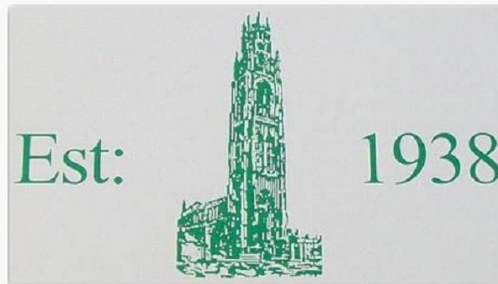


Boston Indoor Bowling Club

Boston Indoor



Bowling Club

Safeguarding and Welfare Policy and Procedures

Introduction

All sporting organisations, which may make provision for vulnerable adults, must ensure that:

The welfare of every person is paramount:

- All persons, whatever age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff paid or unpaid and all members working in sport have a responsibility to report concerns to the appropriate officer.
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has taken place.

Policy Statement

Boston Indoor Bowling Club has a duty of care to safeguard all persons involved in activity at the club. Boston Indoor Bowling Club will ensure the safety and protection of any vulnerable persons involved through adherence to the Welfare Policy adopted by the Club.

Policy Aims

The aim of Boston Indoor Bowling Club Welfare Policy is to promote good practice:

- Provide any vulnerable adults with appropriate safety and protection whilst in the care of Boston Indoor Bowling Club;
- Allow all staff, members and volunteers to make informed and confident response to specific protection issues.

Policy Procedures

The policy provides relevant procedures for:

- Appointing a named person to be contacted should a concern or incident arise
- Reporting concerns, allegations and disclosure of possible abuse or poor practice
- Dealing with Health and Safety issues
- Promoting codes of conduct for everybody involved
- Adequate insurance cover
- Coaching appointment
- Website good practice

- Ensuring confidentiality

Some items already feature in Club Rules and are mandatory to comply with regulations of affiliation to the governing body.

Other guidance and policies that are followed relate to bowls affiliation and can be found through the following:

- English Short Mat Bowling Association
- English Bowling Federation
- Bowls England
- EIBA Ltd.

Procedures

1. Named Welfare officers

- Named Welfare officers and contact details are highlighted in the Officers and Committees membership Fixture lists as well as the 'notice of Welfare Policy' displayed in the club (see appendix 1). New members will also be informed and introduced to the relevant Welfare Officer by their buddy.
- Any person should contact the Welfare Officer should a concern or incident arise.

2. Reporting concerns, allegations and disclosure of possible abuse or poor practice

- It is not the responsibility of anyone working on behalf of Boston Indoor Bowling Club, in a paid or unpaid capacity to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.
- Members should contact the appropriate Welfare officer to raise any concerns
- The welfare officer will have a responsibility to follow up on any concern raised if appropriate
- However if a complaint is made to any member, the following should be considered;
- Stay calm and do not rush into inappropriate action.
- Reassure the vulnerable adult he or she is not to blame. Communication should be at the individual's pace without pressure.
- Listen to what the individual is saying and take them seriously.
- Do not make promises you cannot keep.

- Ensure that confidentiality is maintained at all times.
- Explain to the individual what steps you intend to take having heard their account.
- Ensure that you understand what the individual has said and that you record it accurately immediately after the conversation.
- You should not take sole responsibility; consult the Club Chairman, Welfare Officer or Manager so that they can take steps to protect the child or at risk adult and offer support.
- Confidential advice can be obtained by telephoning any of the help-lines listed below.
- Action on Elder Abuse - 0808 808 8141
- Ann Craft Trust (dealing with the Abuse of Children and Adults with Learning Disabilities) - 0115 9515400 / Mon-Thurs 0830-1700 / Friday 0830-1630

3. Health and Safety

- Boston Indoor Bowling Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect members to participate within these boundaries.
- The club has a Health and Safety Policy
- Accident logbook held in the club, procedures for dealing with accidents/injuries are highlighted to all new members as part of their induction by their mentor.
- Procedures are also available in the club including specific procedures for Ambulance entrance
- First aid equipment on site, including defibrillators. Training undertaken at least once a year, with all members invited to attend.
- Risk assessment forms are used

4. Codes of conduct

- A Code of conduct for club officials (including coaches) and volunteers is agreed and adhered to by all.
- Committee roles and responsibilities are agreed and adhered to.
- A Code of conduct for Adult members is given to all members.

5. Insurance

- The Club ensures it holds appropriate insurance cover.

- In addition, any coach who holds a coaching qualification and is currently licensed by EBCS will also carry personal civil liability cover. The Civil Liability Insurance organised through the appropriate National Governing Body has been designed for the sport and covers member-to-member incidents.
- Further details can be obtained from the governing body.

6. Coaching

- The club ensure any coach delivering on behalf of the club holds a relevant and up to date coaching certificate and is covered by the EBCS or BDA insurance scheme for coaches.
- Coaches may also be requested to provide a DBS Certificate of Disclosure (if necessary)

7. Club Web site and Electronic Communications - Good practice

- Person responsible for the Web site ensures the site is user-friendly and preserves member's privacy (data protection) so that unwarranted electronic communication (phone or email) does not occur.
- Care is taken when putting photographs on the web site to ensure vulnerable adults cannot be identified and singled out by potential people trying to "groom" or that any other person may be identified and have their identity "stolen".

8. 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 Welfare Officers
- The person making the allegation
- Boston Indoor Bowling Club Chairman and the NGB
- The alleged abuser
- Social Services and/or police if necessary

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

Notice of Welfare Policy

Boston Indoor Bowls Club fully accepts its legal and moral obligation to exercise its duty of care and to protect all children and vulnerable adults participating in its activities, and to safeguard their welfare.

We are committed to do this by acknowledging that:

- The welfare of the individual is paramount;
- Each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse;
- Each individual has a right to be safe, and to be treated with respect and dignity

We shall use our best endeavours to ensure that:

- All allegations of abuse are taken seriously;
- The response to them is swift and appropriate;
- The effectiveness of our policy is reviewed annually;
- A responsible person shall be appointed annually as Welfare Officer to whom members can address any concerns.

Welfare Officers: Lorraine Stevens – 01205 722364

Roy Riseborough – 01205 722472