

# **WELSH BOWLS FEDERATION**

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

### **PROCEDURES**

**2013**

#### **IMPORTANT NOTES**

- All aspects of this document relating to Child Welfare have been approved by the NSPCC.
- The Welsh Bowls Federation reserve the right to amend this policy in light of changes in legislation or other pertinent reasons. This will be indicated by Issue & Amendment numbers & date in the header.
- All parties are welcome to download copies of this document or pages from it provided no changes are made to it's content or meaning.
- To be reviewed in 2016

## APPENDICES

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## SECTION 1 - CHILD PROTECTION POLICY

### 1.1 Introduction

Everyone who participates in Welsh Bowls Federation is entitled to do so in an enjoyable and safe environment. The Welsh Bowls Federation have a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers provide them with the highest possible standard of care.

The Welsh Bowls Federation is committed to devising and implementing policies so that everyone in sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of Welsh Bowls Federation and to allow staff and volunteers to make informed and confident responses to specific child protection issues. **A child is defined as a person under the age of 18 (The Children Act 1989)**

### 1.2 Policy Statement

The Welsh Bowls Federation fully accepts its legal and moral obligation to provide a duty of care to protect all children' The Welsh Bowls Federation is committed to ensuring that:

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in (your sport) in a fun and safe environment
- all reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all Welsh Bowls Federation employees who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures

- working in partnership with parents and children is essential for the protection of children

**Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation**

### **1.3 Legal and Procedural Framework**

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance. **(See Appendix 16)**

- The Children Acts 1989 & 2004
- The Protection of Children Act 1999
- Working Together to Safeguard Children and Young People (1999 & 2006)
- ‘Caring for the young and vulnerable’ Home Office guidance for preventing the abuse of trust (1999)
- Criminal Justice and Court Services Act (2000)
- The UN Convention on the Rights of the Child
- Human Rights Act (1998)
- The Data Protection Act (1998)
- Safeguarding Vulnerable Groups Act 2006
- The Protection of Freedoms Act 2012

## SECTION 2 - PROMOTING GOOD PRACTICE

### 2.1 Introduction

To provide children with the best possible experience and opportunities in Welsh Bowls, National Associations must operate within an accepted ethical framework such as The Coaches Code of Conduct, Equity Policy and Social Networking Policy (**See appendix 1, 2 & 18**).

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in the Welsh Bowls Federation to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

This section will help you identify what is meant by good practice and poor practice.

### 2.2 Good Practice

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of flat green bowls fun and enjoyable: promote fairness, confront and deal with bullying
- treat all children equally and with respect and dignity
- always put the welfare of the child first, before winning
- maintain 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)
- avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- Involve parents/cares wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs

- request written parental consent if club officials are required to transport children in their cars
- gain written parental consent for any significant travel arrangements e.g. overnight Stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- ensure that at away events adults should not enter a child's room or invite child to their rooms
- be an excellent role model, this includes not smoking or drinking alcohol in the company of children
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- 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 the need arises
- keep a written record of any injury that occurs, along with details of any treatment Given
- ensure that everyone conforms to the Social Networking Policy, where any breaches or concerns relating to this policy shall be dealt with by the appropriate Disciplinary Panel, as appointed by the Welsh Bowls Federation

### **2.3 Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with children away from Others
- taking children alone in a car on journeys, however short
- taking children to your home where they will be alone with you
- sharing a room with a child

- engaging in rough, physical
- or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing children to use inappropriate language unchallenged
- making sexually suggestive comments to a child, even in fun
- reducing a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted Upon
- do things of a personal nature that the child can do for themselves

Where case arise where it is impractical/impossible to avoid certain situations e.g. transporting a child in you car, the tasks should only be carried out with the full understanding and consent of the parent/care and the child involved. **(See Appendix 3 & 4).**

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

## **2.4 Physical Contact in Sport**

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury
- Meet the requirements of the particular sport

Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child and not the need of the adult
- Be fully explained to the child and with the exception of an emergency,
  - permission should be sought
- Not take place in secret or out of sight of others
- Records of injuries should be fully recorded

## SECTION 3 - DEFINING CHILD ABUSE

### 3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

### 3.2 Types of Abuse

**Physical Abuse:** where adults physically hurt or injure a child e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving children alcohol or inappropriate drugs would also constitute child abuse

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness deliberately causes ill health in a child they are looking after.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body

**Emotional Abuse:** the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

**Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. **(See Appendix 5)**

**Neglect** occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child safe, or exposing them to undue cold/heat or unnecessary risk of injury.

**Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

### **3.3 Indicators of Abuse**

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the child describes what appears to be an abusive act involving them
- another child or adult expresses concern about the welfare of a child
- unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adult's, particularly those whom a close relationship would normally be Expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes

- a shortage of money or frequent loss of possessions
- It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in Welsh Bowls Federation to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

### **3.4 Use of Photographic/Filming Equipment at Sporting Events**

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer. All parents and performers should be made aware when coaches use video equipment as a coaching aid. **(See Appendix 6 & 7 )**

## SECTION 4 - RESPONDING TO CONCERNS & ALLEGATIONS

### 4.1 Introduction

It is not the responsibility of anyone working in Welsh Bowls Federation 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 so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicious of abuse occurring within Welsh Bowls Federation and to allegations/suspicious that abuse is taking place elsewhere. **(See Appendix 8 & 9)**

This section explains how to respond to allegations/suspicious.

### 4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that you are taking them seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information

- **report** the incident to the child/welfare officer

**In all cases if you are not sure what to do you can gain help from NSPCC Wales help line (Mon – Fri 10.00am – 6.00pm). Tel No: 08081002524 or the NSPCC 24 hour help line Tel No: 0800800500**

### **4.3 Recording Information (see appendix 10 & 10.1)**

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record detail

### **4.4 Reporting the Concern**

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The Welsh Bowls Federation expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

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If the nominated child protection officer is not available you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

A summary of reporting procedures is provided in **Appendix 10 & 10.1**. Where there is a complaint against an employee or volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case Welsh Bowls Federation will be involved

As mentioned previously in this document the Welsh Bowls Federation are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

Any suspicion that a child has been abused by an employee or a volunteer should be reported to the Welsh Bowls Federation who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Welsh Bowls Federation will refer the matter to social services department
- the parent/carer of the child will be contacted as soon as possible following advice from the social services department
- the chief executive of your organisation should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- the national child protection officer should also notify the relevant sport governing Body
- if the club Child Welfare Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser. **Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.**

#### 4.5 Whistle Blowing

It is important that the organisation has well known procedures for enabling staff and volunteers to share, in confidence with a designated person, concerns they may have about a colleague's behaviour

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

Welsh Bowls Federation is fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated. All staff and volunteers will be encouraged to talk to the designated if they become aware of anything that makes them feel uncomfortable.

#### 4.6 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)

All individuals working with children have a duty to protect both in and outside the sport. Sometimes Governing Body personnel will become aware of concerns about a child from outside the sport, e.g. their home life. In these situations please follow the guidance below:-

- Report your concerns to the Club Child Welfare Officer **(See Appendix 11)**.
- If the Club Child Welfare Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the Club Child Welfare Officer will decide how to inform the parents/carers
- The Club Child Welfare Officer should also report the incident to the Welsh Bowls Federation Governing Body. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality on a need to know basis

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## **4.7 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 Child Welfare Officer
- The parents of the child
- The person making the allegation
- Social Services/police
- The Welsh Bowls Federation National and Regional Development Officers, and the Child Protection Officer of each National Governing Body
- The alleged abuser (and parents if the alleged abuser is a child)
- Seek Social Services advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

## **4.8 Internal Inquiries and Suspension**

The Welsh Bowls Federation will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries

Irrespective of the findings of the social services or police inquiries the Welsh Bowls Federation Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such case the Welsh Bowls Federation Disciplinary Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

## **4.9 Working with the Aftermath**

After a suspicion or allegation about a child protection concern has been investigated, there is likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

## SECTION 5 - RECRUITING & SELECTING

### 5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

### 5.2 Controlling Access to Children

- All staff and volunteers who are eligible for a DBS check should complete a self-disclosure form. **(See Appendix 12)**
- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self-disclosure about any criminal record **(See Appendix 15)**
- Consent should be obtained from the applicant to seek information from the **Disclosure Barring Scheme (See Appendix 14)**
- Two confidential references, including one regarding previous work with children should be obtained. These references **MUST** be taken up and confirmed through telephone contact **(See Appendix 13)**
- Evidence of identity (passport or driving licence with photo)

### 5.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive formal or informal induction during which:

- Checks are carried out to ensure application forms are completed in full.
- Their qualifications should be substantiated
- The job requirements and responsibilities should be clarified
- They should sign up to the organization's Code of Ethics and Conduct
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness

## 5.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children

Welsh Bowls Federation requires:

- **All** staff and volunteers who have access to children to undergo a CRB check
- All employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person
- All coaches, trainee coaches and leaders should have an up to date first aid Qualification

## **SECTION 6 – IMPLEMENTATION AND MONITORING PROCEDURES**

### **6.1 Introduction**

If the Welsh Bowls Federation child protection policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way.

