



SPALDING & DISTRICT INDOOR BOWLS CLUB

Safeguarding Policy for Children and Adults in Bowls including Good Practice Guide

Revised February 2024

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Key abbreviations found in this document

BDA	Bowls Development Alliance
BCGBA	British Crown Green Bowls Association
BE	Bowls England
CMG	Case Management Group
CPO	Welfare Officer/Child Protection Officer
CPSU	Child Protection in Sport Unit
CSC	Children’s Social Care (formerly known as Social Services)
CSP	County Sports Partnership
DBS	Disclosure & Barring Service (formally known as CRB)
EBF	English Bowling Federation
EIBA	English Indoor Bowling Association Ltd

ESMBA English Short Mat Bowling Association
LSCB Local Safeguarding Children's Board
NGB National Governing Body
NSPCC National Society for the Prevention of Cruelty to Children

SECTION I

Safeguarding Children Bowls Policy

Spalding & District Indoor 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 Children in Bowls 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.

Spalding & District Indoor Bowls Club affiliates to the National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”.

Definitions:

- In England, a child is defined in The Children Act 1989 as anyone who has not yet reached their 18th birthday. The age criteria is the same for Wales and Northern Ireland. In Scotland the definition of a child varies in different legal contexts, but statutory guidance which supports the Children and Young People (Scotland) Act 2014, includes all children and young people up to the age of 18.
- Safeguarding and promoting the welfare of children is defined within statutory guidance Working Together to Safeguard Children 2018 as ‘protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes’

Policy Statement

Spalding & District Indoor 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.

Spalding & District Indoor 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.**

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.

Principles

- The safety and welfare of children is paramount.
- Safeguarding is everyone's responsibility.
- All children, regardless of age, disability, gender reassignment, race (including ethnic origin, nationality and colour), religion or belief, sex (gender) and sexual orientation have the right to enjoy their sport free from abuse and poor practice.
- It is recognised that some children have additional vulnerability, which may be due to disability, language, sexual orientation, culture, the impact of previous experiences or the fact that they perform in an elite environment.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- The views of children will be listened to, valued and respected.

What is Abuse?

It is important to be aware of what constitutes abuse. The following definitions are adapted from Working Together to Safeguard Children 2018.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse.

Children may be abused in a family or in an institutional or community setting by those known to them, or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children. Those in positions of trust such as relatives, community leaders, teachers or coaches can be perpetrators of abuse.

Traditionally four main types of abuse were identified:

1. **Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. This definition also applies where a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

2. **Emotional Abuse** - the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel

frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

3. Sexual Abuse - involves forcing or enticing a child to take part in sexual physical contact including assault by penetration (e.g. rape or oral sex) or non-penetrative acts (e.g. masturbation, kissing and touching outside of clothing). It may also include non-contact activities such as involving children in looking at or in production of sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including online). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

4. Neglect - the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (such as food, clothing, medical care/treatment or shelter (including exclusion from home or abandonment)). Neglect may occur during pregnancy as a result of maternal substance abuse.

Emerging abusive issues identified in Working Together to Safeguard Children 2018 include: Safeguarding Children in Bowls Policy - 2022 6

- **Domestic/Relationship Abuse** – controlling or coercive behaviour within the family home or in a child's relationship. Children may be adversely affected by witnessing/hearing an abusive relationship in their household.

- **Sexual Exploitation** - child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

- **Criminal Exploitation** – often referred to as County Lines, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

- **Radicalisation** - extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

- **Female Genital Mutilation (FGM)** - a form of child abuse and 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.

- **Forced Marriage** - a forced marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the

marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. It is different to an arranged marriage where the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses. Forced marriage is illegal in the UK.

