



SPALDING & DISTRICT INDOOR BOWLS CLUB

Child Protection and Safeguarding Policy (including Vulnerable Adults) and Good Practice Guide

April 2018

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Key abbreviations found in this document

BDA	Bowls Development Alliance
BCGBA	British Crown Green Bowls Association
BE	Bowls England
CMG	Case Management Group
CPO	Welfare Officer/Child Protection Officer
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 Bowling 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

Child Protection and Safeguarding Policy

Spalding & District Indoor Bowls Club has considered its responsibilities to the young people participating in bowls at our premises and within our club 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.

Spalding & District Indoor Bowls Club 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”.

1. Policy Statement

Spalding & District Indoor Bowls Club acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the club. All young people have a right to protection, and have their particular needs taken into account.

Spalding & District Indoor Bowls Club 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 of the club. It is the responsibility of all adults within the club 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 by the Safeguarding Officers and/or in agreement with the Management Committee.
- All staff and volunteers working in bowls have a responsibility to report concerns to their Club Welfare Officer.

- Adults – club members, volunteers, coaches, referees 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 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.
- *Spalding & District Indoor Bowls Club* will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- *Spalding & District Indoor Bowls Club's* policy 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 2015.
 - The UN Convention on the Rights of the Child.
 - Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

4. Responsibilities and Communication

- The Spalding & District Indoor Bowls Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants both on the Club's website and noticeboard.
- 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 Club Welfare Officers have 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.

Safeguarding Adults at Risk Policy

Spalding & District Indoor Bowls Club 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".

1 Policy Aims

- The purpose of this policy is to outline the duty and responsibility of staff/volunteers working on behalf of the Spalding & District Indoor Bowls Club 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.

2 Objectives

- Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment.
- The Club 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 Welfare Officers .

3 Definition of an Adult at Risk

- An Adult (a person aged 18 or over) who 'is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'. (*Definition from the Department of Health 2002*)
- This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It may also include victims of domestic abuse, hate crime and anti- social behavior. The persons' need for additional support to protect themselves may be increased when complicated by additional factors, such as, physical frailty or chronic illness, sensory impairment, challenging behavior, drug or alcohol problems, social or emotional problems, poverty or homelessness.

4 Types of Abuse –The Department of Health in its 'No Secrets' 2000 report suggests the following as the main types of abuse:

- **Physical abuse** - including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- **Sexual abuse** - including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.

- **Psychological abuse** - including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
- **Financial or material abuse** - including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Neglect and acts of omission** - 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.
- **Discriminatory abuse** - including race, sex, culture, religion, politics, that is based on a person's disability, age or sexuality and other forms of harassment, slurs or similar treatment, hate crime.
- **Institutional abuse** - Institutional abuse although not a separate category of abuse in itself, requires specific mention simply to highlight that adults placed in any kind of care home or day care establishment are potentially vulnerable to abuse and exploitation. This can be especially so when care standards and practices fall below an acceptable level as detailed in the contract specification.
- **Multiple forms of abuse** - Multiple forms of abuse may occur in an ongoing relationship or an abusive service setting to one person, or to more than one person at a time, making it important to look beyond single incidents or breaches in standards, to underlying dynamics and patterns of harm. Any or all of these types of abuse may be perpetrated as the result of deliberate intent and targeting of adults at risk, negligence or ignorance.
- **Responsibilities and Communication**
 - The Spalding & District Indoor Bowls Club Safeguarding Policy will be available to all members, parents, staff, volunteers and participants on the club's website and noticeboard. It is important that adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously with the Club Welfare Officers passing information to the appropriate NGB Safeguarding Officer and informing the appropriate club staff where relevant.
 - The 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.

5 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.

6 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.
- Human Rights Act 1998, the Mental Capacity Act 2005 and Public Interest Disclosure Act 1998
- Data Protection Act 1998, Freedom of Information Act 2000, Safeguarding Vulnerable Groups Act 2006, Deprivation of Liberty Safeguards, Code of Practice 2008
- The Mental Capacity Act 2005, covering England and Wales, provides a statutory framework for people who lack capacity to make decisions for themselves, or who have capacity and want to make preparations for a time when they may lack capacity in the future. It sets out who can take decisions, in which situations, and how they must go about this.