This will involve the:

- design and dissemination of information
- piloting of procedures
- execution of recruitment strategies for volunteers as well as employees
- identification of a National Child Protection Officer
- identification of Club Child Welfare Officers
- provision of training and review of existing training

### **6.2 Monitoring Strategy**

It will be the responsibility of the National Child Protection Officer/policy group to establish and implement the strategy. This might include monitoring:

- the number of leaflets distributed
- the number of allegations made and breakdown of 'no case', 'poor practice' and 'abuse' incidence
- the number of child protection officers in place
- feedback from clubs on the implementation of the policy
- reports from the disciplinary and appeals panel
- the number of personnel trained in child protection awareness
- the number of DBS checks made

## SECTION 7 - USEFUL CONTACTS

### **Childline UK**

Post 1111  
London N1 OBR  
Tel - 0800 1111

### **Criminal Records Unit**

WCVA, Morfa Hall, Bath Street, Rhyl, LL18 3EB  
Telephone No: 0800 0197 391 Fax: 01745 357 391  
Email: [cru@wcva.org.uk](mailto:cru@wcva.org.uk), Web: [www.wcva-cru.org.uk](http://www.wcva-cru.org.uk)

### **NSPCC Child Protection Helpline**

National Helpline 0808 800 5000  
Welsh Helpline 0808 100 2524 (Mon-Fri 10am-6.00pm)  
Asian Helpline 0800 096 7719  
Deaf User's Text phone 0800 056 0686  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

### **NSPCC Child Protection in Sport Unit (Wales)**

NSPCC Cymru/Wales  
Diane Englehardt House  
Dowlais Road  
Cardiff  
CF24 5LQ  
Tel – 02031883600  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Police and Social Services**

Consult your telephone directory for the most relevant local numbers

Also in this section key contacts in the statutory sector should be available from the NGB, e.g. displayed on their website and updated every year. This is required for the standards. The online list is kept up to date.

[Http://www.childreninwales.org.uk/resource-library/2013/code-of-conduct-for-children/](http://www.childreninwales.org.uk/resource-library/2013/code-of-conduct-for-children/)

Similar address for parents ending in: code-of-conduct-for-parents-and-carers/

## **APPENDIX 1**

### **Code of Conduct**

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the content of their sport.
2. Coaches must place the well being and safety of the performer above the development of performance. They should follow all guidelines laid down by their sports Governing Body and hold appropriate insurance cover
3. Coaches must develop an appropriate working relationship with performers, especially children, based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Coaches must encourage and guide performers to accept responsibility for their own behaviour.
5. Coaches should hold up to date nationally recognised governing body coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should at the outset clarify with performers, and where appropriate their parents, exactly what is expected of them and what performers are entitled to expect from the coach.
8. Coaches should cooperate fully with other specialists e.g. other coaches, officials, sports scientists, doctors, physiotherapists in the best interest of the performer.
9. Coaches should always promote the positive aspects of their sport e.g. fair play and never condone rule violations or the use of prohibited substances.
10. Coaches must consistently display high standards of behaviour and appearance.

## **CODE OF CONDUCT**

Our aim is to provide the reader with some clear guidelines as to the code of conduct that should be adopted by adults that coach, manage and work with children within a bowls environment in Wales. In addition to this we hope the guideline can provide a framework of good practice for National Associations, Clubs and Teams dealing with children of school age.

### **CODE OF CONDUCT – GUIDELINES**

The quality of experience gained by children and young players participating in bowls will depend heavily on the quality of the leadership and coaching, Implicit in this are the values and ethics demonstrated by the coach or coaches, which may be instilled into the players. The coach has a responsibility therefore to emphasise the following to players within his or her charge:

- Respect for the rules of the game.
- Respect for Official and their decisions.
- Respect for opponents.
- Responsible behaviour.
- An emphasis on participation and doing one's best without a "win at all cost" attitude.
- An emphasis on enjoyment and fun.

A coach should provide an example for the players in terms of behaviour, clothing and attitude, and invest more in the well-being and interest of the players than in their win/loss record. In other words:

- Be reasonable in your demands on children's time, energy and enthusiasm – they need other interests.
- Children play for fun and enjoyment and winning is only part of this.
- **NEVER** shout at or abuse match officials.
- **NEVER** ridicule or shout at the children for making mistakes or losing a match.
- Actively discourage any shouting from the sidelines, apart from general encouragement.
- Groups players according to age, height, skill and physical maturity where possible.
- Teach players that the rules of the game are mutual agreements which no one should break.
- Develop respect for the ability of opponents, as well as the judgement of Officials and opposing Coaches.
- Avoid over playing the talented players – average players need equal if not more, playing time.