- **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 children are being abused:

- 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 the explanation seems inconsistent,
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper),
- age-inappropriate sexual awareness,
- engaging in sexually explicit behaviour,
- distrust of adults, particularly those with whom a close relationship would normally be expected,
- difficulty in making friends,
- being prevented from socializing with other children,
- displaying variations in eating patterns including overeating or loss of appetite,
- loss of weight for no apparent reason,
- the child becoming increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. Some changes in behaviour can be caused by changes at home, for example, bereavement or hormonal changes. Parents/carers should be encouraged to inform the Club Coach or Club Safeguarding Officer of any changes in home circumstances.

Safeguarding Responsibilities in Bowls

Safeguarding children is everyone's responsibility. To fulfil their commitment to safeguard and promote the welfare of children, all organisations that provide services for, or work with, children must have:

- a senior board level member to take leadership responsibility for the organisation's safeguarding arrangements,
- at least one identified lead safeguarding practitioner who can advise and support others when a safeguarding concern arises,
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services,
- safe recruitment practices for individuals whom the organisation will permit to work regularly with children and adults at risk, including policies on when to obtain a criminal record (DBS) check,
- codes of conduct for all relevant participants which clearly support the paramountcy of safeguarding children,
- clear whistleblowing procedures which are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed,
- clear policies in line with those from the Local Safeguarding Partnership (LSP) for dealing with allegations against people who work with children,
- clear information sharing arrangements which set out the processes for sharing information, with relevant professionals and with the LSP,
- appropriate supervision and support for staff, including undertaking safeguarding training.

SECTION II

Safeguarding Adults in Bowls Policy

Spalding & District Indoor Bowls Club affiliates to the National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”.

Policy Aims

- The purpose of this policy is to outline the duty and responsibility of staff/volunteers working on behalf of the Spalding & District Indoor Bowls Club in relation to Safeguarding Adults at risk.

Objectives

- The Club believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.
- The Club acknowledges that safeguarding is everybody’s responsibility and are committed to prevent abuse and neglect through safeguarding the welfare of all adults involved in bowls. Physical and mental health, well-being, ability, disability and need for care and support can affect a person’s resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that all these factors can vary at different points in people’s lives.
- The Club recognises that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding adult legislation and with local statutory safeguarding procedures.
- Actions taken by the BDA and Bowls NGBs will be consistent with the principles of adult safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the adult concerned.

Legislation and Government Guidance

Safeguarding Adults in all home nations is compliant with United Nations directives on the rights of disabled people and commitments to the rights of older people. It is covered by:

- **The Human Rights Act 1998**
- **The Data Protection Act 2018**
- **General Data Protection Regulations 2018**

The practices and procedures within this policy are based on the relevant legislation and government guidance for England (There are some variations for other home nations – advice is available from the Ann Craft Trust).

- **The Care Act 2014**

- **Care and Support Statutory Guidance 2014** - (especially chapter 14)

- **The Prevent Duty** – The Prevent Duty is a legal duty introduced by the **Counter Terrorism and Security Act 2015**. The duty requires local authorities and other public bodies, such as schools, colleges, health, probation and police, to safeguard people from being drawn into terrorism.

Many other pieces of legislation also affect adult safeguarding. These include legislation about different forms of abuse and those that govern information sharing.

For example, legislation dealing with:

- Murder/attempted murder
- Physical Assault
- Domestic Abuse/Coercive Control
- Female Genital Mutilation
- Hate Crime
- Harassment
- Listing and Barring of those unsuitable to work with adults with care and support needs.
- Theft and Fraud
- Sexual Offences
- Forced Marriage
- Modern Slavery and Human Trafficking
- Online abuse

There is also legislation about the circumstances in which decisions can be made on behalf of an adult who is unable to make decisions for themselves:

- Mental Capacity Act 2005

There are specific offences applying to the mistreatment of and sexual offences against adults who do not have Mental Capacity and specific offences where mistreatment is carried out by a person who is employed as a carer: e.g. wilful neglect and wilful mistreatment.

Definitions

- An Adult at Risk is defined in The Care Act 2014 as: an individual aged 18 years and over who has needs for care and support (whether or not the local authority is meeting any of those needs) AND; is experiencing, or at risk of, abuse or neglect, AND; as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect
- Safeguarding adults is defined in Care and Support Statutory Guidance as: protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have

complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

What is Abuse?

