



ESMBA

Club  
Safeguarding Officers  
Forum

Making clubs safe for 2025/6 and beyond



# Club Safeguarding Officers

## Club SGOs

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The ESMBA recognises the important role you play at clubs.

This presentation aims to support you in that role. It will explain the policy and protocols

show to make yours a safe club, and

how to respond should an incident be reported to you.

It will help you to increase your profile to ensure Members know who you are and feel confident to approach you.



It is a common misconception that safeguarding is child protection

Child Protection is the actions taken once an individual Child or Adult is identified as suffering or likely to suffer harm as a result of abuse or neglect.

Safeguarding is the broader responsibility of all of us to ensure procedures are in place so that everyone can play bowls in a safe environment.

# Your Safeguarding Role at Club

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- Make sure club members know who you are and how to contact you
- Know the safeguarding Policy and procedure and Ensure your committee has adopted it into the club constitution
- Promote a safe culture in your club –Be the first person on contact, listen to issues and act on them in accordance with the policy by reporting, as necessary. Maintain confidentiality but do not promise secrecy. Safeguarding issues involving children or adults at risk have to be reported to the County SGO who will deal with any necessary onward referral.
- Be the eyes and ears in your club for Safeguarding professionals
- Display the bi-monthly Safeguarding Bulletin in your clubhouse (if you have one)
- Ensure your club has Codes of Conduct which are well known/displayed (noticeboard, handbook, website) – see BDA or NGB website
- Put safeguarding on committee agendas
- Know the contact details for Child Social Care (CSC), Adult Social Care (ASC) the Police and NGB Safeguarding Officer
- Know your members and their needs. Hold the junior player profile if applicable

# WHAT ISNT SAFEGUARDING

Don't be the 'catch all' for everything that others don't want to deal with!

- Health and Safety issues
- Arguments, fights
- Unacceptable behaviour – drunkenness etc.
- Dress code issues

**Ask yourself – where is the abuse?**

Check with your NGB Lead Safeguarding Officer.



# The Safeguarding policy.

There are differences between child and adult safeguarding

- For children there are 4 major categories of abuse as defined in the Children Act 2004)

- Physical Abuse
- Emotional Abuse
- Neglect
- Sexual Abuse



- FOR ADULTS at Risk there are 10 categories ( Care Act 2014)

- Physical Abuse
- Psychological or Emotional Abuse
- Neglect or Acts of Omission
- Self-neglect
- Sexual Abuse
- Domestic Violence
- Financial or Material Abuse
- Organisational or Institutional Abuse
- Modern Slavery
- Discriminatory Abuse



