

RUGBY THORNFIELD OUTDOOR BOWLS CLUB

SAFEGUARDING AND CHILD PROTECTION

POLICY

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Section 1: Introduction

- 1.1 Rugby Thornfield Outdoor 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 Children in Bowls” policy.
- 1.2 Rugby Thornfield Outdoor 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.
- 1.3 Rugby Thornfield Outdoor 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 Club’s Management Committee. It is the responsibility of all adults within the Club to assist the Committee in this endeavour.

Section 2: Policy Aims

- 2.1 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.
- 2.2 To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the Club.

- 2.3 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.

Section 3: Principles

- 3.1 The welfare of young people is paramount.
- 3.2 All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- 3.3 All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- 3.4 All members and volunteers working in bowls have a responsibility to report any concerns to the Club Safeguarding Officer.
- 3.5 Club members, volunteers and coaches will be supported by the Club to understand their role and responsibility with regard to the duty of care and protection of young people.
- 3.6 Individuals will receive support through education and training, coordinated by the Club/national governing body to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- 3.7 Rugby Thornfield Outdoor Bowls Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- 3.8 The Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:
- 3.8.1 The Children Act 1989 and 2004.
- 3.8.2 Working Together to Safeguard Children 2018.
- 3.8.3 The UN Convention on the Rights of the Child.
- 3.9 Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

Section 4: Responsibilities, Communication and Monitoring

- 4.1 Rugby Thornfield Outdoor Bowls Club's Child Protection Policy will be available to all members, parents, coaches, volunteers and participants.
- 4.2 The Club's Management Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the National Governing Body as appropriate.
- 4.3 The Club's Safeguarding Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Safeguarding Officer and informing appropriate Club members where relevant.
- 4.4 Parents have a responsibility to work together with the Club in implementing procedures and providing their children with the necessary information to keep themselves safe.

Section 5: The Club Safeguarding Officer

- 5.1 The Club's Management Committee has appointed a nominated member who has special responsibility for safeguarding issues and who undertakes appropriate training to keep up to date with national safeguarding guidelines.

This Officer's prime responsibilities are:

- 5.1.1 To assist the Club in developing or adopting the National Governing Body Safeguarding and Child Protection Policies and procedures.
- 5.1.2 To be the first point of contact for members, volunteers, children and parents/carers for any issue relating to safeguarding, including poor practice as well as potential or alleged abuse.
- 5.1.3 To ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- 5.1.4 To ensure parents and/or carers return all necessary documentation and that Club records are kept up to date.

Section 6: Obligations

- 6.1 Any member joining the Club who has not yet reached his/her eighteenth birthday will be subject to the Club's Safeguarding Policy and the Membership Secretary on receipt of an application for membership, will ensure the parent/carer's attention is drawn to the Policy, to these Procedures and to the need to return the junior consent form detailed in these Procedures.
- 6.2 Parents and Carers must provide the Club with all necessary documentation/consents for their child/children and must keep the Club Membership Secretary or Safeguarding Officer aware of any changes.
- 6.3 The Club appreciates that abuse can take many forms, of which the most common are:
 - 6.3.1 Physical Abuse
 - 6.3.2 Neglect
 - 6.3.3 Sexual Abuse
 - 6.3.4 Emotional Abuse
 - 6.3.5 Bullying, including Cyber Bullying
- 6.4 Abuse includes self-abuse, such as self-harming, personal neglect and abuse of alcohol and drugs.
- 6.5 If any person makes a disclosure to a Committee Member or member of the Club, the Club Safeguarding Officer must be immediately made aware of the situation.
- 6.6 It is not the task of the Club Safeguarding Officer (or any member) to themselves any allegation and/or situation. Once a disclosure has been made it should be reported immediately, using the Incident Reporting Form, to the National Governing Body Safeguarding Officer who will contact the appropriate outside agency/agencies in order that any necessary action to be taken.

Section 7: Appendix A - Incident Reporting Form

Details Of Young Person / Adult At Risk	
Name	
Date of birth	
Address	
Telephone number	
Name of parent/carer	
Contact details for parent/carer	
Club	
School	
Date concern received	
Contact Details Of Person Reporting The Concern	
Name	
Address	
Telephone number	
Club	
Details Of The Concern	
Date/Time	
Location	
Persons involved/witnesses	
Nature of concern	
How did the concern come to your attention?	

