



Safeguarding Bowls

Templates

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Index:

Template		Page
1	Safeguarding and Child Protection Policy	2
2	Club Action Plan Template	4
3	Application Form – Coaches/Staff/Volunteers/Officers	5
4	Self-Disclosure Form	8
5	Volunteer Reference Form	10
6	Junior Player Consent Form	11
7	Junior Section Register of Attendance	13
8	Private Vehicle Registration Form	14
9	Photographers Event Registration Form	16
10	Parents' Permission form for use of photographs and recorded images	17
11	Code of Conduct for Coaches	18
12	Code of Conduct for Children	20
13	Incident Reporting Form	21
14	Contact details for Clubs/Counties	24

Template 1

Safeguarding and Child Protection Policy Template

[name of] 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.

[name of] 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

[name of] 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.

[name of] 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.
- 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.
- *[name of]* Bowls Club will work in partnership with young people and parents to review and implement child protection and safeguarding procedures.
- *[name of]* 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 2013.
 - 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 *[name of]* Bowls Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee, and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.
- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the national governing body as appropriate.
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Designated 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.

Template 2

Club Action Plan Template

This action plan can assist a club to prioritise and plan areas where there are gaps in order to provide a safe and welcoming environment for young players.

N.B. The club may not have all the policies in place but may adopt the National Governing Body's policies in many areas.

Check List (Name of club) Has	Yes	No	Action Required	By Whom	By When	Guidelines & Policies Communicated to all staff & Volunteers (Date)
Designated Club Welfare Officer						
Child Protection Policy						
Recruitment Policy for all staff coaches & volunteers						
Health and Safety Policy						
Equity Policy						
Photography and Video recording Policy						
Anti-bullying Policy						
"Whistle-blowing" Policy						
Relevant Player Profile Forms						
Guidelines on transportation of young people to matches/tournaments						
Clear guidelines on the supervision of young people						
Established a late collection/pick up procedure						
Code of Conduct for all adults working with young people						
Code of Conduct for young people						
Adopted either the NGB Disciplinary Procedures or have their own Disciplinary Procedures						
Undertaken a Risk Assessment both for adults and juniors						
Made parents aware of the Child Protection Policies and Procedures						
Ensure all club members, coaches and volunteers have access to appropriate training						
Relevant contact details for all key people/agencies <ul style="list-style-type: none"> • Bowls NGB Designated Safeguarding Officer • County Welfare Officer • Club Welfare Officer • Local Child Social Care • Local Police • NSPCC • Local Safeguarding Children's Board 						

Name of Organisation:

Start Date:

Finish Date:

Reason for Leaving:

Role:

Name of Organisation:

Start Date:

Finish Date:

Reason for Leaving:

(Add more on a separate sheet of paper if applicable)

Relevant Experience:

Previous Experience (including of working with children and young people if appropriate to this role):

Qualifications:

Academic:

Vocational:

Sporting:

Reason for Applying:

References:

Please provide the names and addresses of two people who know you well (who are not related to you) (include people who have first-hand experience of you working with children if this is relevant to this role) and whom we can contact to obtain a reference

With your approval, we will also contact your employer (where appropriate) to obtain a reference.

Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:

I am a member of a bowls club affiliated to the National Governing Body:

Yes/No - Full/Associate (please provide details of which Governing Body your club is affiliated to and your membership number, if applicable):

Member of BDA Coaching Scheme Yes/No

Membership number (if applicable)

I agree to abide by the Club/County Codes of Conduct and Child Protection Policy, and confirm that the information I have supplied in completing this form is correct and true.

Signed: _____ Date: _____

Template 4

Self-Disclosure Template

Completing this form will enable us to have additional information to assist us in making recruitment decisions. This is also your opportunity to provide us with details of any concerns that might arise on a DBS disclosure if applicable.

You have the right of access to any information held on you and additional rights under the Data Protection Act.

Part A	
Title:	
First Name(s):	
Surname:	
Previous names by which you may have been known:	
Address:	
Postcode:	
Telephone Number:	
Email:	
Date of Birth:	
Male/Female:	
Club:	
Please give details of the positions which you currently or wish to fulfil, or relevant job title:	
Start Date:	
Please give details of any other clubs you are or have been a member of and give details of any positions you held:	

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All "spent" and "unspent" convictions must be declared. Having an "unspent" conviction will not necessarily impede your appointment within bowls. This will depend on the circumstances and background to your offence. Evaluation of information is based on strict confidentiality and discretion.