## RECEIVING A CONCERN

### DO

Take is Seriously

Stay Calm and listen

Be Sensitive

Explain what will happen next

### DON'T

Dismiss it

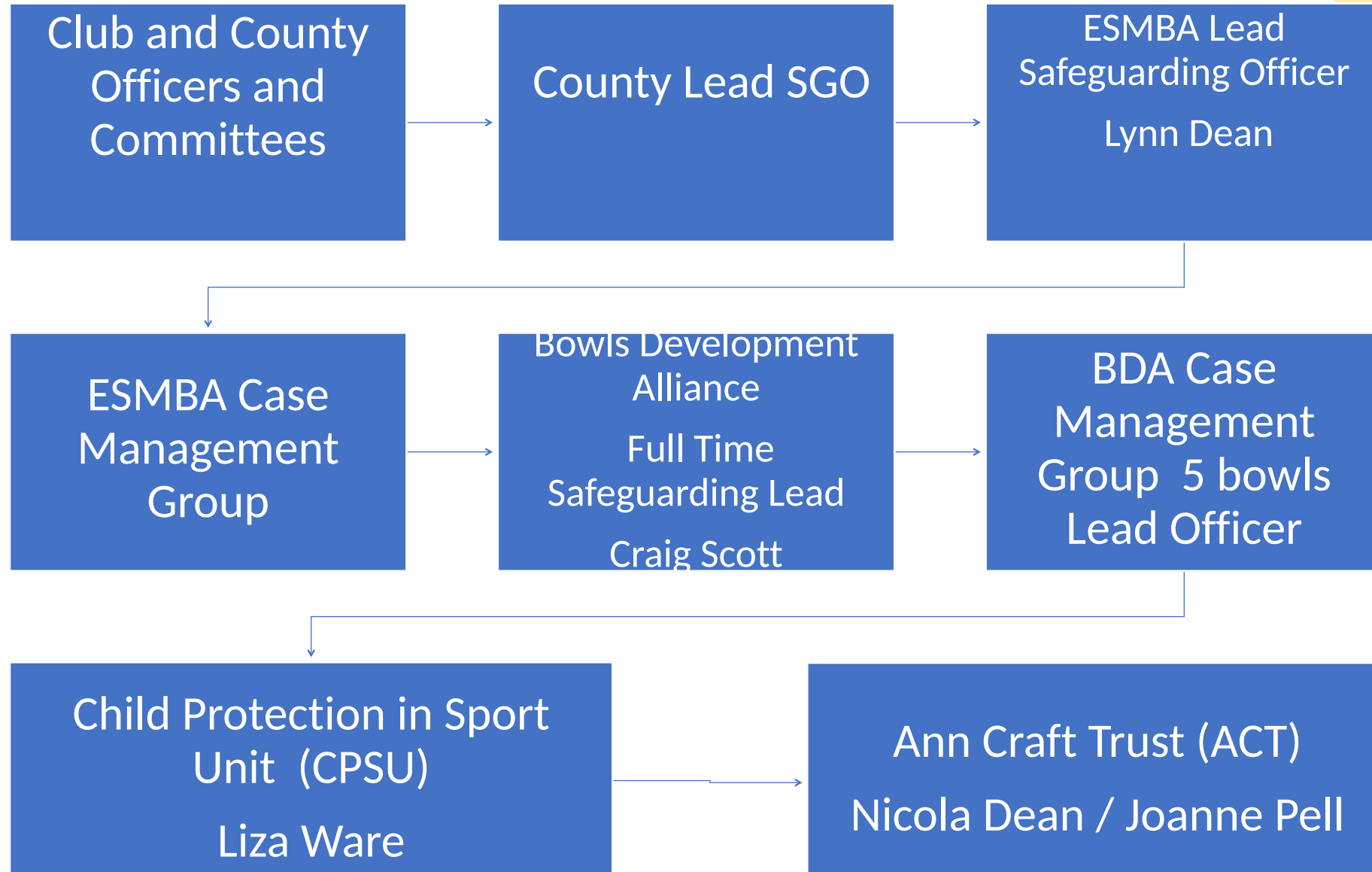
Panic

Make Assumptions

Promise secrecy

- Make notes as soon as possible about the nature of what you have been told. Ask open questions Tell, Explain, Describe (TED)
- Listen and identify the type of concern. It is safeguarding, is it disciplinary, is it adult, is it criminal, is it a low level breach of conduct?
- Take appropriate action and follow the ESMBA procedures.

