

**HARPENDEN & DISTRICT INDOOR BOWLING CLUB LTD**

**Safeguarding Children and Adults at Risk  
Policy & Procedures**

# **HDIBC Safeguarding Children and Adults at Risk**

## **Policy & Procedures**

### **POLICY**

The Harpenden & District indoor Bowling Club (hereafter in this document as HDIBC) fully acknowledges and accepts its responsibility for the safety and well being of all children, young people and adults at risk who engage in activities within HDIBC Premises.

Please note this document is about safeguarding children, young people and adults at risk, but the reader should be aware that HDIBC does not tolerate bullying in any form by any person regardless of age group.

HDIBC's safeguarding procedures are designed to comply with the requirements of "Bowls England" and its safeguarding procedures. These procedures ensure that national standards for safeguarding are met and implemented throughout the Club. (The Children's Act 1989 and 2004 and Working Together to Safeguard Children).

#### **Definition of a Child or Young Person**

A child or young person is someone under the age of 18 years. A child under the age of 10 must have a parent or guardian present while the child is on club premises. For the remainder of this document the terms "Child" or "Children" will be used in place of "Child or Young Person" to mean anyone under the age of eighteen.

#### **Definition of the term 'Adult at Risk' or Vulnerable Adult' is:**

Someone who is aged 18 or over:

- Who is unable to protect him/herself against significant harm or exploitation;
- Who may need community care services by reason of mental or other disability, increasing frailty or illness, alcohol or drug dependency;
- Who is or may be unable to take care of him/herself (includes alcohol or drug dependency).

The term "Adult at risk" or 'Adults at risk" will be used throughout this document, as appropriate, to mean both Adult at Risk or Vulnerable Adult.

If you take part or intend to take part in any bowls activity with children or adults at risk, you are automatically placed in a position of trust that carries authority, status, power and responsibility. The application of this policy and procedures across the Club, promoting safeguarding good practice, is mandatory.

The person with responsibility for implementing safeguarding protection at HDIBC is the HDIBC Safeguarding Officer. Leadership responsibility for the organisation's safeguarding arrangements is taken by the Club Chairman.

## **Aims & Key Principles of the Policy**

### **Aims**

The aims of the HDIBC's Safeguarding Children and Adults at Risk Policy are to:

- Safeguard all children and adults at risk who interact with the Club and its members.
- Demonstrate best practice in safeguarding children and adults at risk.
- Develop a positive approach to safeguarding to enable all children and adults at risk to participate in an enjoyable and safe environment.
- Promote high ethical standards throughout.

### **The key principles underpinning this policy are:**

- The welfare of the child or adult at risk is, and must always be, of paramount consideration.
- All children and adults at risk have a right to be protected from abuse regardless of their gender, race, disability, sexual orientation, religion or belief or age.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to efficiently and appropriately.
- Ensuring that staff, coaches, parents and other adults who meet children and adults at risk are good role models.
- Working in partnership with other organisations, children and adults at risk and their parents/responsible person is essential.

# **PROCEDURES**

## **Scope**

All the requirements of this policy are obligatory and are to be enforced where there are any suspected instances of poor practice or abuse.

All members of HDIBC must make themselves aware of the Club's Safeguarding Children and Adults at Risk Policy and Procedures. Where appropriate to their interaction with children or adults at risk, they will be supported by the club Safeguarding Officer.

All activities undertaken at the following locations/departments are under the remit of this policy, including:

- Participation in any HDIBC coaching sessions
- Participation in any HDIBC practice sessions
- Participation in any HDIBC competitions
- Participation in any HDIBC social event
- Use of the HDIBC premises

## **Safeguarding Officer**

The role of the HDIBC Safeguarding Officer is to:

- Provide clarity across the Club to ensure full compliance with Bowls England safeguarding procedures.
- Be the first point of contact for staff, members, volunteers, children, adults at risk and parents/ responsible person for any issue concerning poor practice, potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines through to completion.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB Designed Safeguarding Officer.
- Maintain confidentiality.
- Report to Senior Club Management on the effectiveness of the Club's safeguarding strategy and any concerns
- Take advice from County and National safeguarding authorities as required.
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees, noting the need for confidentiality.

## **Recruitment & Disclosure**

As part of the Club's safeguarding procedures, when taking part in any activity with children and adults at risk, coaching staff will be subject to a satisfactory Enhanced Disclosure Barring Service (DBS) check and appropriate references.

Should an individual's DBS check reveal any convictions the Club will consider whether the nature of the offence/offences renders the person concerned unsuitable for participating in club activities with children young people, and adults at risk.