Observations. e.g. changes in behaviour, inappropriate actions, injuries etc.

Record of conversation. Details of exactly what was said to you and by you.

Action taken

Contact Made

Police	Yes / No	If yes, please state when	
Contact name and number		Details of advice received	
Social Services	Yes / No	If yes, please state when	
Contact name and number		Details of advice received	
Bowls England Child Protection Officer	Yes / No	If yes, please state when	
Contact name and number		Details of advice received	
Other agencies e.g NSPCC	Yes / No	If yes, please state when	

Contact name and number	Details of advice received		
Ethnic Group			
Please choose the category that best describes the individual's ethnic group from the following list and tick the appropriate box			
White			
A1 British <input type="checkbox"/>	A2 Irish <input type="checkbox"/>	A3 Any other white background <input type="checkbox"/>	
Mixed			
B1 White and Black Caribbean <input type="checkbox"/>		B2 White and Black African <input type="checkbox"/>	
B3 White and Asian <input type="checkbox"/>		B4 Any other mixed background <input type="checkbox"/>	
Asian			
C1 Indian <input type="checkbox"/>	C2 Pakistani <input type="checkbox"/>	C3 Bangladeshi <input type="checkbox"/>	C4 Any other Asian background <input type="checkbox"/>
Black or Black British			
D1 Caribbean <input type="checkbox"/>	D2 African <input type="checkbox"/>	D3 Any other Black background <input type="checkbox"/>	
Chinese or Other Ethnic Background			
E1 Chinese <input type="checkbox"/>	E2 Any other (please insert)		
Disability			
The Disability Discrimination Act 1995 defines a disabled person as anyone with a “physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day-activities.”			
Please choose the description that best describes the nature of the individual's disability and tick the appropriate box.			
A Visually impaired <input type="checkbox"/>		D Learning disability <input type="checkbox"/>	
B Hearing impaired <input type="checkbox"/>		E multiple disability <input type="checkbox"/>	
C Physically impaired <input type="checkbox"/>		F Other (please write below)	

Section 8: Appendix B - Junior Player Consent Form

Junior Player Consent Form	
<p>The safety and welfare of juniors in our care is paramount, and it is essential that we have parent's/carer's permission for any young person under 18 to take part in our activities and that we are aware of any illness, medical condition and other relevant health details so that the child's best interests are addressed.</p>	
Name of child	
Date of birth	
Address	
Telephone number	
<p>I hereby give permission for a Rugby Thornfield Outdoor Bowls Club responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.</p>	
<p>The attached signature will denote that my child has my permission to be on Rugby Thornfield Outdoor Bowls Club's premises.</p>	
<p>Please tick box if agreed <input type="checkbox"/></p>	
<p>I acknowledge that Rugby Thornfield Outdoor Bowls Club is not responsible for providing adult supervision for my child except for formal bowls sessions/coaching, matches & competitions.</p>	
<p>Please tick box if agreed <input type="checkbox"/></p>	
<p>I also agree to my child being transported by Club representatives to and from venues when he/she is representing Rugby Thornfield Outdoor Bowls Club.</p>	
<p>Please tick box if agreed <input type="checkbox"/></p>	
Parent/carer's name	
Parent/carer's signature	
Date	
Parent/carer's address (if different from above)	

Telephone number (if different from above)			
Parent/carer's email address			
Information contained in this form is confidential; it's the responsibility of the Parent/ Carer to keep the Rugby Thornfield Outdoor Bowls Club Safeguarding Officer or Membership Secretary informed of any changes.			
Alternative emergency contact details			
Name			
Relationship to the junior			
Telephone number			
Child's Doctor			
Name of Doctor's surgery			
Address of Doctor's surgery			
Telephone number			
The Equality Act 2010 defines a disabled person as having a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.			
Do you consider your child to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If yes, what is the nature of the disability?			
Sight impairment: <input type="checkbox"/> Hearing impairment: <input type="checkbox"/> Medical needs <input type="checkbox"/> Physical disability: <input type="checkbox"/> Learning disability: <input type="checkbox"/> Other: (please specify)			
Does your child have any communication needs e.g. non-English speaker/hearing impairment/sign language user/dyslexia? If yes, please tell us what we need to do to enable him/her to communicate with us fully.			