

Clanfield Bowls & Sports Club

Safeguarding Policy

Clanfield Bowls & Sports Club (CBSC) is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Bowls England requirements.

The policy recognises that the welfare and interests of all children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation or socio-economic background, all children and adults at risk

- have a positive and enjoyable experience of sport at CBSC in a safe and appropriate environment
- are protected from abuse whilst participating in Bowls or outside of the activity.

As part of our safeguarding policy CBSC will:-

- promote and prioritise the safety and wellbeing of children and young people and adults at risk
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults at risk
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in CBSC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in exclusion from the organisation.

Monitoring

The policy will be reviewed a year after adoption and then every three years, or in the following circumstances:

- changes in relevant legislation and/or government guidance
- as required by Bowls England requirements.
- as a result of any other significant change or event.

Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

- CBSC's management committee has overall accountability for this Policy and its implementation.
- The club Safeguarding Officer is responsible for updating this Policy in line with legislative and club developments.
- All individuals involved in/present at the club are required to adhere to the Policy and Code of Conduct.

Where there is a safeguarding concern/disclosure:

- The individual who is told about, hears, or is made aware of the concern/disclosure is responsible for following the Reporting a Safeguarding Concern procedure. Unless someone is in immediate danger, they should inform the Safeguarding Officer.
- The Safeguarding Officer would then follow the procedures in the safeguarding policy.
- Dependent on the concern/disclosure, a referral may be made to:
 - The police in an emergency (999)
 - Local Authority Children's Services
 - Local Authority Adult Services:
 - Disclosure and Barring Service for concerns/disclosures about a member of staff, consultant, coach, official or volunteer 03000 200 190

Contact Details

Safeguarding Officer:

CBSC: Name: Helen Glover

Contact number(s):

What to do if a disclosure from a child or adult at risk is made to you:

1. Reassure the child/adult that s/he is right to report the behaviour.
2. Listen carefully and calmly to him/her.
3. Keep questions to a minimum – and never ask leading questions.
4. Do not promise secrecy. Inform him/her that you must report your conversation to the Safeguarding Officer (and the police in an emergency) because it is in his/her best interest.
5. REPORT IT! If someone is in immediate danger call the police (999), otherwise talk to the Safeguarding Officer as soon as possible.
6. Do not let personal doubt prevent you from reporting the concern/disclosure.
7. Make an immediate objective written record of the conversation using the Incident Reporting Form. Make certain you distinguish between what the person has actually said and the inferences you may have made. Pass the form promptly to the Safeguarding Officer.

Code of Conduct

All volunteers agree to:

- Prioritise the well-being of all children and adults at risk at all times.
- Treat all children and adults at risk fairly and with respect.
- Be a positive role model. Act with integrity, even when no one is looking.
- Help to create a safe and inclusive environment both on and off the green.
- Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language.
- Report all allegations of abuse or poor practice to the Safeguarding Officer.
- Not use any sanctions that humiliate or harm a child or adult at risk.
- Value and celebrate diversity and make all reasonable efforts to meet individual needs.
- Have the relevant consent from parents/carers, children and adults before taking or using photos and videos.
- Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five).

- Refrain from smoking and consuming alcohol during club bowling activities or coaching sessions.
- Ensure roles and responsibilities are clearly outlined and everyone has the required information and training.
- Avoid being alone with a child or adult at risk unless there are exceptional circumstances.
- Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle.
- Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such.
- Not have a relationship with anyone under 18 for whom they are coaching or responsible for.
- Not to have a relationship with anyone over 18 whilst continuing to coach or be responsible for them

All members, adults and children agree to:

- Be friendly, supportive and welcoming to other children and adults.
- Play fairly and honestly.
- Respect club volunteers and Officials and accept their decisions.

- Take care of your equipment and club property.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity.
- Not use bad, inappropriate or racist language, including on social media.
- Not bully, intimidate or harass anyone, including on social media.
- Talk to the club Safeguarding Officer about any concerns or worries they have about themselves or others.

CBSC Safeguarding incident reporting Form: Child

Your name:	Name of organisation:
Your role::	
Contact information (you): Address: Postcode: Telephone numbers: Email address:	
Child's name:	Child's date of birth:
Child's ethnic origin: Please state	Does child have a disability? Please state
Child's gender: • Male	

<ul style="list-style-type: none"> • Female
Parent's / carer's name(s):
Contact information (parents/carers): Address: Postcode: Telephone numbers: Email address:
Have parent's / carer's been notify of this incident? <ul style="list-style-type: none"> • Yes • No If YES please provide details of what was said/action agreed:
Are you reporting your own concerns or responding to concerns raised by someone else: <ul style="list-style-type: none"> • Responding to my own concerns • Responding to concerns raised by someone else
If responding to concerns raised by someone else: Please provide further information below
<i>Name:</i>
<i>Position within the sport or relationship to the child:</i>
<i>Telephone numbers: Email address:</i>
Date and times of incident:
Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address: Postcode:

Telephone number: Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address: Postcode:

Telephone number: Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Contact your organisation's Safeguarding Officer in line with CBSC reporting procedures.

CBSC Safeguarding incident reporting

Form: Adult at risk

Your name:	Name of organisation:
Your role::	
Contact information (you): <i>Address: Postcode:</i> <i>Telephone numbers: Email address:</i>	
Adult's name:	
Ethnic origin: <i>Please state</i>	Does the adult have a disability? <i>Please state</i>

Adult's gender:

- Male
- Female

Partners / carer's name(s):

Contact information (partner's/carers):

Address: Postcode:

Telephone numbers: Email address:

Have partner / carers been notify of this incident?

- Yes
- No

If YES please provide details of what was said/action agreed:

Are you reporting your own concerns or responding to concerns raised by someone else:

- Responding to my own concerns
- Responding to concerns raised by someone else

If responding to concerns raised by someone else: Please provide further information below

Name:

Position within the sport

Telephone numbers: Email address:

Date and times of incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Adult's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:
Name:

Position within the club or relationship to the adult:

Date of birth (if child):

Address: Postcode:

Telephone number: Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the adult::

Date of birth (if child):

Address: Postcode:

Telephone number: Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
- No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Contact your organisation's Safeguarding Officer in line with Clanfield Bowls & Sports Club reporting procedures.