



# **Safeguarding Bowls in North Yorkshire**

November 2019

# Document Version Control

Version: 8

|                             |                |
|-----------------------------|----------------|
| <b>First Approved on:</b>   | September 2009 |
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| <b>Date of next review:</b> | January 2025   |

## Review History

| <b>Date of Review</b> | <b>Comments</b>  |
|-----------------------|--|
| September 2009        | Safeguarding statement issued to all clubs             |
| November 2019         | Safeguarding policy reviewed for adoption by all clubs |
| April 2020            | Safeguarding policy ratified at virtual AGM            |
| February 2023         | Safeguarding policy ratified at Man com 31/1/23        |

## Revision History

| <b>Version</b> | <b>Change Log</b>  | <b>Date</b>    |
|----------------|--|----------------|
| 1              | Statement of safeguarding issued to all clubs  | September 2009 |
| 2              | Constitution amendment   | April 2010     |
| 3              | Statement of safeguarding reviewed and re-issued to clubs  | September 2014 |
| 4              | ESMBA Safeguarding policy adopted and reviewed statement issued to clubs with appropriate templates for club use for ratification        | April 2020     |
| 5              | Policy linked to other policies: Anti bullying, Safer Recruitment and Whistleblowing, Health and Hygiene paragraph added following Covid | January 2023   |

## **Key abbreviations found in this document**

|       |  |
|-------|--|
| BDA   | Bowls Development Alliance                                 |
| BE    | Bowls England  |
| BCGBA | British Crown Green Bowling Association                    |
| CMG   | Case Management Group                                      |
| CPSU  | Child Protection in Sport Unit                             |
| CSC   | Children's Social Care (formerly known as Social Services) |
| CSP   | County Sports Partnership                                  |
| DBS   | Disclosure & Barring Service (formally known as CRB)       |
| EBF   | English Bowls Federation                                   |
| EIBA  | English Indoor Bowling Association Ltd                     |
| ESMBA | English Short Mat Bowling Association                      |
| LSCB  | Local Safeguarding Children's Board                        |
| NGB   | National Governing Body                                    |
| NSPCC | National Society for the Prevention of Cruelty to Children |
| SO    | Safeguarding Officer                                       |

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# 1. Safeguarding and Child Protection Policy

The North Yorkshire Short Mat Bowling Association (NYSMBA) has considered its responsibilities to the young people participating in bowls in our county and its member clubs very carefully, and has produced the following **Safeguarding and Child Protection Policy** and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

*The NYSMBA* affiliates to the National Governing Body and recognises the policies of their Governing Body, as set out in the "Safeguarding Bowls Guidelines". This policy must be operational in conjunction with Anti-Bullying, Safer recruitment and Whistleblowing policies. [Resources - Bowls Development Alliance](#)

## 1. Policy Statement

The *NYSMBA* acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the county and its member clubs. All young people have a right to protection, and have their particular needs taken into account.

The *NYSMBA* 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 Management Committee. It is the responsibility of all adults within the county and its clubs to assist the Management Committee in this endeavour.

## 2. Policy Aims

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

## 3. Principles

- The welfare of young people is paramount.
- All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in bowls have a responsibility to report concerns to their County/Club Safeguarding Officer.
- Adults – club members, volunteers, coaches, umpires and members will be supported to understand their role and responsibility with regard to the duty of care and protection of young people by the club and the National Governing Body.

- Individuals will receive support through education and training, coordinated by the county/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.
- The NYSMBA and its member clubs will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- The NYSMBA and its clubs' policies and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:
  - The Children Act 1989 and 2004.
  - Working Together to Safeguard Children 2018.
  - The UN Convention on the Rights of the Child.
  - Any subsequent legislation relating to child protection would implicitly be incorporated into this document. Eg. Stronger Together, Safer Together

#### **4. Responsibilities and Communication**

- The NYSMBA Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The 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.
- The NYSMBA Safeguarding Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club staff where relevant.
- 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.

#### **5. Monitoring and review**

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation.
- The policy will be monitored in partnership with the National Governing Body and Bowling Development Alliance procedures.

## 2. Safeguarding Adults at Risk Policy

The North Yorkshire Short Mat Bowling Association (NYSMBA) affiliates to the National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”. This policy must be operational in conjunction with Anti-Bullying, Safer recruitment and Whistleblowing policies. [Resources - Bowls Development Alliance](#)

### Policy Aims

- The purpose of this policy is to outline the duty and responsibility of staff/volunteers working on behalf of the NYSMBA in relation to Safeguarding Adults at risk.
- All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

### Objectives

- Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment.
- The NYSMBA is committed to helping everyone in bowls accept their responsibility to safeguard adults at risk, from harm and abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- Staff and volunteers working with adults at risk in bowls have a responsibility to report concerns to their Club Safeguarding Officer who in turn has a responsibility to report to the NYSMBA safeguarding officer
- At times of national crisis The NYSMBA will work closely with clubs to ensure the safety of ALL members by working within guidelines advised and set down by the ESMBA with regard to maintenance, cleanliness and hygiene.