Part B	
1. Have you ever been convicted of any criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please supply details of any criminal convictions:	
<p>NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974</p> <p>(Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including 'spent' convictions, cautions, reprimands and written warnings.</p>	
2. Are you a person known to any Child Social Care (used to be called Social Services) department as being an actual or potential risk to children or currently under investigation for a child protection related incident?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please supply details:	
I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of my services.	
I hereby consent to a DBS Disclosure:	
Signed:	
Date:	
Print Name:	

PART C	
To be completed by the Club Welfare Officer or Secretary	
I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.	
Please provide details of the documents:	
Signature of Official:	
Position:	
Print Name:	
Date:	

This form should be completed and returned to the Club Welfare Officer.

Template 5

Volunteer Reference Template

[Name] has expressed an interest in becoming a volunteer and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important if you have any reason to be concerned about this applicant that you include the information within this form. You may be subsequently contacted for more information about these concerns in order that we can make informed decisions about the suitability of this person for this role.

If you have any queries about this form, please contact the National Governing Body Designated Safeguarding Officer:

Name:

Telephone Number:

Name:

Organisation:

Any information disclosed in this Reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make him/her suited to this work?
- How would you describe his/her personality?
- Please rate the person on the following: (Please tick one box for each question)

	Poor	Average	Good	Very Good	Excellent
Sense of responsibility					
Self-motivation					
Motivate others					
Energy					
Reliability					
Dealing with children					
Commitment					
Trustworthiness					

Signed:

Date:

Template 6

Junior Player Consent Form Template

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent to notify the Bowls Club Welfare Officer (BWO) or Secretary if any of the details change at any time.

Name:	
Date of Birth:	
Address:	
Telephone Number:	
Parents Name:	
Address (if different to above)	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Emergency Contacts	
Contact 1 – Name:	
Relationship to Child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Contact 2 – Name:	
Relationship to Child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Child's Doctors Name:	
Doctors Surgery Address:	
Telephone Number:	
Does your child experience any conditions requiring medical treatment and/or medication? Yes <input type="checkbox"/> No <input type="checkbox"/> *If YES please give details, including medication, dose and frequency:	
Does your child have any allergies? Yes <input type="checkbox"/> No <input type="checkbox"/> *If YES please give details:	
Does your child have any specific dietary requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> *If YES please give details:	

What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?

The Disability Discrimination Act 1995 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? Yes No

If YES what is the nature of the disability?

Hearing impairment: Learning disability: Multiple disabilities:
Physical disability: Other: (please specify) :

Does your child have any communication needs e.g. non-English speaker/hearing impairment/sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her them to communicate with us fully

- I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.
- I agree to notify the County/club of any changes.
- I, _____, being parent/guardian of the above named child, hereby give permission for the NGB/County/club responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
- The attached signature will denote that my child has my permission to be on the bowls club's premises. (Please tick the box if agreed)
- I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior bowls coaching, matches or competition. (Please tick the box if agreed)
- I also agree to my child being transported by club representatives to and from venues

When he/she is representing the bowls club. (Please tick the box if agreed)

Signed (Parent/Guardian):

Print Name:

Date:

Template 7

Junior Section Register of Attendance Template

Tick those attending and put a cross (x) through the tick when they have been collected.
Do not assume that someone has been collected; you may need to check for yourself.

Name of Child	Date	Time In	Time out	Collected By	Signature

Template 8

Private Vehicle Registration Form Template

See Transportation Guideline 6 for more information

To be completed by Volunteer Drivers

Purpose of the form:

- to register the private vehicles used for the transport of children in connection with bowls away fixtures or tours.
- to inform drivers of the need to check and amend their insurance, if necessary, if they intend to use their vehicle on behalf of the organisation, and if passengers are being carried in connection with the organisation's activities or events
- the form must be completed by the driver of any private vehicle used for the transportation of individuals to and from bowls activity.