In such circumstances, when the nature of any disclosure has to be considered, a risk assessment will be carried out to assess the information contained within the disclosure certificate.

Advice may be sought from the Hertfordshire Development, Welfare & Child Protection Officer by the Safeguarding officer.

## **Responsibility of safeguarding children and adults at risk – position of trust and duty of care**

All club members are accountable for the way in which they exercise authority, manage risk, use resources and protect children and adults at risk from discrimination and avoidable harm.

All members have a duty of care to keep children and adults at risk safe; this can be exercised through the development of respectful, caring relationships between adults and the person concerned.

Members must demonstrate integrity, maturity and good judgment whilst participating in any activity with children and adults at risk. Any person responsible for a child or adult at risk, whether solely or jointly, is in a position of trust that requires behavior to be in accordance with this policy.

Examples of positions of trust include (but are not limited to):

- Club coaches,
- Club officials and organisers
- Club photographers

## **Good Practices**

All members working with children or adults at risk should adhere to the following principles and action (list is not exhaustive):

- Always be in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Make the experience of the sporting activity fun and enjoyable.
- Promote fairness, confront and deal with bullying.
- Treat all children and adults at risk equally and with respect and dignity.
- Always put the welfare of the child or adult at risk first.
- Maintain a safe and appropriate distance with children and adults at risk and avoid unnecessary physical contact.
- Where any form of manual/physical support is required it should be provided openly and with the consent of the child or adult at risk.
- Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child or adult at risk's consent has been given.
- Request written parental/ responsible person consent if Club officials are required to transport children or adults at risk.
- Gain written parental/ responsible person consent for any significant travel arrangements e.g. overnight stays.
- Coaches must be qualified by a recognised coaching certification organisation.
- Be a good role model, this includes not smoking or drinking alcohol in the company of children or adults at risk.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Secure written parental consent for the Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if needed. (Template letter for children attached to this document as Appendix 4)
- Keep a written record of any injury that occurs, and details of any treatment given.
- Adopt all other good practice/common sense principles according to varying situations.

## **Poor Practices**

The following are regarded as extremely poor practice and may be considered as high-risk offending factors, and therefore must be avoided:

- Unnecessarily spending excessive amounts of time alone with children and adults at risk away from others.
- Being alone in changing rooms, toilet facilities or showers used by children and adults at risk.
- Taking children or adults at risk alone in a car on journeys, however short.
- Taking children or adults at risk to your home where they will be alone with you.
- Sharing a room with a child or adult at risk.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing children and adults at risk to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child or adult at risk even in fun.
- Reducing a child or adult at risk to tears as a form of control.
- Allow allegations made by a child or adult at risk to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that a child or adult at risk can do for themselves.
- Communicate with a child or adult at risk via social media on a personal basis
- Communicate with a child or adult at risk using electronic communication unless this is on a business level
- If in doubt... do not do it!

Challenging poor practice such as racism, sexism, homophobia, bullying, foul, aggressive or provocative language or any controlling behavior that upsets children or adults at risk is vital. Never ignore bullying or verbal abuse by supporters, parents, coaches, children or adults at risk. Listen to and support the person being targeted. Explain to the bully that poor behavior is unacceptable.



## **Responding to concerns about a child**

Abuse can and does occur in a variety of situations, which may include sport or other social activities. Most children are abused by someone known to them. This may be within or outside of the bowls context. Concerns may arise from a child or adult expressing concerns or by something observed that raise issues.

It is important that those involved in bowls are vigilant about concerns, and that all allegations are taken seriously and appropriate action taken.

There is a responsibility to inform appropriate agencies of possible abuse so that they can then make enquiries and take any action necessary to protect the child. This applies both to suspicions of abuse occurring within the context of bowling activities and to allegations that abuse is taking place elsewhere.

Examples of concerns that might arise are:

- A parent who pushes too hard.
- A coach who adopts a win-at-all costs philosophy.
- An older player who intimidates (inappropriately).
- An official who places unfair pressure on a person.
- Changes in a child's behaviour linked to concerns about home.

If there is cause for concern you need to:

- Stay calm.
- Keep an open mind.
- Listen very carefully to what is being said and take the child seriously.
- As soon as possible record in writing what was said using the child's own words.
- Explain who needs to know.
- Keep questions to a minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the child that they have done the right thing telling you.
- Report the issue in line with procedures.

All concerns about a child must be taken seriously, investigated appropriately and treated confidentially.

It is not the responsibility of the Bowls Club Safeguarding Officer or anyone working in bowls to decide if a child has been abused. It is however their responsibility to act upon any concern and refer to the County Safeguarding Officer and/or NGB Safeguarding Officer (as appropriate).