# Working together at all the stages of Safeguarding Who is involved?

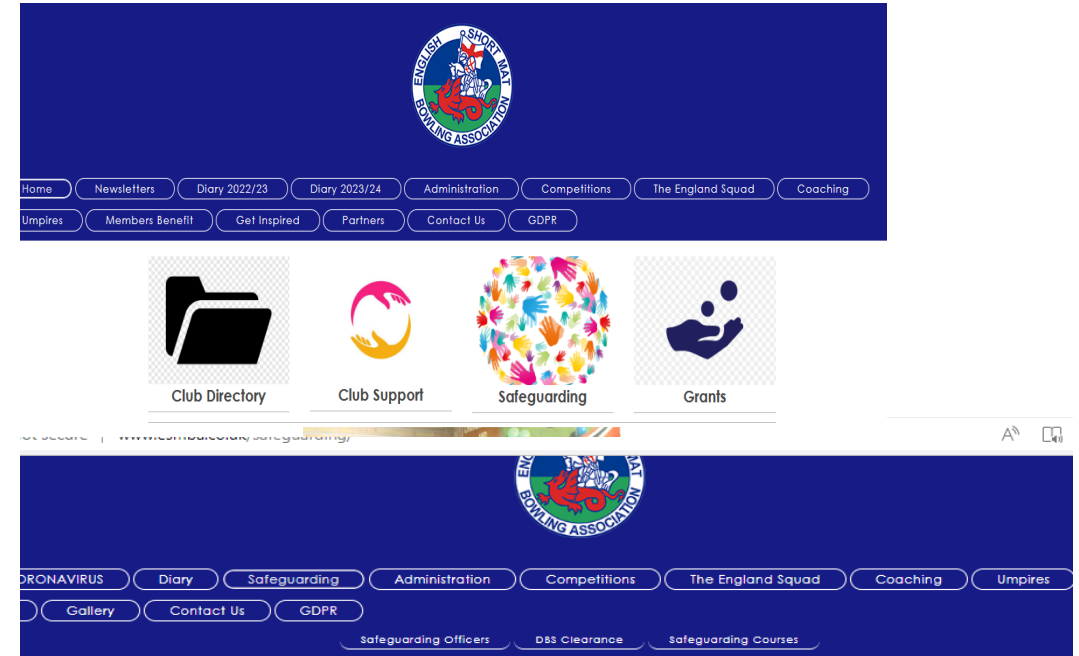


# www.esmba.co.uk

- A Safeguarding page details all relevant contact information both within the ESMBA and externally.
- There is a direct link on the safeguarding pages to
  - \* BDA policy/Guidance/templates [Resources - Bowls Development Alliance](#)
  - \* Available Training courses [Training - Bowls Development Alliance](#)

You can view and download

- The AGM Forum presentation
- This CSGO presentation
- Safeguarding Newsletter bulletins [The English Short Mat Bowling Association \(ESMBA\) - Safeguarding News Bulletins](#)



## Safeguarding

### Our Commitment

The English Short Mat Bowling Association (ESMBA) are committed to safeguarding all those who participate in our sport, ensuring they can do so in a safe, positive, and enjoyable environment.

We are part of the bowls umbrella organisation the BDA and act in unison with the other 4 bowls codes to ensure whatever type of bowls is being played there is a cohesive and consistent approach to the safeguarding.

As such, we recognise and have developed policies which promote and encourage affiliated counties and clubs to adopt the highest possible standards of care towards children and other vulnerable people participating in the sport of bowls.

We believe that everyone has a duty of care towards the children and other vulnerable people, with whom they have contact, and to safeguard and protect them from abuse. Everybody in bowls who is involved in working with children, young people and vulnerable adults has a responsibility to be informed about and be able to recognise the different forms of abuse. They need to know what precautions or steps should be taken for its prevention and what action to take if an incident occurs.


### Reporting Concerns

If you have any concerns about the welfare of a child or adult in bowls, whether the issue is inside or outside the sport you can contact the ESMBA lead officer for advice.

Lynn Dean 01258 817432 or [lynn@esmba.co.uk](mailto:lynn@esmba.co.uk)

Alternatively, if your enquiry is relating to an urgent child protection issue, please contact the NSPCC helpline on 0800 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or the CPSU on 0116 2347278 or email [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) If your enquiry is relating to safeguarding adults, please contact the Ann Craft Trust on 015 951 5400 or email [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

# Clubs should have in place

- A Club safeguarding officer.
  - Robust Constitution – Reviewed every 3 years which includes a disciplinary and appeals process. [The English Short Mat Bowling Association \(ESMBA\) - Disciplinary and Appeals procedure](#)
  - Safe membership policy – A membership form which collects information regarding any new member.
  - Code of conduct for members
  - Insurance
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# Disciplinary and Appeals process



Does your Club have one they follow?



[The English Short Mat Bowling Association \(ESMBA\) - Disciplinary and Appeals procedure](#)



Clearly defines the process for any complaint. How it should be raised, who should assess the case, the time frame to resolve it.



Accurate record keeping is important to ensure transparency and support defensible decision making

# Code of Conduct

Templates are available or create your own.

Members sign up to the clubs standards and requirements

They become the foundation of any complaint.