7 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.

SPALDING & DISTRICT IBC

Code of Conduct for Coaches

I agree to uphold the following rights, relationships and responsibilities:

1. Rights

- Respect the rights, dignity and worth of every person.
- Help create an environment where all children and adults at risk have an equal opportunity to participate.
- Help create and maintain an environment free of fear and harassment.
- Recognise the rights of all children and adults at risk to be treated as individuals.
- Recognise the rights of parents/carers and children/adults at risk to confer with other coaches and experts.
- Promote the concept of a balanced attitude, supporting the well-being of the child or vulnerable person both in and out of bowls.
- Do not discriminate on the grounds of their age, disability, race, religious beliefs, gender, sexual orientation, social background.
- Do not condone or allow to go unchallenged any form of discrimination or prejudice.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Communicate with children or adults at risk in a manner that reflects respect and care.

2. Relationships

- Develop relationships with parents/carers and children/ adults at risk based on openness, honesty, mutual trust and respect.
- Do not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional abuse, neglect or bullying).
- Be aware of the physical limits of children/ adults at risk and ensure that training loads and intensities are appropriate.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines.
- Always try to work in an open environment (e.g. avoid private or unobserved situations).
- Do not engage in any form of sexually-related contact with children/ adults at risk.

Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable.

- Promote the welfare and best interests of all children and adults at risk.
- Explain to parents/carers, as appropriate, the potential impact of the coaching programme on the child/ adult at risk.
- Do not have a sexual relationship with someone under the age of 18 who you are coaching.
- Be familiar with the organisation's Child Protection Policy and Procedures.
- Report any concerns you may have in relation to a child/ adult at risk or the behaviour of an adult, and follow reporting procedures.
- Consider the child's/vulnerable adults' opinions when making decisions about their participation in bowls.
- Inform parents/carers and children/ adults at risk of the etiquette and practical considerations when playing bowls.
- Inform parents/carers of any potential financial implications.

3. Responsibilities and Personal Standings:

- Demonstrate proper personal behaviour and conduct at all times.
- Be fair and honest with all children and adults at risk.
- Develop an appropriate working relationship with children/ adults at risk based on mutual trust and respect.
- Always emphasise that the well-being and safety of the child/adult is more important than the development of performance.
- Do not smoke, or drink alcohol, while actively working with children or adults at risk. Never use recreational or performance-enhancing drugs.
- Promote the positive aspects of bowls (e.g. fair play, honesty and etiquette).
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children and adults at risk
- Hold relevant qualifications.
- Ensure the necessary insurance cover is in place.

Signed

Name

Date

SPALDING & DISTRICT IBC

Code of Conduct for Juniors

You should:

- respect advice that you receive.
- treat others as you would wish to be treated yourself.
- respect all players regardless of their age, gender, ethnic background, disability, religious beliefs, sexual orientation, social background or physical characteristics.
- report anything which worries you.
- look out for yourself and for the welfare of others.
- speak out if you consider that you or others have been poorly treated.
- arrive on time and come ready to play.
- tell someone in authority if you are leaving a venue or competition.
- accept that these guidelines are in place for the well-being of all concerned.
- treat members and coaches with respect.
- observe instructions or restrictions required by appropriate members of staff.

Do Not:

- take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- consume alcohol or illegal or performance-enhancing drugs or stimulants.
- Smoke.
- use foul language.
- act disrespectfully to others in the public domain.
- Use social media inappropriately so as to offend or upset individuals.

Signed:

Name

Date:

SPALDING & DISTRICT IBC

Code of Conduct for Parents & Carers

You should:

- Remember that bowls is FUN
- Applaud effort and good play as well as success
- Appreciate good play by the opposition
- Encourage all players to respect the opposition, umpire, referee and other bowls officials
- Offer encouragement at all times
- Respect the umpire and referees decisions **You should not:**

- Enter the bowls playing area at any time
- Coach from the side but allow the assigned coach to do their job
- Act in an offensive or insulting manner or use abusive language
- Show disrespect to the umpire, referee or other bowls match officials

Signed:

Name

Date:

SPALDING & DISTRICT IBC

Code of Conduct for Club Members

Spalding & District IBC is fully committed to safeguarding and promoting the well-being of all its members, ensuring a positive and enjoyable experience for all. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with a Club Welfare Officer –Mr Roger Perkins, Mrs Maisie Belding and Mr Colin Wilson..

