



Bowls Hampshire

Safeguarding and Child Protection Procedures for Members and Parents

Introduction

Bowls Hampshire has a Safeguarding and Child Protection Policy which follows the policies of its National Governing Body, Bowls England. This policy is available from the County Secretary and can also be accessed on the County website at www.bowlshampshire.com. Queries on the policy and on these Procedures should be addressed to the Welfare Officers or the County Secretary.

Children

These Procedures are designed to cover children – i.e. those members who have yet to reach their eighteenth birthday.

The Welfare Officers

The Executive has appointed two nominated members, one for each gender, who have special responsibility for safeguarding issues where players are representing the County and participating in County run events. These Officers undertake appropriate training to keep up to date with national safeguarding guidelines.

Their prime responsibilities are:

- To be the first point of contact for members, children and parents for any issue relating to safeguarding, including poor practice as well as potential or alleged abuse.
- To ensure parents/guardians return all necessary documentation and that County records are kept up to date.
- To ensure that, where necessary, members and coaches have DBS certification or have made Voluntary Disclosures..
- To ensure any incidents and concerns are dealt with promptly and in accordance with these Procedures.

The Bowls Hampshire Welfare /Child Protection Officers are:

- **Derek Collins who can be contacted on 07989 054963**
- **Maxeen Fletcher on 01489 600173**

Representing Bowls Hampshire

Any member representing the County or participating in County run events who has not yet reached his/her eighteenth birthday will be subject to the County's Safeguarding Policy and the Welfare Officer will ensure the parent/guardian's attention is drawn to the Policy, to these Procedures and to the need to return the consent forms detailed in these Procedures. Where individuals enter County Competitions the consent forms returned to Clubs will be regarded as covering play in these events.

Role of Parents/Guardians

Parents/Guardians must provide all necessary documentation/consents for their child/children and must keep the Welfare Officer aware of any changes that occur, particularly as regards medical history. Parents/Guardians should also draw to the attention of the Welfare Officer any weaknesses/concerns they have about the County's practices and procedures.

Handling of Claims of Abuse

The County appreciates that abuse can take many forms, of which the most common are:

- Physical Abuse
- Neglect
- Sexual Abuse
- Emotional Abuse
- Bullying including Cyber Bullying

Abuse also covers self abuse, such as self harming, personal neglect and abuse of alcohol and drugs.

If any person makes a disclosure to an Officer or Member, the Welfare Officer must be immediately made aware of the situation. The Welfare Officer should in speaking to the individual:

- Listen carefully and stay calm.
- Question normally but without pressure in order that what the person is saying is understood.
- Not interpret, paraphrase or put words into the person's mouth.
- Reassure the person that, in coming forward, they have done the right thing.
- Inform the person that the information will be passed on to the appropriate agency.
- Note the main points carefully, using the exact words of the Disclosure.
- Make a detailed note of the Date/Time/Place and what was said using the Disclosure Form.

It is not the task of the Welfare Officer (or any other Officer/member) to themselves investigate any allegation/situation. Once a Disclosure has been made it must be reported immediately, using the Incident Reporting Form, to the Bowls England Safeguarding Officer who will contact the appropriate outside agency/agencies in order that any necessary protective action can be taken.