

# **ANGEL (TONBRIDGE) INDOOR BOWLS CLUB**

## **SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY**

### **Policy Statement**

The Angel (Tonbridge) Indoor Bowls Club has a duty of care to safeguard all children involved in the Angel Indoor Bowls Club from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The Angel Indoor Bowls Club will ensure the safety and protection of all children and vulnerable persons involved at the Angel Indoor Bowls Club through adherence to the Safeguarding guidelines adopted by the Club.

### **Policy Aims**

The aim of the Angel Indoor Bowls Club Safeguarding Policy is to promote good practice and to:

- Provide children and young people with appropriate safety and protection whilst in the care of the Angel Indoor Bowls Club.
- Allow all staff, members and volunteers to make informed and confident responses to specific protection issues.

### **Promoting Good Practice**

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with judgements about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self esteem. In such instances the Club must work with the appropriate agencies to ensure the child receives the required support.

All Junior coaches and regular helpers have attended a safeguarding course and hold the relevant DBS. All coaches and helpers follow the good practice guidelines set out below. This ensures that both children and adults are kept safe.

### **Good Practice Guidelines**

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encourage open communications with no secrets.)
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always put the welfare of each person first, before winning and achieving goals.
- Maintaining a safe and appropriate distance with players. (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them.)
- Building balanced relationships based on mutual trust enabling children to share in the decision making.
- Making sport fun, enjoyable and promoting fair play.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible.
- Always ensure that parents, carers, teachers, coaches or officials work in pairs.
- Ensure that if mixed teams are taken away they are always accompanied by male and female adults.
- Being an excellent role model. This includes not smoking or drinking alcohol or using bad or abusive language in the company of young children.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young players and disabled adults. Avoid excessive training or competition and not pushing them against their will.
- Securing parental consent to act in locum parentis, if need arises, to administer first aid and/or other medical treatment.
- Keep written records of any injuries that occur, along with the details of any treatment given.
- All coaches follow the coaches' code of conduct.

## **Practices to be avoided**

The following should be avoided except in an emergency. If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of someone in charge or the child's parents. For example, if a child sustains an injury and needs to go to hospital or a parent fails to arrive to pick up a child at the end of a session.

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking or dropping of a child to an event.

## **Practices NEVER to be sanctioned**

The following should NEVER be sanctioned. You should NEVER:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, recorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised.

## **Incidents that must be reported/recorded**

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a player
- If she/he seems distressed in any way
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done

## **Use of photography/ video equipment**

Before using photography equipment you must:

- Obtain written parental permission before using such equipment (copies to kept in the office)
- Explain to the child why and what the pictures will be used for.

You must never:

- Use such equipment without the parents' consent
- Use such equipment unless other people are present
- Use such equipment without explaining what you are trying to achieve by use of this equipment, both to the child and the parent.

## **Recruitment and Training of volunteers**

The Angel Indoor Bowls Club recognises that anyone has the potential to abuse children in some way and all reasonable steps are taken to ensure that unsuitable people are prevented from working with children.

- All volunteers should complete an application form which will elicit information about the applicants past and a self disclosure about any criminal past.
- Consent should be obtained to see information from the Disclosure Barring Service or evidence of a DBS certificate obtained through the National Governing Body.
- A confidential reference of character is recommended
- Evidence of identity (i.e. passport or picture driving licence)

## **Induction**

All volunteers will be required to undergo an interview to ascertain their suitability and qualifications to coach and work with children and disabled adults.

## **Checks to be made**

- Does the applicant have an appropriate coaching certificate and licence to coach.
- Has the applicant had Safeguarding training?
- Has the applicant had first aid training?
- Does the applicant carry the required insurance?

## **Training**

In addition the Angel Tonbridge Indoor Bowls Club will aim to give volunteers any additional training required to:

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse
- Respond to concerns expressed by a child or young person
- Work safely and effectively with children

- Ensure their own practice is likely to protect them from false allegations.

The Angel Indoor bowls Club further requires that:

- Instructors and coaching volunteers attend a recognised good practice and Safeguarding awareness course, to ensure their practice is exemplary. This will develop a positive culture towards good practice and Safeguarding.
- Other volunteers to complete an awareness training course on Safeguarding.
- Volunteers should attend a course in Emergency First Aid .
- Update training when necessary. Information about meeting training needs can be obtained from the National Governing Body, the National Society for the Prevention of Cruelty to Children (NSPCC) and the Sports Council.

## **Responding to allegations or suspicions**

It is not the responsibility of anyone working on behalf of the Angel Indoor Bowls Club, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

The Angel indoor Bowls Club will assure all staff and volunteers that it will fully support and protect anyone who, in good faith, reports his or her concerns that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff or a volunteer there maybe three types of investigation.

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police or child protection investigation may well influence the disciplinary investigation, but not necessarily.

## **Actions if there are concerns**

### **1. Concerns about poor practice:**

- If, following consideration, the allegation is clearly about poor practice, the Club Safeguarding Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Club Safeguarding officer, or a matter handled inadequately and concerns remain, it should be reported to the relevant National Governing Body Officer, who will deal with the allegation and whether or not to initiate disciplinary proceedings.