As a member of Spalding & District IBC, you are expected to abide by the following code of practice:

- All members must take responsibility in ensuring they are up to date with the rules, understand and adhere to them.
- All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Members should recognise the valuable contribution made by coaches and officials who are usually volunteers. They give their time and resources to provide bowls for you.
- All members must respect officials and publicly accept their decisions.
- All members should be a positive role model, treat other players and officials with the same level of respect you would expect to be shown to you.
- Use correct and proper language at all times.
- Members are not allowed to smoke within the Club.
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Members must wear suitable footwear on the green, as per the club rules.
- Bullying of any sort will not be tolerated.
- Encourage everyone to enjoy sport and understand that people have different motivations for taking part.

Name of Member Date

Signed

SPALDING & DISTRICT IBC

Code of Conduct for Club Officials and Volunteers

The essence of good ethical conduct and practice is summarised below.

All volunteers must:

- Develop an appropriate relationship with participants, based on mutual trust and respect.
- Ensure all activities organised by the club are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the National Governing Body and the Club.
- Ensure the club holds appropriate insurance cover for its members.
- Ensure club officials hold appropriate qualifications relevant to their role.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage participants to value their performances and not just results.

Name of Member Date

Signed

Guidelines for Physical Contact in Bowls

Everyone involved in bowls should have the best experience possible, but at the same time, everyone should be safe. Coaches should keep in mind the following common sense tips in relation to physical contact.

We recognise that physical contact between a child or adult at risk and another adult may be required to instruct, encourage, protect or comfort.

England is a multi-cultural society comprising people from many different ethnic and religious backgrounds. We may also have participants who may be on the Child Protection Register or have previously been, or are currently being abused at home. Not everyone is used to, or is comfortable with any type of touching be it friendly or otherwise. In many cultures, people may be uncomfortable about being touched by strangers or people of the opposite gender. Coaches need to be aware that touching may cause discomfort or embarrassment and need to show consideration.

In bowls, there may be times where a coach may need to touch the player to assist in a certain task to help with their technique or to celebrate. If anyone is uncomfortable with physical contact, it should be made clear that they can make their feelings known privately to the adult. Any contact should be led by the child and not the adult

All touching should be done for a positive reason. As a responsible adult, you should only use physical contact if its aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport

Coaches should seek to explain the reason for the physical contact to the child or adult at risk i.e. to reinforce a point or to coach a specific skill. Unless the situation is an emergency, the adult should ask the child or adult at risk for permission. Physical contact should always be intended to meet the individual's need NOT the adult's. The following guidelines should be adhered to:

- If a child or adult at risk becomes injured during a coaching session and the injury requires the individual to be carried to a place of treatment, always seek support from another adult before moving the individual. Any first aid administered should be in the presence of another adult or in open view of others
- If the child or adult at risk seems uncomfortable in any way with the physical contact, stop immediately
- If the child or adult at risk you are working with is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them

- Where physical contact is for motivational or celebratory reason, agree with the children teachers or adults' carers or other appropriate adults that to praise good performance with a "high five" or similar action will be used
- Never help a child or adult to dress, for example, to put on clothing unless they request this and genuinely require assistance

Spalding & District IBC

Transport Guidelines

When it comes to transport, the main points to consider are:

Passenger safety.

The competence and training of the driver to drive the proposed vehicle (assessed by an allocated person within the club/national governing body) and whether he/she holds insurance and an appropriate, valid licence.

Total journey time, hours on the road, overall distance and suitable stopping points.

The length of the driver's day – will more than one driver be required?

Type of journey, traffic and weather conditions, appropriate insurance and breakdown cover.

Supervision requirements.

Suitability of transport, if players with disabilities are travelling.

Emergency procedures.