## **Responding to concerns about an Adult at Risk**

You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the Club Safeguarding Officer.

If you are concerned someone is in immediate danger, contact the police straight away.

It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert.

## **Safeguarding Procedures**

The Club encourages all members to raise concerns they may have about any safeguarding poor practice or abuse as early as possible to the Safeguarding Officer. The club will respond accordingly to promote a safer environment.

If you have any questions regarding this section of the Safeguarding Policy and Procedures, please contact the Safeguarding Officer.

## **Procedure for raising a safeguarding concern**

How to raise a concern?

You do not need to have firm evidence before raising a concern. But we do ask that you explain as fully as you can the information or circumstances that gave rise to your concern.

### **Step 1**

If you have a concern of any form of safeguarding poor practice or abuse, raise it first with the designated Safeguarding officer in writing, giving as much detail as possible.

### **Step 2**

If you feel unable to raise the matter with the Safeguarding officer for whatever reason, raise the matter with the Club Chairman or Head Coach.

### **Step 3**

If these channels have been followed and you still have concerns, or if you feel that the matter is so serious that you cannot discuss it with any of the above, please contact:

**Hertfordshire Development, Welfare & Child Protection Officer**

Steps will then be taken to fully investigate the matter to decide what appropriate action should be taken.

The Club is committed to protecting children and adults at risk and will take action to uphold this commitment.

## **Use of photography & film images.**

The Club takes its guidance on the use of images from guidelines issued by Bowls England.

The Club will not allow an image to be used for something other than that for which it was initially agreed.

No photography is allowed on HDIBC premises without the prior permission of the club secretary.

- Before taking images of children parental consent must be sought in writing, at the start of the season or prior to the event via the Junior Consent Form (Appendix 4).
- Parents/ responsible person are responsible for informing the Club of any change of circumstances within the season that may affect consent.
- Parents/ responsible person will be informed of how the image will be used.
- All children featured in Club publications will be appropriately dressed.
- If possible, the image will focus on the activity taking place and not a specific child.
- Where appropriate, images will represent the broad range of people participating safely in the event.
- Club photographers will, where applicable, undertake a DBS.
- Children who are the subject of a court order will not have their images published in any Club document.
- No images of children featured in Club publications will be accompanied with personal details such as their home address.
- Recordings of children for the purposes of legitimate coaching aids will only be filmed by Club officials and stored safely and securely at the Club's premises.
- Mobile phone or other cameras are not to be used in changing rooms.
- The Club does not put young player profiles with images and personal information on its website.


**List of Appendices**

**Appendix 1** signs and indicators of abuse - Children

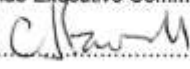
**Appendix 2** signs and indicators of abuse – Adults at risk

**Appendix 3** Key Safeguarding Contacts

**Appendix 4** Consent letter for Children and Young Adults.

Policy Updated by: Trevor Clark  
Signature:   
Position: Head Coach  
Date: 18/10/19

Policy agreed by: Linda Burfot  
Signature:   
Position: HDIBC Safeguarding Officer  
Date: 18/10/19

Policy approved on behalf of the Club Executive Committee by:  
Signature:   
Position: Club Chairman  
Date: 18-10-19

## **Appendix 1 - Signs and indicators of abuse - Children**

One or more of the following might trigger concerns about a child:

- A sudden change in behavior
- Something a child says

Physical signs of abuse  
and understanding of the child.

The signs may vary according to the age

Type of abuse	Physical Signs	Behavioral Signs
Physical abuse	Physical signs such as unexplained and unusual bruising, finger and strap marks, injuries, cigarette burns, bite marks, fractures, scalds, missing teeth.	Behavioral signs such as fear of contact, aggression, temper, running away, fear of going home, reluctance to change or uncover body, depression, withdrawal, bullying or abuse of others.
Neglect	Physical signs such as constant hunger, ill-fitting or inappropriate clothes, weight change, untreated conditions, continual minor infections, failure to supply hearing aids, glasses and or inhalers.	Behavioral signs such as always being tired, early or late, absent, few friends, regularly left alone, stealing, no money, parent or responsible person not attending or supportive.
Sexual Abuse	Physical signs such as genital pain, itching, bleeding, bruising, discharge, stomach pains, discomfort, pregnancy, incontinence, urinary infections or STDs, thrush, anal pain on passing motions.	Behavioral signs such as apparent fear of someone, nightmares, running away, sexually explicit knowledge or behavior, masturbation, bed-wetting, eating problems, substance abuse, unexplained money or gifts, acting out with toys, self-harm.
Bullying	Physical signs such as weight change, unexplained injuries and bruising, stomach and headaches, bed-wetting, disturbed sleep, hair pulled out.	Behavioral signs such as difficulty making friends, anxiety over school, truancy, withdrawn, anger, moodiness, suicide attempts, reduced performance, money and possessions reported as lost, stealing from within the family, distress and anxiety on reading texts or e-mails.
Emotional Abuse	Physical signs such as weight change, lack of growth or development, unexplained speech disorders, self-harm, clothing inappropriate for child's age, gender or culture etc.	Behavioral signs such as unable to play, fear of mistakes, fear of telling parents, withdrawn, unexplained speech and language difficulties, few friends.
Radicalisation	Physical signs such as they are observed downloading, viewing or sharing extremist propaganda from the web. They may change their appearance, their health may suffer (including mental health) and they may become isolated from family, friends, peers or social groups.	They become withdrawn and focused on one ideology. They express a desire/intent to take part in or support extremist activity. Their views become increasingly extreme regarding another section of society or government policy. An individual becomes increasingly intolerant of more moderate views.

