



# CORNWALL COUNTY SHORT MAT BOWLING ASSOCIATION

---

## **CHILD AND VULNERABLE ADULT PROTECTION POLICY**

All the items attached are based on those contained in the document "Protecting Children and the Vulnerable" produced jointly by all the English Bowls Associations.

- 1. Notice of Child Protection & Vulnerable Adult Protection Policy**
- 2. ESMBA Statement re Safeguarding Children & Vulnerable Adults**
- 3. Child Protection Officers**
- 4. CRB checks**
- 5. A proposed addition to our Constitution**
- 6. A Parental Consent form**

It is important that all clubs in the Association read the attachments and take the action recommended. By doing so, clubs will demonstrate their awareness of the relevant issues and a commitment to keeping safe any individual taking part in its activities. In the unlikely event of any future allegations or instances of abuse, such commitment will stand the Association, its clubs and all their members in good stead.

This document should be read in alongside the following information:

Protection of Children and Vulnerable Adults for the family of bowls in England  
<http://www.bowlschildprotect.co.uk/>

English Short Mat Bowls Association Child Protection Policy  
[http://www.esmba.co.uk/cpp\\_policy\\_84.html](http://www.esmba.co.uk/cpp_policy_84.html)

Cornwall Sports Partnership Safeguarding Information  
<http://www.cornwallsportspartnership.co.uk/safeguarding>

**NOTICE OF CHILD AND VULNERABLE ADULT PROTECTION POLICY**

**The Cornwall County Short Mat Bowls Association (CCSMBA) 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 Child Protection Officer to whom members can address any concerns

Further to the above we acknowledge our responsibility to help, encourage and support our member clubs in the introduction and maintenance of protection for children and vulnerable adults.

Clubs are encouraged to adopt the safeguarding statement on page three of this document and to display at the club premises together with details of the Club Safeguarding Officer and County Safeguarding Officer. Clubs that are members of more than one governing body need only have one Safeguarding Officer but must show the contact details on each of the codes notice boards where these exist.

**The Associations Child Protection Officer is  
Nicholas Truscott**

**Tel: 07800 916059**

**E-mail: [cornwallshortmatbowls@gmail.com](mailto:cornwallshortmatbowls@gmail.com)**

-----  
Declaration by ..... Short Mat Bowling Club

As a member of the CCSMBA, we fully endorse the above policy and will seek to ensure that our club members are aware of the responsibilities and obligations contained in the document "Protecting Children and the Vulnerable" issued by the English Bowls National Governing Bodies (NGBs).

**The Clubs Child Protection Officer is**

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

**Tel:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

## **ESMBA STATEMENT RE SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

With regard to child protection, the English Short Mat Bowling Association (ESMBA) is included under the umbrella of the Bowls Joint Panel for the Protection of Children and Vulnerable Adults. We adhere to the principals and procedures adopted by the Bowls Governing Bodies Joint Panel for the Protection of Children and Vulnerable Adults.

As such, we recognise and acknowledge our joint and several responsibilities to establish policies which promote and encourage affiliated counties and clubs to adopt the highest possible standards of care towards children and other vulnerable people participating in the Game of Bowls.

We believe that everyone has a duty of care towards the children and other vulnerable people, with whom they have contact, and to safeguard and protect them from abuse. This is both a moral and legal obligation. Everybody, whether administrator, official, coach, or bowler, involved in working with children, young people and the vulnerable adults has a responsibility to be informed about, and be able to recognise the different forms of abuse. They also need to know what precautions or steps should be taken for its prevention and what action to take if an incident occurs.

In doing so it offers help and advice to Affiliated Clubs and County Associations, who are introducing procedures for child protection in their own locality; it will also seek feedback on their experiences.

Those ESMBA and County Officials having any supervision duties of Junior Bowlers, running of Competitions for Under 18s and Junior County Teams where the majority of the players are under 18 must go through the C.R.B. Disclosure procedure. Details of the Disclosure scheme can be obtained from the ESMBA CPO.

Any Allegations in respect of Child Protection should be referred to the County Child Protection Officer or the County Secretary who will refer to the National Child Protection Officer. Comprehensive guidance and advice in respect of the protection of children and vulnerable adults can be found at **[www.bowlschildprotect.co.uk](http://www.bowlschildprotect.co.uk)** This includes a useful simple guide for those new to the process at both county and club level.