It is widely accepted that it is the responsibility of every adult to safeguard children. An Official, Coach, Instructor, paid Employee or Volunteer may have regular contact with children and be a very important link in identifying cases where a child needs protection. When establishing guidelines concerning the safeguard of children it is important to recognise that the organisation has both a moral and possibly a legal obligation to ensure that when it is given responsibility for children it provides them with the highest possible standards of care. The Governing Body and all organisations working with children recognise that they have a responsibility to:

- Safeguard and promote the interest and well-being of children with whom it is working.
- Take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment.
- Respect their rights, wishes and feelings.

**The Child Welfare Procedures can:**

- Offer safeguards to the children with whom we work, and to our members, volunteers and those in affiliated organisations.
- Help to maintain a high standard of professionalism and standard of practice that should be associated with bowls in Wales.

## APPENDIX 2

### Equity Policy

#### Statement of Intent

Welsh Bowls Federation is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, competitor, child/young person receives less favourable treatment on the grounds of age, gender, ethnic status, parental/marital status, nationality, religious belief, political persuasion, social background and sexual preference.

#### Legal Requirements:

The Welsh Bowls Federation is required by law not to discriminate against its employees, members or volunteers and recognises its legal obligation under the following acts

- Equal Pay Act 1970
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination ACT 1995
- Rehabilitation of Offenders Act 1974
- The Children Acts 1989 & 2004
- Equality Act 2010

#### Types of Discrimination:

Discrimination can take the following forms

**Direct Discrimination** - This means treating someone less favourably than you would treat others in the same circumstances

**Indirect Discrimination** - This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one group.

The Welsh Bowls Federation is fully committed to equality of opportunity and where decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the performance of the sport.

**Harassment** - Can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient.

The Welsh Bowls Federation is committed to ensuring that all staff, volunteers and competitors are able to conduct their activities in an environment that is free from harassment or intimidation

A copy of this document will be available to all staff, members, competitors and volunteers.

Appropriate disciplinary action will be taken against any employee, member or volunteer who violates the Welsh Bowls Federation Equity Policy

## **APPENDIX 3**

### **Guidelines for Transporting Children & Young People**

It is important to ensure that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance
- Ensure sufficient supervisors are on each coach
- All participants have a seat and seat belt regulations are adhered to
- Parents/carers are issued with detailed information of pick up and drop off points and times
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number.
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there

If private cars are used for transport, you should ensure parental consent has been obtained.

## APPENDIX 4

### Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at the event, staff and volunteers are acting in loco parentis and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on [www.ofsted.gov.uk](http://www.ofsted.gov.uk)). For children over the age of 8, experience has shown that a ratio of one adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access of photos of children/young people (attached to their consent form) in the event of then having to report a participant missing to the police.

## APPENDIX 5

### Anti Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling), emotional (e.g. isolating an individual from activities). They will include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive/offensive comments of a sexual nature

Emotional and verbal bullying is more likely however it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti bullying policy to which all its members, coaches, players, staff and volunteers and parents subscribe to and accept.

- Every club should be prepared to:
- Take the problem seriously
- Investigate any incidents
- Talk to bullies and victims separately
- Decide on appropriate action, such as:
- Obtain an apology from the bully(ies) to the victim
- Inform parents of the bully(ies)

- Insist on the return of items 'borrowed' or stolen
- Insist bullies compensate the victim
- Hold club discussions on bullying
- Provide support for the coach of the victim

## APPENDIX 6

### Photographic/ Recorded Images

While Welsh Bowls Federation recognises that publicity and pictures/recordings of young people enjoying flat green bowls are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and young Permission Form **(See Appendix 7)**.
- All young people must be appropriately dressed for the activity taking place.
- Photography or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should never be revealed.
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event.
- Club's or organisations' coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given.
- Do not allow unsupervised access to players with photographers/camera people or one to one photo sessions at events.
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- Parents and children should be informed that if they have any concerns they should report them to the event organiser or official and recorded in the same manner as any other child protection concern.

## APPENDIX 7

### Parent/Guardian and Young Person Permission Form for the use of Photographs and Recorded Images

I \_\_\_\_\_ (insert parent/carer full name)

consent to the photographing/videoing and publication of,

\_\_\_\_\_ (name of young person)

under the Welsh Bowls Federation Child Protection and Best Practice guidelines and I confirm that I am legally entitled to give this consent.