## **Appendix 2 - Signs and indicators of abuse – Adults at risk**

The Care Act 2014 and the Care and Support Statutory Guidance define the categories of abuse but emphasises that organisations should not limit their view on what constitutes abuse.

The main forms of abuse are not an exhaustive list but an illustration as to the sort of behaviour that could give rise to a Safeguarding concern.

Type of Abuse	Description of Abuse
Physical Abuse	Including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
Domestic Violence / Abuse	Including psychological, physical, sexual, financial, emotional abuse; so called 'honour' based violence.
Sexual Abuse	Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting, sexual exploitation.
Psychological abuse	Including emotional abuse, threats of harm or abandonment, radicalisation, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
Financial or material abuse	Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
Modern Slavery	Encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
Discriminatory abuse	Including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.
Organisational abuse	Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
Neglect and acts of omission	Including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
Self-neglect	This covers a wide range of behaviour; neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Not included in the Care Act 2014 but also relevant:

**Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

**Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

**Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.'

**Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

### Appendix 3 - Key Safeguarding Contacts

Club Safeguarding Officer (Linda Burfot)	01442 250467 07754 807559
Hertfordshire Development, Welfare & Child Protection Officer (Graham Marriner)	01707 660336 07914 151980
Bowls England Safeguarding Manager	
Police -	101 or 999 in an emergency
Police – Child Abuse Investigation Unit –	01707 354 000
Hertfordshire Children Schools and Families (24hrs) -	0300 123 4043
FA NSPCC –	0808 800 5000
Child Line –	0800 1111
Hertfordshire Safeguarding Adults Board (24hrs) -	0300 123 404



**Appendix 4 Child Consent Letter (obtained from the Safeguarding Officer or Head Coach)**

**HIBC Indoor Bowls Club  
Junior Member**

Waldegrave Park, Aldwickbury Crescent, Harpenden AL5 5SA.

01582 767305 **New junior member consent form**

Name of child ..... Date of birth .....

Address .....

e-mail: .....Telephone (home).....

Parent/guardian: Mobile..... Work.....

In the interests of your child, it is essential to know whether he or she suffers from any illness or medical condition, e.g. diabetes, asthma, epilepsy, autism, dyslexia etc. Please use this space to state, in confidence, any health or other matter concerning your child of which the coaches should be aware. Please also indicate any prescribed medication etc. *(use a separate sheet if necessary)*

.....  
.....

(A) I consent to my child taking part in the Club activities whether on its premises or at away venues. I acknowledge that the Club will take all reasonable steps in the exercise of its duty of care to keep him/her from accident or harm. I understand that in the event of an accident or other emergency every effort will be made to contact me. If unable to make contact, 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 accept that such practitioner will need to be informed of any condition/medication disclosed above.

(B) I consent to my child being photographed during Club events by a club or accredited photographer. The images produced will be for use in the Club and publicity, and will convey the best principles and aspects of bowls.

(C) If my child is under the age of 10, I will be on the Club premises while he/she is attending any event there.

(D) I am the parent / legal guardian of the child.

**Signed** ..... **Name (block capitals)**.....

**Relationship**..... **Date**.....

Other adult contact(s):

Name..... Relationship..... Phone.....

Name..... Relationship..... Phone.....

***If you have any concerns, please contact either of the following:***

**HDIBC Safeguarding Officer**

Linda Burfot, 196 Boxted Road, Hemel Hempstead, HP1 2QT. Tel: 01442 250467 email: lindyloo@dcgardens.co.uk

**Head Coach:**

Trevor Clark, 143 Aldwickbury Crescent, Harpenden, AL5 5SS. Tel: 01582769671 email: trevorjean.clark@gmail.com