse occurring within Bowls Durham or its affiliated clubs and to allegations/suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicions.

4.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the child/vulnerable adult affected.

In the last of these cases, it is particularly important to respond appropriately. If a child/vulnerable adult says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the child/vulnerable adult
- **reassure** the child/vulnerable adult that they are not to blame and that it was right to tell
- **listen** to the child/vulnerable adult, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child/vulnerable adult has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child/vulnerable adult that you have to inform other people about what they have told you. Tell the child/vulnerable adult this is to help stop the abuse continuing.
- **safety of the child/vulnerable adult** is paramount. If the child/vulnerable adult needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child/vulnerable adult protection issue
- **record** all information
- **report** the incident to the Bowls Durham Safeguarding Officer

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's/vulnerable adult's name, age and date of birth
- the child's/vulnerable adult's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record detail

4.4 Reporting the Concern

All suspicions and allegations **must** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a club member. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

Bowls Durham expects its members to discuss any concerns they may have about the welfare of a child/vulnerable adult immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the Bowls Durham Safeguarding Officer is not available you should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

Where there is a complaint against a member or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case Bowls Durham will be involved

As mentioned previously in this document Bowls Durham are not child/vulnerable adult protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child/adult protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police. The Care Standards Act 2000 provides a similar framework for vulnerable adults.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that a child has been abused by a club member or volunteer should be reported to Bowls Durham Safeguarding Officer who will take appropriate steps to ensure the safety of the child/vulnerable adult in question and any other child/vulnerable adult who may be at risk. This will include the following:

- Bowls Durham will refer the matter to social services department
- the parent/carer of the child/vulnerable adult will be contacted as soon as possible following advice from the social services department
- the secretary of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- the Bowls Durham Safeguarding Officer should also notify the relevant sport governing body
- if the Bowls Durham Safeguarding Officer is the subject of the suspicion/allegation the report must be made to the Honorary Secretary who will refer the matter to social services/police

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children/vulnerable adults in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children/vulnerable adults is automatically excluded from working with children.

4.5 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

- Report your concerns to the Bowls Durham Safeguarding Officer
- if the Bowls Durham Safeguarding Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the Bowls Durham Safeguarding Officer will decide how to inform the parents/carers
- the Bowls Durham Safeguarding Officer will also report the incident to the Bowls Durham. The club should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- maintain confidentiality on a need to know basis

4.6 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Bowls Durham Safeguarding Officer
- The parents of the child
- The person making the allegation
- Social Services/police
- Bowls England
- The alleged abuser (and parents if the alleged abuser is a child)

Seek social services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

4.7 Internal Inquiries and Suspension

- The club will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. Where a club fails to act to take necessary action, the Bowls Durham Safeguarding Officer will instruct the club to make the suspension and inform the Bowls Durham Honorary Secretary of their decision, pending the outcome of the Bowls Durham Disciplinary Committee investigation (This will only take place after the police/social services investigation has concluded).
- Irrespective of the findings of the social services or police inquiries Bowls Durham Disciplinary Committee will assess all individual cases to decide whether a member or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the Bowls Durham Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child/vulnerable adult should remain of paramount importance throughout.

5 Recruiting and Selecting Personnel with Children/Vulnerable Adults

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working or having unrestricted contact with children/vulnerable adults. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

5.2 Controlling Access to Children/Vulnerable Adults

- Consent should be obtained from volunteers who seek to work with children and young people for undertaking a Disclosure and Barring Scheme (DBS) check.
- Evidence of identity (passport or driving licence with photo)

5.3 Induction

All Bowls Durham volunteers who work with children/vulnerable adults should receive informal induction during which:

- A check should be made of the DBS certificate
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the Bowls England's Code of Ethics and Conduct
- Child/Adult Protection Procedures are explained and training needs identified e.g. basic child protection awareness

5.4 Training

In addition to the DBS, the safeguarding process includes training for volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child/vulnerable adult
- Work safely and effectively with children/vulnerable adults

Bowls Durham requires:

- All volunteers who have access to children/vulnerable adults to undergo a DBS check
- All coaches, safeguarding officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child/adult protection

- All volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a child/vulnerable adult

Declaration

On behalf of **Bowls Durham** we, the undersigned, will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure it is adhered to.

Signed:

Name: Br. Joseph Hobson

Name: Foster Johnson

Safeguarding Officer Bowls Durham

Honourable Secretary Bowls Durham

Date:

Date:

This policy must be adopted by all bowling clubs affiliated with Bowls Durham

Signed:

Name:

Club Secretary

Date:
