

CCSMBA INFORMATION PACK SECTION 13 CHILD AND VULNERABLE ADULT PROTECTION POLICY

The Bowls Development Alliance in partnership with Bowls England, English Indoor Bowling Association Ltd, English Short Mat Bowling Association, English Bowling Federation and the British Crown Green Bowling Association have developed a policy for the sport of bowls which outlines the four organisations commitment to ensuring that the sport provides a safe environment for all young people to play. The policy clearly outlines the processes that need to be gone through if a situation arises where a child may be at risk and provides advice on support that is available to you and who you may need to inform. The policy is not just aimed at those clubs with juniors it is also there for clubs that work closely with young people or adults with a disability or those young people or adults who are known to be at risk.

Guidelines have also been developed for those clubs who are seeking guidance on particular aspects of safeguarding for example, there is a job description for a Bowls Club Welfare Officer (formally known as the Child Protection Officer), guidance on how to safely recruit both paid and unpaid volunteers and staff and details of the Local Safeguarding Boards who offer support when needed.

To assist clubs in developing its own policies and procedures a range of templates are available to download. These can be found, together with the Safeguarding Bowls Policy and Guidelines at: <http://www.safeguardingbowls.org/>.

As part of the funding agreement from Sport England all sports have to complete a number of standards to show they are committed to ensuring their sport is safe. The BDA was awarded the NSPCC Advanced Safeguarding Standard in November 2016.

It is important that all member clubs of the CCSMBA read the above policy/guidelines and take the action recommended. By doing so, clubs will demonstrate their awareness of the relevant issues and a commitment to keeping safe any individual taking part in its activities. In the unlikely event of any future allegations or instances of abuse, such commitment will stand the Association, its clubs and all their members in good stead.

This document should be read alongside the following information:

Cornwall Sports Partnership Safeguarding Information
<http://www.cornwallsportpartnership.co.uk/safeguarding>

The Sport Partnership also produce a handy guide
http://www.cornwallsportpartnership.co.uk/files/working_together_booklet.pdf

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1 NOTICE OF CHILD AND VULNERABLE ADULT PROTECTION POLICY

The Cornwall County Short Mat Bowling Association (CCSMBA) fully accepts its legal and moral obligation to exercise its duty of care to protect all children and vulnerable adults participating in its activities, and to safeguard their welfare.

We are committed to do this by acknowledging that:

- ⊙ the welfare of the individual is paramount
- ⊙ each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse
- ⊙ each individual has a right to be safe, and to be treated with respect and dignity

We shall use our best endeavours to ensure that:

- ⊙ all allegations of abuse are taken seriously
- ⊙ the response to them is swift and appropriate
- ⊙ the effectiveness of our policy is reviewed annually
- ⊙ a responsible person shall be appointed annually as Child Protection Officer to whom members can address any concerns

Further to the above we acknowledge our responsibility to help, encourage and support our member clubs in the introduction and maintenance of protection for children and vulnerable adults.

Clubs are encouraged to display a safeguarding statement at the club premises together with details of the Club Safeguarding Officer and County Safeguarding Officer in the format below. Clubs that are members of more than one governing body need only have one Safeguarding Officer but must show the contact details on each of the codes' notice boards where these exist.

**The CCSMBA Safeguarding Officer is
Gill Cawrse**

Tel: 01726 850156

Email: gillcawrse@hotmail.com

Declaration by Short Mat Bowling Club

As a member of the CCSMBA, we fully endorse the above policy and will seek to ensure that our club members are aware of the responsibilities and obligations contained in the policies issued by the Bowls Development Alliance of behalf of the National Governing Bodies for bowls in England.

The Club's Child Protection Officer is

Name: _____

Tel: _____ **Email:** _____

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2 SAFEGUARDING OFFICERS

Each year the CCSMBA Committee will nominate one of its officers to fulfil the responsibilities of the County's **Safeguarding Officer**. In addition, all Clubs within the CCSMBA are strongly recommended to appoint a designated person from their own membership to be their Club **Safeguarding Officer** to handle any child and vulnerable adult protection issues.

The Club CPO should act as the first point of contact for anyone in the Club who has any concerns

- about a child or vulnerable adult
- about poor practice relating to children or vulnerable adults
- about possible abuse of children or vulnerable adults

Further, they are the nominated person

- to whom any child or vulnerable person can turn if needed
- who should ensure that any allegations or suspicions of abuse are reported without delay to the relevant authority

The Safeguarding Officer therefore needs to be perceived as being approachable and as having a child-focussed and/or vulnerable adult-focussed approach. Prior to appointment these persons should undertake a Disclosure & Barring Service (DBS) check at Enhanced Level.

Club Safeguarding Officers do not have to be present at all times and clubs with less than 20 members can share an officer with other clubs. The County Safeguarding Officer will maintain a register of all current Safeguarding Officers.

The role of the Safeguarding Officer is critical in ensuring that the Child and Vulnerable Adult Protection Policy works in practice. Safeguarding Officers do not need to be child or vulnerable adult "experts" (that is the role of the Police and Social Services), but they should familiarise themselves with the content of the documentation issued by the Bowls Development Alliance available to download from www.safeguardingbowls.org.

Notes - A child is anyone under the age of 18 years. A vulnerable adult is anyone over the age of 18 who is not able to take care of him/herself or protect him/herself against harm or exploitation.

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3 DBS CHECKS

The Disclosure & Barring Service (DBS) is able to carry out checks related to an applicant's suitability to work with children or vulnerable adults.