Any club requiring a copy of the simple guide should contact the ESMBA Secretary/CPO.

ESMBA Child Protection Officer

**Keith Hawkins**

Telephone 01903 533977

Email [keith@esmba.co.uk](mailto:keith@esmba.co.uk)

## **CHILD PROTECTION/SAFEGUARDING OFFICERS (CPO)**

Each year the Association will elect someone an officer to fulfil the responsibilities as the counties **CPO**. In addition, all Clubs within the CCSMBA are strongly recommended to appoint a designated person from their own membership to be their Club **CPO** to handle any child and vulnerable adult protection issues.

The Club CPO should act as the first point of contact for anyone in the Club who has any concerns

- about a child or vulnerable adult
- about poor practice relating to children or vulnerable adults
- about possible abuse of children or vulnerable adults

Further, they are the nominated person

- to whom any child or vulnerable person can turn to if needed
- who should ensure that any allegations or suspicions of abuse are reported without delay to the relevant authority

The CPO therefore needs to be perceived as being approachable and as having a child-focussed and/or vulnerable adult-focussed approach. Prior to appointment these persons should undertake a Criminal Record Bureau (CRB) check at Enhanced Level.

Club CPO's do not have to be present at all times and clubs with less than 20 members can share an officer with other clubs. The County CPO will maintain a register of all current CPO's.

The role of the CPO is critical in ensuring that the Child and Vulnerable Adult Protection Policy works in practice. CPOs do not need to be child or vulnerable adult "experts" (that is the role of the Police and Social Services), but they should familiarise themselves with the contents of the document "**Protecting Children and the Vulnerable**" issued by English Bowls.

**Notes** - A child is anyone under the age of 18 years. A vulnerable adult is anyone over the age of 18 who is not able to take care of themselves or protect themselves against harm or exploitation.

**"Protecting Children and the Vulnerable"** is published by the English Bowls Associations Joint Panel and may be viewed online at [www.bowlschildprotect.co.uk](http://www.bowlschildprotect.co.uk) or on the ESMBA website at [www.esmba.co.uk](http://www.esmba.co.uk). Significant excerpts from this are published in the ESMBA Information Pack (green folder) of which all Clubs have a copy.

## **CRB CHECKS**

The Criminal Records Bureau (CRB) is able to carry out checks related to an applicant's suitability to work with children or vulnerable adults.

Anybody may have the potential to abuse children/vulnerable adults in some way and it is essential that Clubs take all reasonable steps to ensure that unsuitable people are not allowed to work with them. It is therefore important that checks are made as to the suitability of those volunteering to become involved with children/vulnerable adults and they should be asked to complete a disclosure to Enhanced Level.

Persons who need, or it is recommended, to be CRB checked are:

National Safeguarding Officer – **Mandatory**

ESMBA Committee Members – **Mandatory**

County Safeguarding Officer – **Mandatory**

Coaches – **Mandatory**

Umpires – **Recommended**

Any person who has regular and relevant contact with Children or Vulnerable adults – **Mandatory**

Team Managers & Competition Organisers – **Mandatory**

Any person who is dealing with children at schools, running Junior Tournaments or activities for vulnerable adults – **Mandatory**

The recommendation for Umpires to be CRB checked is that it covers them for direct confrontation and the accusation of bullying. Bullying is considered a serious offence on Children and vulnerable adults and people have to be aware of the consequences of bullying.

Access to the CRB checking service is available via Keith Hawkins, the ESMBA Child Protection Officer from whom Disclosure Application Forms should be obtained. Full details are available on page three of this document.

The ESMBA will not take responsibility for any person who has a CRB clearance not obtained through the ESMBA.

CRB Clearances will need to be renewed every three years.

## **PROPOSED CHANGE TO THE ASSOCIATION'S CONSTITUTION**

In line with recommendations from the ESMBA the following amendment has been proposed for inclusion in the Association's constitution at the 2012 Annual General Meeting.

*"The Association is committed to promoting a safe environment in which children and vulnerable adults can enjoy taking part in games of bowls.*

*It will seek to underpin and ensure this commitment by following and promoting the principles of the joint Child Protection Policy issued by the English Bowls National Governing Bodies (NGBs)."*

This page is intentionally blank.