It is important to be aware of what constitutes abuse. Abuse is a form of maltreatment. The Care Act 2014 identifies categories of abuse as applied in England. There are some variations for the other countries of the United Kingdom.

Adults may be abused in a family or in an institutional or community setting by those known to them or by others. Those in positions of trust such as relatives, community leaders, teachers or coaches can be perpetrators of abuse.

Several types of abuse affecting adults are identified in the Care Act 2014:

Physical abuse including: assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.

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, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse including: emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

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, the misuse or misappropriation of property, possessions or benefits.

Domestic violence including: psychological, physical, sexual, financial, emotional abuse, so called 'honour' based abuse.

Modern slavery encompasses: slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse including forms of: harassment, slurs or similar treatment: because of race, gender and gender identity, age, disability, sexual orientation, religion.

Neglect and acts of omission including: ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

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.

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

illtreatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Adults may also be victims of these types of abuse identified in separate legislation.

Radicalisation - extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Extremism goes beyond terrorism and includes people who target the vulnerable – including adults at risk – by seeking to sow division between communities based on race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

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.

Forced Marriage - a forced marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. It is different to an arranged marriage where the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses. Forced marriage is illegal in the UK.

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.

Abuse can take place within a sporting context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer, a participant or a fan.

Some examples of abuse within sport include:

- harassment of a participant because of their (perceived) disability or other protected characteristics,
- not meeting the needs of the participant e.g. training without a necessary break,
- a coach intentionally striking an athlete,
- one elite participant controlling another athlete with threats of withdrawal from their partnership,
- an official, coach or other participant who sends unwanted sexually explicit text messages,
- a participant threatens another participant with physical harm and persistently blames them for poor performance. Abuse or neglect outside sport could be carried out by:
 - a spouse, partner or family member,
 - neighbours or residents,
 - friends, acquaintances or strangers,

- people who deliberately exploit adults they perceive as vulnerable,
- paid staff, professionals or volunteers providing care and support.

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

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 doesn't allow them to make their own choices,
- they may tell you / another person they are being abused – i.e. a disclosure

Key Principles of the Care Act 2014

- Empowerment - People being supported and encouraged to make their own decisions and informed consent.
- Prevention – It is better to take action before harm occurs.
- Proportionality – The least intrusive response appropriate to the risk presented.
- Protection – Support and representation for those in greatest need.
- Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse
- Accountability – Accountability and transparency in delivering safeguarding

Person - Centred Safeguarding / Making Safeguarding Personal

Legislation recognises that adults make choices that may mean that one part of our well-being suffers at the expense of another – for example we move away from friends and family to take a better job. Similarly, adults can choose to risk their personal safety; for example, to provide care to a partner with dementia who becomes abusive when they are disorientated and anxious.

None of us can make these choices for another adult. If we are supporting someone to make choices about their own safety we need to understand 'What matters' to them and what outcomes they want to achieve from any actions agencies take to help them to protect themselves.

The concept of 'Person Centred Safeguarding'/'Making Safeguarding Personal' means engaging the person in a conversation about how best to respond to their situation in a way that enhances their involvement, choice and control, as well as improving their quality of life, wellbeing and safety. Organisations work to support adults to achieve the outcomes they want for themselves. The adult's views, wishes, feelings and beliefs must be taken into account when decisions are made about how to support them to be safe. There may be many different ways to prevent further harm. Working with the person will mean that actions taken help them to find the solution that is right for them. Treating people with respect, enhancing their dignity and supporting their ability to make decisions also helps promote people's sense of self-worth and supports recovery from abuse.

If someone has difficulty making their views and wishes known, then they can be supported or represented by an advocate. This might be a safe family member or friend of their choice or a professional advocate (usually from a third sector organisation).