Anybody may have the potential to abuse children/vulnerable adults in some way and it is essential that Clubs take all reasonable steps to ensure that unsuitable people are not allowed to work with them. It is therefore important that checks are made as to the suitability of those volunteering to become involved with children/vulnerable adults and they should be asked to complete a disclosure to Enhanced Level.

Persons who need, or it is recommended, to be DBS checked are:

National Safeguarding Officer – **Mandatory**

ESMBA Committee Members – **Mandatory**

County Safeguarding Officer – **Mandatory**

Coaches – **Mandatory**

Umpires – **Recommended**

Any person who has regular and relevant contact with Children or Vulnerable adults – **Mandatory**

Team Managers and Competition Organisers – **Mandatory**

Any person who is dealing with children at schools, running Junior Tournaments or activities for vulnerable adults – **Mandatory**

The recommendation for Umpires to be CRB checked is that it covers them for direct confrontation and the accusation of bullying. Bullying is considered a serious offence on Children and vulnerable adults and people have to be aware of the consequences of bullying.

Access to the DBS checking service is available via Lynn Dean, the ESMBA Child Protection Officer from whom Disclosure Application Forms should be obtained. Full details are available in this document.

The ESMBA will not take responsibility for any person who has a DBS clearance not obtained through the ESMBA.

DBS checks will need to be renewed every three years.

More information about DBS checks can be found online at http://www.safeguardingbowls.org/downloads/pdf/criminal_records_march_2016.pdf

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CORNWALL COUNTY SHORT MAT BOWLING ASSOCIATION

.....Short Mat Bowling Club

CHILD AND VULNERABLE ADULT PROTECTION POLICY

PARENT/CARER CONSENT FORM

The information given on this form is **CONFIDENTIAL**. It is required so that both Club and CCSMBA officials may be informed of the parent's/carer's wishes with regard to their child's participation in Club or CCSMBA activities and so that relevant information is available in the event of any emergency. **A newly completed form in respect of each member under 18 must accompany the Club's registration details sent to the CCSMBA Membership Secretary at the beginning of each season. This will be forwarded to the CCSMBA Child Protection Officer. Copies must also be retained by the Club's Child Protection Officer as well as by the parent/carer.**

(A) CONSENT

Name of Child..... Date of Birth.....

I am the parent/legal guardian of the child named above and I consent to him/her taking part in Club and CCSMBA activities whether on Club premises or at away venues. I acknowledge that the Club and CCSMBA will take all reasonable steps in the exercise of their duty of care to keep him/her from harm. I understand that in the event of an accident or other emergency every effort will be made to contact me. If unable to be contacted, I consent to my child receiving urgent medical treatment which in the opinion of a qualified medical practitioner may be necessary, including transportation to hospital, and I accept that such practitioner will need to be informed of any condition and/or medication disclosed below.

I have read all the information on this form and give additional consents where indicated below.

Name..... Relationship to child.....

Address..... Tel. Number(s).....

Signed..... Date.....

I has/has not been necessary for me to supply additional information on a separate sheet.

(B) TRANSPORT

It is normally the parent's/carer's responsibility to deliver and pick up their child from the Club premises. It should be noted that participation in some Club or CCSMBA events may involve travel to venues other than that of the child's own Club (e.g. for "away" games or participation in "open" competitions). Any Club or CCSMBA members involved in transporting your child will comply with the codes of practice laid down in the CPP policy document issued by the English Bowls Joint Panel. You will be fully informed of their name and pickup and drop-off times will be agreed with you.

I give/do not give my consent for my child to be transported by nominated Club or CCSMBA members.

Note 1 - If consent is not given, the parent/carer will be responsible for delivering their child to all events on time and picking them up at the conclusion of the event.

Note 2 - This consent does NOT apply to transport to any location involving an overnight stay. Any such journeys will require the Club or CCSMBA to fully involve parents/carers in such arrangements.

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(C) HEALTH PROFILE

In the interest of your child, it is essential to know whether he or she suffers from any illness or medical conditions. Please use the following sections to state any health or other matter concerning your child of which Club and CCSMBA officials should be aware, including any prescribed medication and additional emergency contact names and numbers.

(1) MEDICAL CONDITIONS - Is the child DIABETIC, EPILEPTIC or ASTHMATIC or are there any other conditions, DISABILITIES or INJURIES that Club and CCSMBA officials should know about?

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(2) MEDICATION – Give details of any medications currently required by the child.

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(D) EMERGENCY CONTACTS – In case parents/carers cannot be contacted or other need.

Contact 1

Name..... Relationship to child.....

Address..... Tel. Number(s).....

Contact 2

Name..... Relationship to child.....

Address..... Tel. Number(s).....

Contact 3

Name..... Relationship to child.....

Address..... Tel. Number(s).....

(E) PHOTOGRAPHY

Photographs and/or videos of those involved in Club/CCSMBA activities may occasionally be taken. The Club/CCSMBA will seek to ensure that only accredited photographers are used and that any such photos will convey the best principles and aspects of Bowls. The images produced may be reproduced in any future annual CCSMBA Handbook or published on the CCSMBA website or submitted to local Press publications.

I give/ do not give my consent to my child being photographed for the purposes stated.

(F) DRUGS

Under the UK Sport Drug-Free Sport Policy, it may be necessary for your child to be tested for sport enhancing drugs.

I give/do not give my consent to my child being tested for sport enhancing drugs.

If you require information on Club or CCSMBA activities, or have any concerns regarding your child's participation, please contact either of the Child Protection Officers named below.

CCSMBA CPO.....Telephone number(s).....

Club CPO.....Telephone number(s).....