Legislation

It is the responsibility of the organising official to ensure that the travel arrangements and transport used are suitable for the journey. Vehicles transporting players should be appropriate, roadworthy and insured. Drivers must be appropriately licensed, and are responsible for the maintenance and care of their vehicle during the trip.

Minibuses and coaches

Minibuses and coaches carrying groups of three or more children (aged 3 to 15 years) must be fitted with seat belts for each child. Where seat belts are provided, they must be worn. Vehicles used to transport wheelchairs should have anchor points. The driver must be suitably qualified and experienced in driving a minibus or coach.

Private cars

It is the responsibility of the driver to ensure that the travel arrangements and type of transport are suitable for the journey. Vehicles transporting players should be appropriate and roadworthy and they should also have the appropriate licence and insurance cover.

The insurance cover when transporting people as part of work, whether paid or not should be business cover (insurance companies charge very little for this extra cover). It is the driver's responsibility for making sure the players have seat belts and use them. Vehicles without seat belts should not be used.

It is important that adults driving players around are not put in a position where they are alone with the player. If this is absolutely necessary, and approved by the club/national governing body then parental permission should be obtained.

When groups of players are travelling together in a private car then a central collection and dropping point should be arranged.

Particularly reminder for coaches: you are not a 'taxi driver' you are a bowls coach. It is the parents' responsibility to get their child to a certain location or event.

The private car user form should be completed for all private drivers.

Child Seats/Restraints

The law says that all children under the age of 12 must use some form of child car seat, unless they are taller than 135cm (4ft 5in). Regardless of whether the child is in the front or rear seats in cars, vans and other goods vehicles, the child must travel in the correct child restraint for their weight with very few exceptions.

The correct child restraint may be a rearward facing baby seat, forward facing child seat, booster seat or booster cushions. The law states that it is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law.

The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. Seat belts must be worn, if fitted.

Exceptions to the rules

In limited circumstances, children can travel without the correct child restraint. These include:

- In a licensed taxi or licensed private hire vehicle – If the correct child restraint is not available then, in the rear seat only, children under three may travel unrestrained. Children aged three years and over must use an adult seat belt.
- In cases of unexpected necessity over a short distance – If the correct child restraint is not available then, a child of three years or more must use an adult belt and be seated in the rear seat only. This exemption does not apply to children under three years and does not cover regular school runs or other journeys that are planned in advance.
- Where two occupied child restraints in the rear seat preventing, you fitting a third - In this case, provided the front seat is occupied, a third child aged three years and over can use an adult seat belt (lap OR lap and diagonal) in the rear. If the front seat is free, then they must sit there using the correct child restraint.
- In older vehicles with no rear seat belts – In this case, children three years and over may travel unrestrained.

NB If Child Seats/Restraints are required as above it is the responsibility of the parent or carer to provide suitable seats/restraints.

Travelling in a Coach or Minibus

All coaches and minibuses manufactured after October 2001 must now be fitted with either three-point seat belts or lap belts on forward or rearward facing seats. If you plan to travel by coach or minibus, you should contact the Operator in advance and ask if the vehicle is fitted

with seat belts and if they offer the appropriate child car seat restraint. It may not always be possible for the Operator to carry a range of car seats on their vehicle.

If the Operator is unable to provide the appropriate car seat restraints, you should inform the parent/guardians/carer of this. If the Operator is able to provide the appropriate child car seat restraints you should use these, and inform the parent/guardian/carer of this.

For further information regarding the above please visit: www.childcarseats.org.uk or <http://think.direct.gov.uk/>

Parent/Carers Permission form for use of photographs and recorded images

This form is to be signed by the legal guardian of a young person under the age of 18, together with the young person. Carers of adults at risk should also sign the form in the presence of the adult at risk. Please note that if you have more than one child/ adult at risk registered you will need to complete separate forms for each.

Spalding & District IBC recognises the need to ensure the welfare and safety of all young people and adults at risk in bowls and as part of our commitment to ensure their safety we will not permit photographs, video images or other images to be taken or used without your consent.

Spalding & District IBC will follow the guidance for the use of images of young people or adults at risk as detailed within the respective Child Protection Policy and Procedures. (available on the Club's website and on request).

Spalding & District IBC will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of Spalding and District IBC.