Mental Capacity and Safeguarding

Mental Capacity is important for safeguarding for several reasons.

Not being allowed to make decisions one is capable of making is abuse. For example, a disabled adult may want to take part in an activity but their parent who is their carer won't allow them to and will not provide the support they would need. Conversely the adult may not seem to be benefiting from an activity other people are insisting they do.

Another situation is where an adult is being abused and they are scared of the consequences of going against the views of the person abusing them. It is recognised in the law as coercion and a person can be seen not to have mental capacity because they cannot make 'free and informed decisions'.

Mental Capacity must also be considered when we believe abuse or neglect might be taking place. It is important to make sure an 'adult at risk' has choices in the actions taken to safeguard them, including whether or not they want other people informed about what has happened, however, in some situations the adult may not have the mental capacity to understand the choice or to tell you their views.

If a person who has a lot of difficulty making their own decisions is thought to be being abused or neglected the situation should be referred to the Local Authority, and this should result in health or social care professionals making an assessment of mental capacity and/or getting the person the support they need to make decisions.

There may be times when a bowls club or organisation needs to make decisions on behalf of an individual in an emergency. Decisions taken in order to safeguard an adult who cannot make the decision for themselves could include:

- Sharing information about safeguarding concerns with people that can help protect them,
- Stopping them being in contact with the person causing harm.

Safeguarding Responsibilities in Bowls

Safeguarding adults at risk is everyone's responsibility. To fulfil their commitment to safeguarding, all organisations must have:

- a senior board level member to take leadership responsibility for the organisation's safeguarding arrangements
- at least one identified lead safeguarding practitioner who can advise and support others when a safeguarding concern arises,
- a culture of listening and believing where abusive situations are being disclosed,
- safe recruitment practices for individuals whom the organisation will permit to work regularly with adults at risk, including policies on when to obtain a criminal record (DBS) check,
- codes of conduct for all relevant participants which clearly support the paramountcy of safeguarding, • clear whistleblowing procedures which are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of all members to be addressed,
- clear policies in line with those from the Local Safeguarding Partnership (LSP) for dealing with allegations against people who work with adults at risk,
- clear information sharing arrangements which set out the processes for sharing information, with relevant professionals and with the LSP,
- appropriate supervision and support for staff, including undertaking safeguarding training.

All concerns or allegations will be treated with the utmost confidentiality. Until the allegations are substantiated only those directly involved in investigating the case should be informed. If the allegation is shown to be unfounded, confidentiality must still be maintained.

5. Monitoring and review

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

February 2024

The Code of Conduct in Bowls

The BDA have, in conjunction with the National Governing Bodies of Bowls, set these standards that apply to everyone involved in the sport including staff, club officials, coaches volunteers, players and spectators. This Code of Conduct has been produced to protect everyone in the sport and to ensure that everyone can enjoy the sport of bowls in a safe and inclusive environment.

R.E.S.P.E.C.T.



Respect all participants and decisions

Encourage everyone

Sportsmanship

Play for enjoyment

Educate and be knowledgeable

Conduct yourself courteously

Treat everyone fairly

Key Principles of Respectful Behaviour

Do	Don't
Respect all players, coaches, officials, volunteers and spectators	Participate under the influence of drugs or alcohol
Participate in the right spirit – the sport should be fun at all levels	Use foul, abusive, threatening or discriminatory language or gestures
Take reasonable measures to keep yourself and others safe	Show dissent towards officials and their decisions
Promote the sport in the best possible light through your actions and behaviour	Discriminate on the grounds of any of the protected characteristics identified in the Equality Act 2010
Abide by the rules/regulations of the sport, and any additional competition rules	Publicly criticise or engage in demeaning descriptions of others, including online
Abide by the policies of the sport and its National Governing Bodies	Engage in any behaviour that constitutes abuse as identified in the Safeguarding in Bowls Policies
Speak to someone if you are concerned that any of this code is being broken	Keep your concerns about abuse or poor practice secret

The general principles above apply to everyone in the sport of bowls. The following sections cover specific responsibilities linked to different groups.