I also confirm \_\_\_\_\_ (name of young person) is not under a court order.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ (name of young person)

consent the photographing/videoing and publication of images of my involvement in Flat Green Bowls under the Welsh Bowls Federation Child Protection and Best Practice Guidelines.

Signature of Young Person: \_\_\_\_\_

Date: \_\_\_\_\_

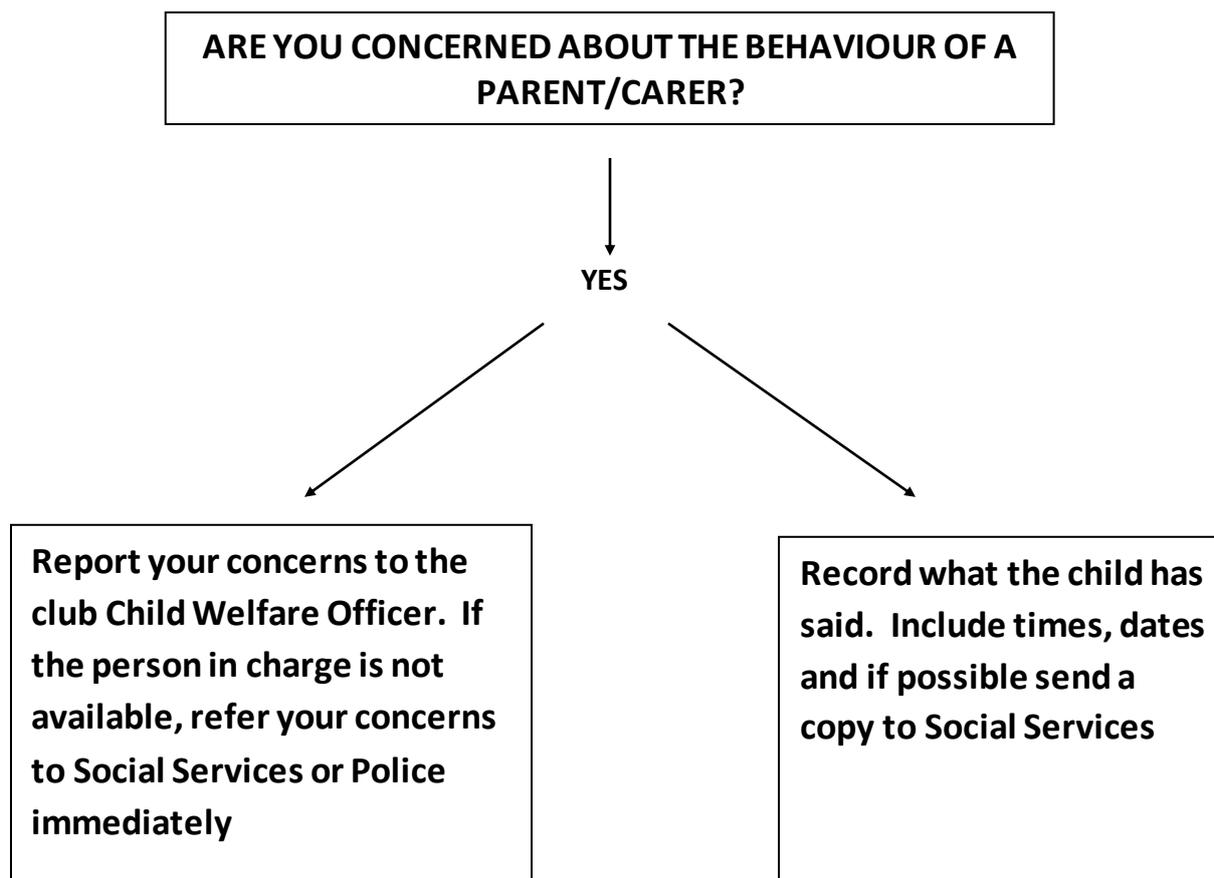
Please return this form to: (insert details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## APPENDIX 8