## 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, <u>volunteers</u> 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, <u>threatening</u> 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

# Safe Membership

Name and Date of Birth

Address and contact details

Next of Kin

Any medical or health issues

References/Suitability questions

# Junior Player Consent forms

Parental Consent form includes

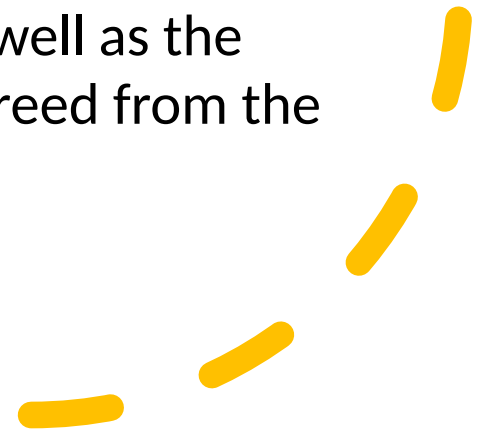
Age, Emergency contact details and any medical conditions

Photographic Permission Form

Which gives the club and the county the permission to take photos and publish them for the promotion of achievement and of the sport in general

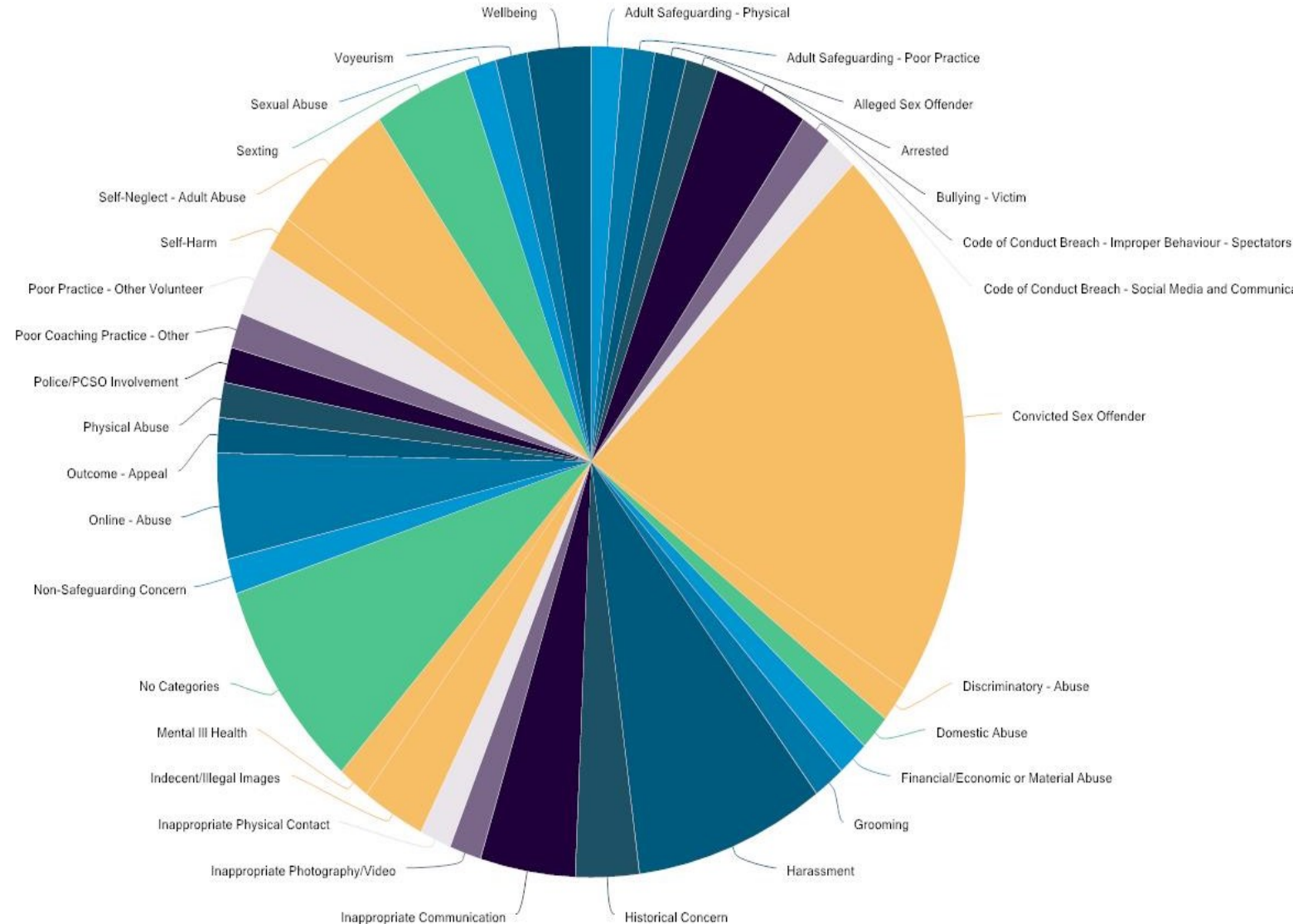
Code Of Conduct

As mentioned this is needed for parents as well as the juniors to ensure boundaries are set and agreed from the outset.



# My Concern - Data Collector

- From Jan22 to June 23 - 70 Cases have been brought to the BDA CMG
- Diverse cases across a wide spectrum from poor practice and member wellbeing, to disability discrimination from identity theft, to historic and current sexual offences
- Its important to document them all to help build a picture and ensure a consistent approach



# DISCLOSURE AND BARRING SERVICE

## DBS – How it works

A DBS application form is completed by the applicant and checked with the help of the local CSGO.

Application cost is currently £13

Processing time is approx. 2 weeks

The applicant is checked to ensure they are suitable to work with children and adults at risk

Upon issue the County / ESMBA must see and approve the certificate and applicant should register for the online update service

[www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

The image shows a stack of documents. The top document is an 'Enhanced Certificate' from the Disclosure and Barring Service. It is titled 'Enhanced Certificate Page 1 of 2'. The certificate lists the following information:

- Police Records of Convictions, Cautions, Reprimands and Warnings: NONE RECORDED