1 - Code of Conduct for NGB, Club and County Associations' staff and volunteers.

This group has an essential role to play in upholding and implementing the code of conduct in bowls. All should be advocates of equality, fair play and safety. They should:

- Operate within the letter and spirit of the code
- Promote the etiquette of the sport of bowls
- Treat everyone with dignity and respect
- Listen carefully to all stakeholders and respect their views
- Promote the bowls Safeguarding and Equality Policies to foster a safe and inclusive culture.

2 – Code of Conduct for Coaches

The coach in bowls is in a position of trust and has a central role in promoting and developing the sport at all levels. They should:

- Respect the rights, dignity and worth of every person
- Help create an environment where all children and adults at risk have an equal opportunity to participate
- Help create and maintain an environment free of fear and harassment
- Recognise the rights of parents, children and adults at risk to confer with other coaches
- Develop relationships with parents, children and adults at risk based on openness, honesty, mutual trust and respect
- Do not condone or allow to go unchallenged any form of discrimination or prejudice
- Be aware of the physical limits of children and adults at risk and ensure that training is appropriate
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines
- Always work in an open environment (e.g. avoid private or unobserved situations)
- Do not engage in any form of sexually-related contact with children or adults at risk. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable. Do not have a sexual relationship with someone under the age of 18 who you are coaching
- Report any concerns you may have in relation to a child or an adult at risk or the behaviour of an adult, to the most appropriate person
- Always emphasise that the well-being and safety of the child or adult at risk is more important than the development of performance
- Do not smoke, or drink alcohol, while actively working with children or adults at risk. Never use recreational or performance-enhancing drugs
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the safeguarding of children and adults at risk
- Hold “Coach Bowls” membership and relevant qualifications
- Ensure necessary insurance cover is in place for you to perform your coaching role

3 – Code of Conduct for Players

All players have a responsibility to maintain the highest standards in their enjoyment of the sport of bowls. They should:

- Be punctual for games
- Accept success and failure
- Recognise good play by teammates and opponents
- Set a positive example for young participants and spectators
- Abide by the accepted etiquette of the sport

4 – Code of Conduct for Young Players (Under 18s)

Young players are the future of the sport. Everyone has the responsibility to make it fun. They should:

- Always play fairly and apply bowls' standards both on and off the rink
- Respect all advice that you are given
- Treat others as you would wish to be treated
- Always report anything which worries you to a responsible adult eg a Club Safeguarding Officer. Speak out if you consider that you or others are being poorly treated
- Always tell someone if you are leaving a venue or competition
-

5 – Code of Conduct for Spectators including Parents and Carers

The sport of bowls welcomes spectators and values the part parents and carers play in supporting and encouraging the participation of children and adults at risk. They should:

- Remember that bowls is FUN
- Applaud effort and good play as well as success
- Appreciate good play by the opposition
- Encourage all players to respect the opposition, coaches, the referee, umpire and other bowls' officials
- Offer encouragement at all times
- Leave the coach to communicate with individual players
- Respect the decisions of officials.
- Show an appreciation of all volunteers and their efforts.

Physical Contact in Bowls – Guidance for Coaches

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

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

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

In bowls, there may be times where a coach may need to touch the player to assist in a certain task, to help with their technique or to celebrate. If anyone is uncomfortable with physical contact, it should be made clear that they can make their feelings known privately to the adult.

All touching should be done for a positive reason. As a responsible adult, you should only use physical contact if its aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

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

- If a child or adult at risk becomes injured during a coaching session and the injury requires the individual to be carried to a place of treatment, always seek support from another adult before moving the individual. Any first aid administered should be in the presence of another adult or in open view of others
- If the child or adult at risk seems uncomfortable in any way with the physical contact, stop immediately
 - If the child or adult at risk you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them.
- You should also explain what you are about to do.
- Where physical contact is for motivational or celebratory reason, agree with the children, teachers, parents, adults' carers or other appropriate adults that to praise good performance, a "high five" or similar action will be used

- Never help a child or adult to dress unless they request this and genuinely require assistance

**In simple terms, coaches should ask themselves -
'is the physical contact necessary and justified?'**

There is useful guidance for coaches and others on the Child Protection in Sport Unit website including a helpful video clip.