### Definition of an Adult at Risk?

- **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect. In recent years, there has been a marked shift away from using the term ‘vulnerable’ to describe adults potentially at risk from harm or abuse.
- **Abuse** is a violation of an individual’s human and civil rights by another person or persons. See section 5 for further explanations.
- **Adult** is anyone aged 18 or over.
- **Adult safeguarding** is protecting a person’s right to live in safety, free from abuse and neglect.
- **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005)..

## Types of Abuse taken from the Care Act 2014

- **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. In Short Mat Bowls this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.
- **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. In short mat bowls you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender
- **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. In Bowls, this could be training without a necessary break.
- **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a bowler intentionally striking another bowler.
- **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. This could be a fellow bowler who sends unwanted sexually explicit text messages to an adult with learning disabilities they are training alongside.
- **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. This could be someone taking equipment from a bowler with dementia.
- **Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This could be a bowler being denied access to water.

- **Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be a bowler threatening another bowler with physical harm and persistently blaming them for poor performance.

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.

## Responsibilities and Communication

- The NYSMBA Safeguarding Policy will be available to all members, parents, staff, volunteers and participants. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the County/Club Safeguarding Officer passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club staff where relevant.
- The County/Club has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.

## The Role of Key Individual Agencies

- **Adult Social Services** - The Department of Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of vulnerable adults at risk of abuse.

All local authorities have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding vulnerable adults. It is normal practice for the

board to comprise of people from partner organisations who have the ability to influence decision making and resource allocation within their organisation.

- **The Police** - The Police play a vital role in Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols.

## **Legal Framework**

- The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/introduction/enacted> sets out a clear legal framework for how local authorities and other parts of the system should protect adults at risk of abuse or neglect. Each Local Authority must have a Safeguarding Adults Board (SAB), in much the same way of Local Safeguarding Children Boards (LSCB). They must lead a multi-agency system that seeks to prevent abuse and neglect and stop it quickly when it happens which includes the NHS, police and Social Care. The Safeguarding Adults Boards (SAB) must meet regularly, develop shared safeguarding plans and publish an annual review of progress. They will carry out Safeguarding Adults Reviews in some circumstances relating to safeguarding failures. The Act also introduces a responsibility for Local Authorities to make enquiries and take any necessary action if an adult with care and support needs could be at risk, even if that adult isn't receiving local authority care and support.
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018

## **Monitoring and Review**

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new legislation by the Management Committee and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The policy will be monitored in partnership with the Bowls National Governing Bodies and Bowls Development Alliance procedures.

## NYSMBA Action Plan

This action plan can assist a club to identify where there are gaps in order to provide a safe and welcoming environment for children and vulnerable adults.

| <b>Check List<br/>(Insert Club Name)<br/>Has</b>  | <b>Yes</b> | <b>No</b> | <b>Action Required</b>  | <b>By<br/>Whom</b> | <b>By<br/>When</b> |
|---|------------|-----------|---|--------------------|--------------------|
| Club Safeguarding Officer   | Y          |           |   |                    |                    |
| Child Protection Policy   | Y          |           |   |                    |                    |
| Adults at Risk Policy   | Y          |           |   |                    |                    |
| Recruitment Policy<br>(staff, coaches & volunteers)   | Y          |           | Jan 2023, signposting to safer recruitment policy and all officers and captains to have current DBS |                    |                    |
| Health and Safety Policy  | Y          |           |   |                    |                    |
| Equity Policy   |            | N         | ?   |                    |                    |
| Photography and Video Recording Policy  | Y          |           |   |                    |                    |
| Anti-bullying Policy  | Y          |           | Jan 2023 Signposting to BDA policies  |                    |                    |
| “Whistle-blowing” Policy  | Y          |           | Jan 2023 Signposting to BDA policies  |                    |                    |
| Relevant Player Profile Forms   | Y          |           |   |                    |                    |
| Guidelines on transportation of young people’   | Y          |           |   |                    |                    |
| Guidelines on the supervision of children & adults at risk  | Y          |           | Signposting to Stronger together, safer together publication  |                    |                    |
| Established a late collection/pick up procedure   |            | N         | Man COM ITEM Feb 2020 AGM ratification  |                    |                    |
| Codes of Conduct (parents/coaches/children)   | Y          |           |   |                    |                    |
| Adopted the NGB Disciplinary Procedures or the club has its own   | Y          |           |   |                    |                    |
| Undertaken a Risk Assessment both for adults and juniors  | Y          |           | Covid guidelines introduced and endorsed  |                    |                    |
| Made parents aware of the Child Protection Policies and Procedures  | Y          |           | JN to scrutiny clubs’ arrangements  |                    | Summer 2023        |
| Ensure all club members, coaches and volunteers have access to appropriate training   | Y          |           | Safeguarding awareness days offered - September 2022. One run at North Duffield                     |                    |                    |
| Relevant contact details for all key people/agencies are displayed on the Club noticeboard<br><ul style="list-style-type: none"> <li>• NGB Safeguarding Officer</li> <li>• County Welfare Officer</li> <li>• Club Safeguarding Officer</li> <li>• Local Child Social Care</li> <li>• Local Adult Social Care</li> </ul> | Y          |           | Safeguarding page on website updated November 2022  | JN/RB              | Jan 2020           |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <ul style="list-style-type: none"><li>• Local Police</li><li>• NSPCC</li></ul> |  |  |  |  |  |
|--|--|--|--|--|--|

**As at 5.11.19**