IF YOU BECOME AWARE THAT THESE IMAGES ARE BEING USED INAPPROPRIATELY YOU SHOULD INFORM SPALDING & DISTRICT IBC WELFARE OFFICER IMMEDIATELY

The photographs may be available on the website: www.spaldingindoorbowls.co.uk

For the bowls season year 2018/19. If at any time either the parent/guardian/carer wishes the data to be removed from the website, 7 days' notice must be given to the Bowls Club Welfare Officer after which the data will be removed.

To be completed by parent/guardian/carer, I (Full name)
Consent / do not consent to *

(Name of organisation)Bowling Club. Photographing or videoing
..... (Name of individual)

Under the stated rules and conditions, and I confirm I have legal parental/carer responsibility for this individual and am entitled to give this consent. I also confirm that there are no restrictions related to the taking of photographs.

Signature..... Date.....

Print Name

To be completed by child/adult at risk (if applicable)
..... (Name of individual)
Consent / do not consent to *

The Bowling Club photographing or videoing my involvement in all aspects of bowling activities.

Signature..... Date.....

Print Name

* Delete as appropriate

SPALDING & DISTRICT IBC

Incident Reporting Form

If you suspect that a young person/ adult at risk may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the young person.

However small your concern, you should share it with the Club Welfare Officer who will take responsibility for referring it to the County Welfare Officer/ NGB Safeguarding Officer or other agencies.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

Details of young person/ adult at risk	
Name	
Position	
Date of Birth/Age	
Address	
Telephone Number	
Name of Carer	
Contact details for parent/carer	
Club:	
County:	
School:	
Date concern received:	
Name of person reporting the concern:	
Contact details of person reporting concern	
Name	
Address	
Telephone Number	
Club	
Details of others involved in concern (if more space needed add on a separate sheet of paper)	
Details of the concern	
Date/Time	

Location			
Persons involved/witnesses:			
Nature of concern			
How did the concern come to your attention?			
Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc.			
Record of conversation: Details of exactly what was said to you and by you:			
Action taken:			
Contacts Made			
Police	Yes / No	If yes please state	
Contact name and number	Details of advice received:		
Social Services	Yes / No	If yes please state	
Contact name and number	Details of advice received:		
NGB Child Protection officer	Yes / No	If yes please state	
Contact name and number	Details of advice received:		
Local Authority	Yes / No	If yes please state	
Contact name and number	Details of advice received:		
Other (e.g. NSPCC)	Yes / No	If yes please state	
Contact name and number	Details of advice received:		
Summary			

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Ethnic Group

Please choose the category that best describes the child’s ethnic group from the following list and tick the appropriate box:

White

A1 British A2 Irish A3 Any other white background

Mixed

B1 White & Black Caribbean B2 White & Black African B3 White & Asian
B4 Any other mixed background

Asian

C1 Indian C2 Pakistani C3 Bangladeshi C4 Any other Asian background

Black or Black British

D1 Caribbean D2 African D3 Any other Black background

Chinese or Other Ethnic Background

E1 Chinese E2 Any other (please write in):

Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with a “physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities.”

Please choose the description that best describes the nature of the child’s disability and tick the appropriate box.

A Visually impaired D Learning disability

B Hearing impaired E Multiple disability

C Physical disability F Other (please write below)

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.

NSPCC Helpline: 0808 800 5000

Children and Vulnerable Adult

Safeguarding Agencies

The following contacts and agencies should be used if you have reasons to suspect that a child or adult with care and support needs, is experiencing, or is at risk of, abuse or neglect.

If you believe a crime is happening at the present time call 999.

Organisation	Contact	Contact Details
SIBC	Colin Wilson Roger Perkins Maisie Belding	01775 714556 01775 768753 01775 718703
Lincolnshire County Council	Children's Services	During office hours - 8.45am to 5.15pm (4.45pm Friday) telephone 01522 782111 In an emergency, outside office hours (including weekends or Bank Holidays) telephone 01522 782333
Lincolnshire County Council	Adult Social Care	01522 782155
Childline		0800 1111
NSPCC		0808 800 5000
ParentLine Plus		0808 800 2222