



**PORTSMOUTH AND DISTRICT BOWLING ASSOCIATION**

**Founded 1925**

**Safeguarding and Child Protection Procedures for  
Members and Parents/Guardians**

## **P&D Safeguarding & Child Protection Procedures for Members & Parents**

### **Revision Information**

<b>Approval Date</b>	<b>Amendments</b>
09/04/2015	Document Approved at P&D SGM
11/02/2016	1 <sup>st</sup> review of Document ratified by the P&D Executive members with following amendments: <ul style="list-style-type: none"><li>• Following National review the term "Child Protection Officer" has been replaced by "Welfare Officer"</li><li>• As the P&amp;D's Welfare Officer's name is shown on the P&amp;D Website, his name has been removed from this document, replaced with statement that his name can be found on the website together with his email address.</li></ul>
09/01/2018	Changes caused by the production of a separate Safeguarding Adults At Risk document plus inclusion of Bullying. <ul style="list-style-type: none"><li>• Approved at the P&amp;D 2018 AGM</li></ul>
Jan 2021	Next review due.

# **P&D Safeguarding & Child Protection Procedures for Members & Parents**

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# **P&D Safeguarding & Child Protection Procedures for Members & Parents**

## **1 Introduction**

The Portsmouth and District Bowling Association (P&D) has a Safeguarding and Child Protection Policy which follows the policies of Bowls England (BE), its National Governing Body (NGB).

This policy is available from the P&D Secretary and can also be accessed on the P&D's website at <http://www.pdba.co.uk/>.

Queries on the Policy, or on these Procedures, should be addressed to either the P&D's Welfare Officer (WO) or the P&D Secretary.

## **2 Children**

These Procedures are designed to cover Children – i.e. those members who have yet to reach their Eighteenth Birthday.

## **3 The P&D Welfare Officer (WO)**

The P&D Executive has appointed a nominated member who has special responsibility for safeguarding issues where players are representing the P&D or are participating in P&D run events.

He will undertake the appropriate training to keep up to date with National Safeguarding Guidelines.

His prime responsibilities are:

- To be the first point of contact for P&D members, children and parents for any issue relating to safeguarding, including poor practice as well as potential or alleged abuse.
- To provide guidance to all P&D Affiliated Clubs in how to create their own Safeguarding Policies.
- To, in liaison with the P&D's League Secretary, ensure parents/guardians return all necessary documentation and that P&D records are kept up to date.
- To ensure that, where necessary, members and coaches have Disclosure and Barring Service Certification (formally known as CRB) or have made Voluntary Disclosures.
- To ensure any incidents and concerns are dealt with promptly and in accordance with these Procedures.

The **P&D's WO** is shown on our Website ([www.pdba.co.uk](http://www.pdba.co.uk)) on the "Committees" page, which is accessed via the "Officers" link from the Home page.

He can be emailed at [welfare@pdba.co.uk](mailto:welfare@pdba.co.uk).

## **4 Representing the P&D**

Any member representing the P&D, or participating in P&D run events, who has not yet reached his (or her in respect of Mixed Competitions) eighteenth birthday will be subject to the P&D's Safeguarding Policy and the P&D's WO will ensure that the attention of their Parent/Guardian is drawn to the P&D's Policy, its Procedures and to the need to return the Consent Form detailed in these documents.

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It will be the responsibility of the relevant P&D Officer (e.g. Competition Secretary, Match Secretary, etc.) to inform the Host Club if an Under 18 is in a P&D Team or is taking part in a P&D Competition, so that they can make suitable preparations.

NOTE: Where individuals enter P&D Competitions, the Consent Form returned to their Club will be regarded as covering play in these events. The player's club is required to forward a copy of the signed form to the P&D.

### **5 Role of Parents or Guardians**

Parents/Guardians MUST provide the P&D with all necessary documentation and Consent Forms for their child/children. They must also keep the P&D's WO aware of any changes that occur, particularly as regards medical history.

Parents/Guardians should also draw to the attention of the P&D's WO any weaknesses or concerns they have about the P&D's Practices and Procedures.

### **6 Code of Conduct for Children**

Children also have their own sets of responsibilities which should be followed in order to enjoy the sport. These include:

- Playing fairly and applying bowls standards both on and off the rink.
- Respecting advice that you receive.
- Treating others as you would wish to be treated yourself.
- Respecting all players regardless of colour, disability or age.
- Reporting anything which worries you.
- Looking out for yourself and for the welfare of others.
- Speaking out if you consider that you or others have been poorly treated.
- Arriving on time and come ready to play.
- Telling someone in authority if you are leaving a venue or competition.
- Accepting that these guidelines are in place for the well-being of all concerned.
- Treating members and coaches with respect.
- Observe instructions or restrictions required by appropriate members of staff.

Above all, Do Not:

- Take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- Consume alcohol or illegal or performance-enhancing drugs or stimulants.
- Smoke.
- Use foul language.
- Publicly act disrespectfully to others.

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### **7 Transporting Children**

If a P&D Team that is playing away does contain a Young Person, then it is hoped that that person's parent or guardian will be taking him to the game. However, it is recognised that this may not always be the case. In such instances a suitable driver will be identified who has agreed to drive the player to the match.

In these circumstances, it is the responsibility of the driver to ensure that:

1. The travel arrangements and type of transport are suitable for the journey.
  - a. It is the driver's responsibility for making sure the players have seat belts and use them.
    - i. Vehicles without seat belts should not be used.
  - b. Vehicles transporting players should be appropriate and roadworthy and they should also have the appropriate licence and insurance cover.
2. The driver will also require the appropriate Insurance Cover.
  - a. The insurance cover when transporting people as part of work, whether paid or not, should be business cover (insurance companies charge very little extra for this extra cover).
3. It is important that adults driving players around are not put in a position where they are alone with the player.
  - a. If this is absolutely necessary and approved by the P&D, then parental permission has to be obtained.
4. A central collection and dropping point will be arranged.
5. Finally, a "Private Car Users" form needs to be completed for all private drivers.

### **8 Handling of Claims of Abuse**

The P&D appreciates that abuse can take many forms, of which the most common are:

- Physical Abuse
- Neglect
- Sexual Abuse
- Emotional Abuse
- Bullying including Cyber Bullying

Abuse also covers self-abuse (such as self-harming), personal neglect as well as abuse of alcohol and drugs.

If any person makes a disclosure to an Officer or Member, the P&D's WO is to be immediately made aware of the situation.

The WO should, in speaking to the individual:

- Listen carefully and stay calm.
- Question normally but without pressure in order that what the person is saying is understood.
- Not interpret, paraphrase or put words into the person's mouth.
- Reassure the person that, in coming forward, they have done the right thing.

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- Inform the person that the information will be passed on to the appropriate agency.
- Note the main points carefully, using the exact words of the disclosure.
- Make a detailed note of the Date/Time/Place and what was said using the Disclosure Form.

However, it is not the task of the WO (or any other P&D Officer or member) to themselves investigate any allegation/situation.

Once a Disclosure has been made it should be reported immediately, using the Incident Reporting Form, to the Bowls England Safeguarding Officer who will contact the appropriate outside agency/agencies in order that any necessary protective action can be taken.

**End of Document**