Completed forms must be handed to the organisation's secretary or Bowls Club Welfare Officer

Driver Details	Vehicle Details
Full Name:	Registration Number:
Address:	Colour:
	Name of Registered Keeper:
Post Code:	Make:
Telephone Number:	Model:
Driving license Number and type (eg Full):	
Other members authorised to drive the vehicle:	
MOT Expiry Date:	
Insurance Company	
Insurance Expiry Date:	
Road Tax Expiry Date:	
<p>Declaration (please tick each box)</p> <p>I have informed the insurance company of my intention to transport members on behalf of the County/Club. I have stated if I will be claiming expenses in connection with this additional use. <input type="checkbox"/></p> <p>I have extended the policy and paid any additional premium as required by the insurance company <input type="checkbox"/></p> <p>To the best of my knowledge my vehicle is roadworthy. <input type="checkbox"/></p> <p>I will inform all passengers of the legal requirements to wear seat belts. <input type="checkbox"/></p> <p>I will inform all passengers that smoking is not permitted in the vehicle. <input type="checkbox"/></p> <p>I agree not to give children a lift on their own. <input type="checkbox"/></p> <p>I declare that the information stated here is correct and that I will inform the County/Club of any changes. <input type="checkbox"/></p>	

I have agreed to give sight of my driving licence to the administrator. <input type="checkbox"/>	
Signed:	
Print Name:	
Date:	
Bowls Approved Driver	
Name:	
Registration Number:	
Signed:	Date:
County/Club/County Secretary/Chair	
Original Driving License and paper seen listed.	(insert date) and driving offences listed.
Signed:	Date:

Template 9

Photographers Event Registration Template

See Guideline 11 for more information.

Event:	
I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.	
Name:	
Address:	
Telephone Number:	
Signature:	Date:

Please complete and return to the event organiser.

Template 10

Parent's Permission template 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. Please note that if you have more than one child registered you will need to complete separate forms for each.

[County/Club] recognises the need to ensure the welfare and safety of all young people in bowls as part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken or used without your consent.

The [County/Club] will follow the guidance for the use of images of young people as detailed within the respective Child Protection Policy and Procedures. (attached for information).

The [County/Club] 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 [County/Club].

IF YOU BECOME AWARE THAT THESE IMAGES ARE BEING USED INAPPROPRIATELY YOU SHOULD INFORM THE (Bowls Club) WELFARE OFFICER IMMEDIATELY

The photographs may be available on the website <http://>

For the bowls season year, If at any time either the parent/guardian or the child 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, I (parent full name)
Consent / do not consent to *

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

Under the stated rules and conditions, and I confirm I have legal parental responsibility for this child 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. I (Name of child)
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

Template 11

Code of Conduct for Coaches Template

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 have an equal opportunity to participate.
- Help create and maintain an environment free of fear and harassment.
- Recognise the rights of all children to be treated as individuals.
- Recognise the rights of parents and children to confer with other coaches and experts.
- Promote the concept of a balanced attitude, supporting the well-being of the child both in and out of bowls.
- Do not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion.
- 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 in a manner that reflects respect and care.

2. Relationships

- Develop relationships with parents and children 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 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. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable.
- Promote the welfare and best interests of children.

- Explain to parents, as appropriate, the potential impact of the coaching programme on the child.
- 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 or the behaviour of an adult, and follow reporting procedures.
- Consider the child's opinions when making decisions about their participation in bowls.
- Inform parents and children of the etiquette and practical considerations when playing Bowls.
- Inform parents 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.
- Develop an appropriate working relationship with children based on mutual trust and respect.
- Always emphasise that the well-being and safety of the child is more important than the development of performance.
- Do not smoke, or drink alcohol, while actively working with children. 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.
- Hold relevant qualifications.
- Ensure the necessary insurance cover is in place.

Signed:..... Name:..... Date:.....

Template 12

Code of Conduct for Children

You should:

- play fairly and apply bowls standards both on and off the rink.
- respect advice that you receive.
- treat others as you would wish to be treated yourself.
- respect all players regardless of colour, disability or age.
- 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.
- publicly act disrespectfully to others.

Template 13

Incident Reporting Form

If you suspect that a young person 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 National Governing Body Designated Safeguarding Officer, who will take responsibility for any referrals to outside agencies that are necessary.

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 reporting concern of young person	
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 (eg NSPCC)	Yes / No	If yes please state	
Contact name and number		Details of advice received:	

Summary

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

Template 14

Contact details for Clubs/Counties to complete

Club Welfare Officer

County Welfare Officer

National Governing Body Designated Officer

NSPCC Contact: Tel 0808 800 500 www.thecpsu.org.uk e-mail help@nspcc.org.uk.....

Childline: Tel 0800 1111 www.childline.org.uk..... a free 24hr helpline for children.....:

Local Authority Designated Officer (LADO)

The Police (local).....

The Childrens Social Care

Local Safeguarding Children Boards.

.....
(See Guideline 8 for assistance)