### Responding to Concerns About Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer



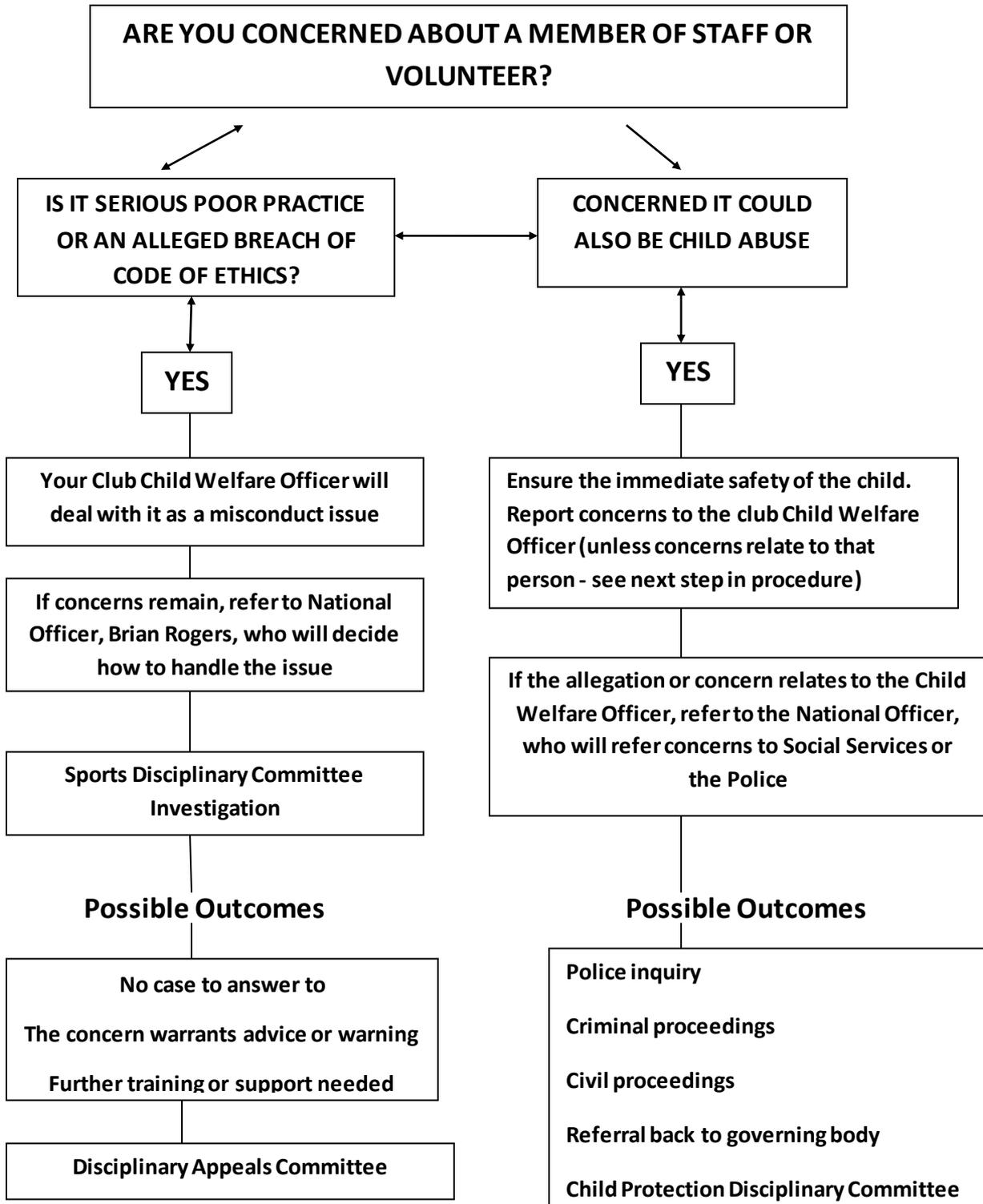
#### Remember:

- **Maintain confidentiality**
- **Ensure the person in charge follows up with social services**

## APPENDIX 9

### Responding to Concerns About a Member of Staff or Volunteer

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport



## APPENDIX 10

### Incident Report Form (Initial)

(Time scale required – 24 hours) To National Child Protection Officer, Brian Rogers

Name of child \_\_\_\_\_ Age/Dob \_\_\_\_\_

Parent/Carer's name \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

**Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Brief description of the concerns: include date, time, location etc of specific incidents**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Any physical signs? Behavioural Signs?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you spoken to the child? If so what was said?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Have you spoken to the parent(s)? If so, what was said?**

---

---

---

**Has anyone been alleged to be the abuser? If so give details, including the relationship with the child. Have you consulted with anyone else? Give details.**

---

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**Your name/position** \_\_\_\_\_

**To whom reported and date of reporting? Give contact information for future reference**

---

---

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**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **APPENDIX 10.1**

### **Child Welfare Incident Report (Final)**

#### **In the event of an incident**

The following forms are to be filled in and returned to the Welsh Bowls Federation National Governing Body Representative, Brian Rogers within three days of any incident occurring. This document is to be strictly adhered to.