- Information from the list held under Section 142 of the Education Act 2002: NOT REQUESTED
- DBS Children's Barred List information: NOT REQUESTED
- DBS Adults' Barred List information: NOT REQUESTED
- Other relevant information disclosed at the Chief Police Officer(s) discretion: NONE RECORDED

The certificate also includes the text: 'Enhanced Certificate Act 1997. This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.' and 'CERTIFICATE IS NOT EVIDENCE OF IDENTITY. Disclosure and Barring Service, PO Box 166...'. Below the certificate is an 'Application form' from the Disclosure & Barring Service. The form includes the address: 'BRITISH CROWN GREEN BOWLING AS, 46 SILVERBROOK ROAD, NAYLORSFIELD, LIVERPOOL, MERSEYSIDE, L27 1XJ'. It also shows the form reference 'F0112417820' and the service's contact information: 'PO Box 3961, Wootton Bassett SN4 4HF'. The form has a barcode and the text 'Form Ref' and 'Disclosure & Barring Service'.

A DBS is required for CSGOS, ESMBA Committee members, ESMBA Coaches and ESMBA Umpires.

Additionally at County level it is recommended team managers, Committee members, competition organisers and club SGOs are checked.

DSMBA hold a data base but clubs should also be proactive and aware of who in their club have one and when they expire/need to be rechecked

# Further training opportunities

- BDA e-learning
- [Education - Bowls Development Alliance](#)
  
- Coach Bowls online courses.  
[Adult Safeguarding in Bowls | Coach Bowls](#)  
[Safeguarding: Time to Listen | Coach Bowls](#)

# Who to Contact

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- NGB Lead officer - 01258 817432 or email [lynn@esmba.co.uk](mailto:lynn@esmba.co.uk)
- NSPCC Tel No 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk).
- CPSU Tel No 0116 234 7278 or email [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)
- ANN CRAFT TRUST Tel 0115 951 5400 or email [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)
  
- Know your own Local LADO / SOCIAL SERVICES
- POLICE / AMBULANCE