### **2. Concerns about suspected abuse:**

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Club Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Club Safeguarding Officer will refer the allegation to the Social Services Department who may involve the police, or go directly to the police if out of hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the Social Services Department.

- The Club Safeguarding Officer should also inform the relevant NGB Officer who will in turn the NGB Safeguarding Officer who will deal with any media enquiries.
- If the Club Safeguarding Officer is the subject of any suspicion or allegations, the report must be made to the appropriate Officer or the NGB Safeguarding Officer who will refer the allegation to Social Services.

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Safeguarding Officer
- The parents/carers of the person who is alleged to have been abused
- The person making the allegation
- Social Services and Police
- The Angel Indoor Bowls Club Chairman and the NGB Safeguarding officer
- The alleged abuser (and parents/carers if the alleged is a child).

Seek Social Services/NSPCC advice on who should approach the alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with Data Protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## **Internal Enquiries and Suspension**

- The Club Safeguarding Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Social Services enquiries.
- Irrespective of the police or Social Services enquiries, the Club Disciplinary Committee will assess all individual cases to decide whether a member or volunteer should be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Club Disciplinary Committee must reach a decision based on available information. The welfare of the children being of paramount importance in any such decisions.

## **Support to deal with the aftermath of abuse:**

- Consideration must be given to the kind of support that children, parents/carers and members of staff may require. Use of help lines, support groups and open meetings can maintain an open culture and help the healing process.
- Consideration must be given to what kind of support may be appropriate for the alleged perpetrator.

## **Allegation of previous abuse**

- Allegations of abuse may be made some time after the event (i.e. by an adult who was abused as a child). Where such allegations are made the above procedures must be followed and reported to Social Services or the police, as the alleged perpetrator may still be working with children and thereby putting them at risk.

## **Action if bullying is suspected**

- If bullying is suspected the same procedures should be followed as set out in “Responding to suspicions or allegations” above.

### **Action to help the victim and prevent bullying**

- Take all signs of bullying very seriously
- Encourage all children to speak and share any concerns. (It is believed that up to 12 children a year commit suicide because of bullying, so if anyone talks about or threatens suicide professional help must be sought immediately).
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and bullies separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what was said (what happened, by whom and when).
- Report any concerns to the Club Safeguarding Officer or school, whenever bullying is occurring.

### **Action to be taken towards the bullies**

- Talk to the bullies, explain the situation and try to get them to understand the consequences of their behaviour. Seek an apology to the victim.
- Inform the bully’s parents.
- Insist on the return of borrowed items, if appropriate, and that the bully compensates the victim.
- Provide support for the victim’s coach, if appropriate.
- Impose sanctions as necessary/
- Encourage and support the bully to change behaviour.
- Hold meetings with the families to report progress
- Inform all members of the action taken
- Keep a record of the action taken.

### **Concerns outside the Angel Indoor Bowls Club control (i.e. expressed by parents or carers).**

1. Report your concerns to the Club Safeguarding Officer who should contact Social Services and/or the police as soon as possible.
2. If the Club Safeguarding Officer is not available, the person being told or discovering the abuse should contact Social Services and/or the police immediately.
3. Social Services and the Club Safeguarding Officer will decide how to involve the parents and carers.
4. The Club Safeguarding Officer should also inform the NGB Safeguarding Officer. The NGB will then ascertain whether or not the persons involved play a role in the Angel Indoor Bowls Club, and take appropriate action.

### **Information required for Social Services, or the Police, about suspected abuse:**

To ensure that this information is as helpful as possible a detailed record should always be made at the time of disclosure or concern, which should include the following:

- The child’s name, age and date of birth
- The child’s home address and telephone number
- Whether the person making the report is expressing their own concerns or those of someone else

- The nature of the allegation including dates, times and any other factors or relevant information
- Make a clear distinction between what is fact, and what is opinion or hearsay
- A description of any visible bruising or other injuries, or behavioural changes
- The child's account, if it can be given, of what has happened. (On no account push the child into giving information)
- Details of any witnesses to the incident
- Have the parents been contacted? If so, what was said?
- Has anyone else been consulted? If so, record any details
- If the child was not the person reporting the incident, has the child been spoken to and what was said?
- Has anyone been alleged to be the abuser?

Where possible a referral to the police or social services should be confirmed, in writing, within 24 hours. The name of the person who took the referral should be recorded. The NGB Safeguarding Officer should also be informed of the incident and action taken. The NGB will then take responsibility for any Press involvement.

***For and on behalf of the Angel (Tonbridge) Indoor Bowls Association Limited***

Signed \_\_\_\_\_ Company Secretary  
Date \_\_\_\_\_

The Senior Safeguarding Officer is:

Mrs Christine Parker Contact

Home 01622 870239

Mobile 07887553467

Email [chrisparker002@icloud.com](mailto:chrisparker002@icloud.com)

#### **Useful contacts**

NGB Safeguarding Officer

Email [info@sportenglad.org](mailto:info@sportenglad.org)

Child Protection in Sport Unit (CPSU) 0116 234 7278

NSPCC 0800 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

Sport England 020 7273 1551 [www.sportengland](http://www.sportengland)

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

Next review 2027