Spalding & District IBC Transport Guidelines

Transport to Bowls Games/Events

The main points to consider are:

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

Responsibility

It is the responsibility of the organising official to ensure that the travel arrangements and transport used are suitable for the journey. Vehicles transporting players should be appropriate, roadworthy and insured. Drivers must be appropriately licensed and are responsible for the maintenance and care of their vehicle during the trip.

Minibuses and coaches

Minibuses and coaches carrying groups of three or more children (aged 3 to 15 years) must be fitted with seat belts for each child. Where seat belts are provided, they must be worn. Vehicles used to transport wheelchairs should have anchor points. The driver must be suitably qualified and experienced in driving a minibus or coach.

Private cars

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

The insurance cover when transporting people as part of work, whether paid or not should be business cover (insurance companies charge very little for this extra cover). It is the driver's responsibility for making sure the players have seat belts and use them. Vehicles without seat belts should not be used.

Transporting Children (U18)

It is important that adults driving U18 players around are not put in a position where they are alone with the player. If this is absolutely necessary, and approved by the club/national governing body then parental permission should be obtained.

When groups of players are travelling together in a private car then a central collection and dropping point should be arranged. Particularly reminder for coaches: you are not a 'taxi driver' you are a bowls coach. It is the parents' responsibility to get their child to a certain location or event.

Child Seats/Restraints

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

The law states that it is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law. The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. Seat belts must be worn, if fitted.

Exceptions to the rules

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

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

Travelling in a Coach or Minibus

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

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

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

Permission for Photography of Child Bowlers (U18)

This form is to be signed by the legal guardian of a young person under the age of 18, together with the young person. A separate form is needed for each child.

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

The [County/Club] will follow the guidance for the use of images of young people or adults at risk as detailed within the attached BDA guideline document.

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

IF YOU BECOME AWARE THAT THESE IMAGES ARE BEING USED INAPPROPRIATELY YOU SHOULD INFORM THE CLUB OR COUNTY SAFEGUARDING OFFICER IMMEDIATELY

The photographs may be made available on the club's/county's/National Governing Body's (NGB) website, and social media pages.

For the bowls season year, if at any time, the parent/carer wishes the data to be removed by the club/county/NGB, 7 days' notice must be given to allow data to be removed.

To be completed by parent/carer,

I (Full name) consent to
..... (Name of organisation) photographing or videoing
..... (Name of child)

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

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

Print Name

To be completed by child (if 16 or 17)

..... (Name of individual)

I consent to photographing or videoing my involvement in all aspects of bowling activities.

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

Print Name

Filming Consent Form: Promotional/Educational

I confirm that the Bowls Development Alliance is permitted to reproduce photographs/video footage featuring my image in the Bowls Development Alliance's promotional publications.

This agreement applies to both printed, film/video and electronic media including the World Wide Web.

The image(s) may be retained by, and will only be accessed by, authorised persons of the Bowls Development Alliance or its agents and may be used in the future in Bowls Development Alliance publications and marketing materials. The image(s) will only be retained for the stated purpose. The image(s) are processed by the Bowls Development Alliance in accordance with the provisions of the Data Protection Act 2018 and the GDPR.

All people in the footage must sign:

Date:

Name

Signature

Safeguarding Reporting Form – Child (U18)

If you suspect that a club member under the age of 18 may be being abused, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the child.

However small your concern, you should share it with the Club Safeguarding Officer who will take responsibility for referring it to the County Safeguarding Officer/ NGB Safeguarding Officer or other agencies. Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need-to-know basis, and do not disclose the identity of those involved unless absolutely necessary.