# CORNWALL COUNTY SHORT MAT BOWLING ASSOCIATION

.....Short Mat Bowling Club

## CHILD AND VULNERABLE ADULT PROTECTION POLICY

### PARENT /CARERS CONSENT FORM

The information given on this form is CONFIDENTIAL. It is required so that both Club and CCSMBA officials may be informed of the parent/carers wishes with regard to their child's participation in Club or CCSMBA activities and so that relevant information is available in the event of any emergency. **A newly completed form in respect of each member under 18 must accompany the clubs registration details sent to the CCSMBA Membership Secretary at the beginning of each season. This will be forwarded to the CCSMBA Child Protection Officer. Copies must also be retained by the clubs Child Protection Officer as well as by the parent/carer.**

#### (A) CONSENT

Name of Child..... Date of Birth.....

*I am the parent/legal guardian of the child named above and I consent to him/her taking part in Club and CCSMBA activities whether on Club premises or at away venues. I acknowledge that the Club and CCSMBA will take all reasonable steps in the exercise of their duty of care to keep him/her from harm. I understand that in the event of an accident or other emergency every effort will be made to contact me. If unable to make contact, I consent to my child receiving urgent medical treatment which in the opinion of a qualified medical practitioner may be necessary, including transportation to hospital, and I accept that such practitioner will need to be informed of any condition and/or medication disclosed below.*

***I have read all the information on this form and give additional consents where indicated below.***

Name..... Relationship to child.....

Address..... Tel. Number(s).....

Signed..... Date.....

***It has / has not been necessary for me to supply additional information on a separate sheet.***

#### (B) TRANSPORT

It is normally the parent/carers responsibility to deliver and pickup their child from the Club premises. It should be noted that participation in some Club or CCSMBA events may involve travel to venues other than that of the child's own Club (e.g. for "away" games or participation in "open" competitions). Any Club or CCSMBA members involved in transporting your child will comply with the codes of practice laid down in the CPP policy document issued by the English Bowls Joint Panel. You will be fully informed of their name and pickup and drop-off times will be agreed with you.

***I give / do not give my consent for my child to be transported by nominated Club or CCSMBA members.***

**Note 1** - If consent is not given, the parent/carer will be responsible for delivering their child to all events on time and picking them up at the conclusion of the event.

**Note 2** - This consent does NOT apply to transport to any location involving an overnight stay. Any such journeys will require the Club or CCSMBA to fully involve parents/carers in such arrangements.

**(C) HEALTH PROFILE**

In the interest of your child, it is essential to know whether he or she suffers from any illness or medical conditions. Please use the following sections to state any health or other matter concerning your child of which Club and CCSMBA officials should be aware, including any prescribed medication and additional emergency contact names and numbers.

(1) **MEDICAL CONDITIONS** - Is the child **DIABETIC**, **EPILEPTIC** or **ASTHMATIC** or are there any other conditions, **DISABILITIES** or **INJURIES** that Club and CCSMBA officials should know about?

.....

(2) **MEDICATION** – Give details of any medications currently required by the child.

.....

**(D) EMERGENCY CONTACTS** – In case parents/carers cannot be contacted or other need.

**Contact 1**

Name..... Relationship to child.....

Address..... Tel. Number(s).....

**Contact 2**

Name..... Relationship to child.....

Address..... Tel. Number(s).....

**Contact 3**

Name..... Relationship to child.....

Address..... Tel. Number(s).....

**(E) PHOTOGRAPHY**

Photographs and/or videos of those involved in Club/CCSMBA activities may occasionally be taken. The Club/CCSMBA will seek to ensure that only accredited photographers are used and that any such photos will convey the best principles and aspects of Bowls. The images produced may be reproduced in any future annual CCSMBA Handbook or published on the CCSMBA website or submitted to local Press publications.

*I give / do not give my consent to my child being photographed for the purposes stated.*

**(F) DRUGS**

Under the UK Sport Drug-Free Sport Policy, it may be necessary for your child to be tested for sport enhancing drugs.

*I give / do not give my consent to my child being tested for sport enhancing drugs.*

If you require information on Club or CCSMBA activities, or have any concerns regarding your child's participation, please contact either of the Child Protection Officers named below.

**CCSMBA CPO**.....Telephone number(s).....

**Club CPO**.....Telephone number(s).....