## Welsh Bowls Federation Child Welfare Incident Report

<b>Date of Report :</b>	.....
<b>Date of Incident :</b>	.....
<b>Place of Incident :</b>	.....
	..... <b>Post Code</b> .....
<b>Child Involved :</b>	.....
<b>Adult Involved :</b>	.....
<b>Coach / Child Welfare Officer</b>	.....

### Coach / CPO / CWO Details

**Full Name:** .....

**Age:** .....      **Date of Birth:** .....

**Coach Grade:** .....      **Expiry Date:** .....

**Address:** .....

..... **Post code:** .....

**Telephone:** .....      **Mobile:** .....

**E-mail:** .....      **Fax:** .....

**Association:** .....      **Club:** .....

---

### Adult / Perpetrator Details

**Full Name:** .....

**Age:** .....      **Date of Birth:** .....

**Coach Grade:** .....      **Expiry Date:** .....

**Address:** .....

..... **Post code:** .....

**Telephone:** ..... **Mobile:** .....

**E-mail:** ..... **Fax:** .....

**Association:** ..... **Club:** .....

---

**CHILD / ADULT VICTIM DETAILS**

**Full Name:** .....

**Age:** ..... **Date of Birth:** .....

**Coach Grade:** ..... **Expiry Date:** .....

**Parent/Guardian Name :** .....

**Address:** .....

..... **Post code:** .....

**Telephone:** ..... **Mobile:** .....

**E-mail:** ..... **Fax:** .....

**Association:** ..... **Club:** .....

---

**Witness 1**

**Full Name:** .....

**Address:** .....

..... **Post code:** .....

**Contact No:** .....

---



### Emergency & Welfare Services

**Police Required:**

Yes

No

.....  
.....  
.....

**Social Services Required:**

Yes

No

.....  
.....  
.....

**Legal Action:**

Yes

No

.....  
.....  
.....

**If Police are called, in the event of Personal Injury or Property Damage, a Crime Number will be issued. Please enter below.**

**Crime No.:** .....

**These accounts have been given to the best of my knowledge and recollection of the incident.**

**Signature:** .....

**Date:**.....



## APPENDIX 11

### Designated Person

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the protection of children.

The Welsh Bowls Federation Child Protection Policy should include the name of this person, their role/responsibilities and how they can be contacted. The person designated should ensure they are knowledgeable about child protection and that they undertake any training considered necessary to keep them updated on new developments. Designated person: Brian Rogers, 02920 -191129, email: [brian.rogers@ntlworld.com](mailto:brian.rogers@ntlworld.com)

#### Role:

- Establish contact with senior member of social services staff responsible for child protection in the organisations catchment area
- Provide information and advice on child protection within the organisation
- Ensure that the organisation's child protection policy and procedures are followed and particularly to inform social services of relevant concerns about individual children
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing
- Liaise with social services and other agencies as appropriate
- Keep relevant people within the organisation, particularly the head or leader of the organisation, informed about any action taken and any further action required
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome
- Advise the organisation of child protection training needs

## APPENDIX 12

### Sample Declaration Form

**Confidential: Volunteers working with children and subject to a DBS check must declare their convictions and be vetted a Bowls' NGB allows them to work with children.**

Have you ever been convicted of a criminal offence or been the subject of a caution or a Bound over Order?

YES

NO

(please tick)

If yes, please state below the date(s) and nature of Offence(s)

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---

---

NOTE: You are advised under the provision of the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

Are you a person known to any social services department as being actual or potential risk to children?

YES

NO

(please tick)

If yes please supply details

---

---

Have you ever been subject to an investigation by an organisation, Social Services / Police?

YES

NO

Have you had a disciplinary sanction (from a sport, or other organisation's governing body) related to child abuse or misconduct?