Name of Club/County: Date:



Name:

Position in Club/County:

Address (optional):.....

Contact telephone number(s): E-mail:



Name:

DOB: (if known) or estimated age

Address:

Contact telephone number(s): E-mail:

Next of Kin/Carers:

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



Name:

DOB: (if known) or estimated age

Position in the Club/County if applicable:

Address:

Contact telephone number(s): E-mail:



Date of incident:..... Time

Place of incident:

Did anyone observe the incident/concern: Yes/No

Give details of the person(s) present

Name:

Position in Organisation:

Contact telephone number(s): E-mail:

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

Nature of Concern, please tick

Bullying Child sexual exploitation..... Child trafficking

Cyber Bullying Discrimination Domestic abuse

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

Forced Marriage Grooming..... Hate Crime

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

Online abuse Organisational Physical abuse

Radicalisation Self-neglect Sexual abuse

Other

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

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

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You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Child Protection in Sport Unit (CPSU) Helpline can help with this and is confidential.

CPSU informed - Helpline: 0116 366 5580, Yes/No

Police informed: Yes/No

If yes, give name of the police officer:

Phone/e-mail contact details:.....
Crime number if known:

Was Medical assistance required: Yes/No
If yes, give details:

Parent/Carer informed Yes/No

Social Services informed: Yes/No
If yes name of social worker:
Phone/e-mail contact details:.....

NGB Safeguarding Officer informed: Yes/No.....

If yes, give name of the safeguarding officer:.....

.....

Signed:Date:

Please send a copy to the NGB Safeguarding Officer

Ethnic Group

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

White

- A1 British A2 Irish
A3 Any other white background

Mixed

- B1 White & Black Caribbean B2 White & Black African
B3 White & Asian B4 Any other mixed background

Asian

- C1 Indian C2 Pakistani
C3 Bangladeshi C4 Any other Asian background

Black or Black British

- D1 Caribbean D2 African
D3 Any other Black background

Chinese or Other Ethnic Background

- E1 Chinese E2 Any other (please write in):

Disability

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

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

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

Spalding & District Indoor Bowls Club

Safeguarding Reporting Form – Adult Victim (18+)

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

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

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

Name of Club/County: Date:

Name:

Position in Club/County:

Address (optional):.....

Contact telephone number(s): E-mail:

Name:

DOB: (if known) or estimated age

Address:

Contact telephone number(s): E-mail:

Next of Kin/Carers:

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

Name:

DOB: (if known) or estimated age

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

Address:

Contact telephone number(s): E-mail:

Date of incident:..... Time

Place of incident:

Did anyone observe the incident/concern: Yes/No

Give details of the person(s) present

Name:.....

Position in Organisation:

Contact telephone number(s): E-mail:.....

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

Nature of Concern, please tick

Bullying Child sexual exploitation..... Child trafficking

Cyber Bullying Discrimination Domestic abuse

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

Forced Marriage Grooming..... Hate Crime

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

Online abuse Organisational Physical abuse

Radicalisation Self-neglect Sexual abuse

Other

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

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

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You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The Ann Craft Trust (ACT) Helpline can help with this and is confidential.

ACT informed - Helpline: 01708 765200, www.supportline.org.uk Yes/No

Police informed: Yes/No

If yes, give name of the police officer:

Phone/e-mail contact details:

Crime number if known:

Was Medical assistance required: Yes/No

If yes, give details:

Parent/Carer informed Yes/No

Social Services informed: Yes/No

If yes name of social worker:

Phone/e-mail contact details:

NGB Safeguarding Officer informed: Yes/No.....

If yes, give name of the safeguarding officer:.....

.....

Signed: Date:

Please send a copy to the NGB Safeguarding Officer

Ethnic Group

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

White

- A1 British A2 Irish
 A3 Any other white background

Mixed

- B1 White & Black Caribbean B2 White & Black African
 B3 White & Asian B4 Any other mixed background

Asian

- C1 Indian C2 Pakistani
 C3 Bangladeshi C4 Any other Asian background

Black or Black British

- D1 Caribbean D2 African
 D3 Any other Black background

Chinese or Other Ethnic Background

- E1 Chinese E2 Any other (please write in):

Disability

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

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

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

Contact Details for Safeguarding Referrals

Agency	Reason	Contact number(s)
Police	People in immediate danger, missing child/adult at risk	Tel: 101 or in an emergency 999
Local Multi Agency Safeguarding Hub (MASH) or equivalent	Safeguarding referrals for children's services or adult services support	(Search online for safeguarding children or adults in your local area) Tel:
Local Authority Designated Officer (LADO)	A LADO works with children's services whilst managing allegations against people who work with children	(Search online for LADO in your local authority) Tel:

Local Contact Details for Safeguarding within Bowls

Bowls Contact	Contact Details
Club Safeguarding Officer	Tel: 07754 444305 Email:alantokley@gmail.com
County Safeguarding Officer (where relevant)	Tel: Email:

National Contact Details for Safeguarding within Bowls

Organisation	Safeguarding Lead	Contact Details
Bowls Development Alliance	Duncan Webster	Email: duncanwebster@bowlsdevelopmentalliance.com
Bowls England	Helen Slimm	Email: helen.slimm@bowlsengland.com
British Crown Green Bowling Association	Paul Ashmore	Email: safeguarding@bcgba.org.uk
English Bowling Federation	Jeanette Murphy	Email: jeanette@murphys.karoo.co.uk
English Indoor Bowling Association	Joanne Shore	Email: joanneshore@eiba.co.uk
English Short Mat Bowling Association	Lynn Dean	Email: lynn@esmba.co.uk

Safeguarding Support Helplines

Support Organisation	Topic(s)	Contact Details
Ann Craft Trust	Adult Safeguarding (plus safeguarding children)	0115 951 5400 anncrafttrust.org.uk
Anti – Bullying Alliance	Support with bullying issues	aba@ncb.org.uk
ASSIST	Support for families who have experienced trauma	01788 560 800 assisttraumacare.org.uk
Child Exploitation and Online Protection Command (CEOP)	Police organization dealing with online grooming/exploitation	ceop.police.uk/safety-centre/
Childline	All aspects of child welfare – contact mainly for child to use	0800 1111 childline.org.uk
Child Protection in Sport Unit (part of NSPCC)	Advice on safeguarding in sport	0116 366 5580 cpsu@nspcc.org.uk
Citizens Advice Bureau	Free information and advice with legal, money and other problems	03444 111 444 citizensadvice.org.uk/
Family Rights Group	Advice and support to families whose children are involved with social services	0808 801 0366 frg.org.uk
Karma Nirvana	Support and advice for honour based abuse and forced marriage	0800 5999 247 karmanirvana.org.uk
Kidscape	Help for adults concerned about children who are being bullied	020 7823 5430 kidscape.org.uk
National Association for the Care and Resettlement of Offenders (NACRO)	Advice on working with those with criminal convictions	0300 123 1889 nacro.org.uk/contact-us/
National Association for People Abused in Childhood	Support for adult survivors of all types of childhood abuse	0800 801 0331 napac.org.uk
Rape Crisis	information for survivors of sexual violence and their friends and family	rapecrisis.org.uk/get-help/find-a-rape-crisis-centre
Samaritans	An organisation providing volunteers to listen when people need help	Freephone 116 123 www.samaritans.org
Stonewall	Information and support for LGBTQ+ communities	0800 0502020 stonewall.org.uk
Stop Hate Crime	Challenges all forms of hate crime and discrimination	0800 138 1625 talk@stophateuk.org
Suzy Lamplugh Trust	Leading authority on personal safety.	020 83921839 info@suzylamplugh.org
Thinkuknow	Advice and support for young people, parents and carers concerned about online safety	www.thinkuknow.co.uk
Women’s Aid	National domestic violence charity	01236 730992 www.womensaid.org.uk