YES

NO

If yes, please supply details

---

---

**Signed:**

**Date:**

**Mr/Mrs/Miss/Ms First Name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Any surname previously known by:** \_\_\_\_\_

**Address:**

---

---

**Tel No:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Place of Birth:** \_\_\_\_\_

## APPENDIX 13

### Application Form

#### Part A

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Title: \_\_\_\_\_ Sex: M/F \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Any previous names by which you may have been known:

\_\_\_\_\_  
\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Post for which applying:

\_\_\_\_\_

Relevant experience, qualifications and training:

\_\_\_\_\_  
\_\_\_\_\_

Career/involvement in sport (with dates):

\_\_\_\_\_  
\_\_\_\_\_

**I confirm that I have read and agree to abide by the club's code of conduct**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitability for, working with children and young people (e.g. previous employers):

Name: \_\_\_\_\_

Address:

---

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

Name: \_\_\_\_\_

Address:

---

Position: \_\_\_\_\_

Tel No: \_\_\_\_\_

## APPENDIX 14

### Disclosure and Barring System (WCVA)

Disclosure and Barring System (WCVA Criminal Records Unit) enables employers of private paid and voluntary organisations in England and Wales to do checks related to the applicant's suitability to work with children. Access to the DBS is available to all organisations working with children and young people, either directly as registered bodies or through 'umbrella' organisations.

All individuals working with/having regular unsupervised contact with children should undertake an **enhanced disclosure DBS** check.

For more information on DBS checks:

**CRIMINAL RECORDS UNIT**  
**Morfa Hall**  
**Bath Street**  
**Rhyl**  
**LL18 3EB**

**Helpline: 0800 0 197 391**

[www.crb.gov.uk](http://www.crb.gov.uk)

**CRIMINAL RECORDS UNIT (WCVA)**  
**Tel – 01248 672800**

## APPENDIX 15

### Reference Form

(Name of staff/volunteer) \_\_\_\_\_

Has expressed an interest in working for Welsh Bowls Federation, and has given your name as a referee. If you are happy to provide this reference all information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Would this person be suitable to work with children/young people? \_\_\_\_\_

Further Information (where applicable)

\_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number \_\_\_\_\_

The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

**NB: Give full contact details of the person to whom the reference is to be sent, including name, address, telephone number and any other relevant details.**

See Separate Appendix for Social Networking Policy

## APPENDIX 16

### Recommended Legislation/Guidance & Publications

The Children Act 1989. (England and Wales)

Criminal Justice and Court Services Act 2000

[www.hmso.gov.uk](http://www.hmso.gov.uk)

The Data Protection Act 1984 and 1998

[www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm](http://www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm) (the Act)

[www.homeoffice.gov.uk/ccpd/dpu98news.htm](http://www.homeoffice.gov.uk/ccpd/dpu98news.htm) (the overview)

The Human Rights Act 1998

[www.homeoffice.gov.uk/hract/hramenu.htm](http://www.homeoffice.gov.uk/hract/hramenu.htm)

The Protection of Children Act 1999

[www.doh.gov.uk/scg/childprotect](http://www.doh.gov.uk/scg/childprotect)

Sexual Offences (Amendments) Act 2000

[www.hmso.gov.uk/acts/en/2000en44.htm](http://www.hmso.gov.uk/acts/en/2000en44.htm)

The United Nations Convention on the Rights of the Child

[www.un.org](http://www.un.org)

Our Duty to Care

[www.volunteering-ni.org](http://www.volunteering-ni.org)

Working Together to Safeguard Children

[www.the-stationary-office.co.uk/doh/worktog.htm](http://www.the-stationary-office.co.uk/doh/worktog.htm)

### Publications

**SafeSport Away: a guide to planning**

Available from the NSPCC Child Protection in Sport Unit

Tel: 0116 234 7278 Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Code of ethics and conduct for sports coaches**

Sports Coach UK

[www.brianmac.demon.co.uk/ethics.htm](http://www.brianmac.demon.co.uk/ethics.htm)

**Sportscheck: a step by step guide for sports organisations to safeguard children**

E mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Safe Sports Events**

E Mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

**Time to Listen**

E Mail: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

# WELSH BOWLS FEDERATION



## Child Welfare Policy Statement

Name of Organisation

(Insert the name of your organisation)

Affix photo here if  
required

**Is committed to creating and maintaining the safest possible environment for children and young people. We do this by:**

- Recognising that all children have the right to be safe from harm.
- Ensuring that all our volunteers and staff are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all concerns or allegations of abuse, and providing parents and children with the opportunity to voice any concerns that they may have.
- Appointing a Child Welfare Officer who will take specific responsibility for child protection and act as a main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Child Welfare Officer or the appropriate external authorities.
- Reviewing the effectiveness of our Child Welfare Policy and activities annually.

Our Child Welfare Officer is:

## **APPENDIX 18**

### **Good Practice and Guidelines on the use of Social Networking Sites**

**(see separate document)**

**All personnel should ensure that everyone conforms to the Social Networking Policy and any breaches or concerns relating to the Social Networking Policy shall be dealt with by the appropriate Disciplinary Panel, as appointed by the Welsh Bowls Federation.**