

Burgess Hill Bowls Club

Child and Vulnerable Adult Protection Policy



Responsibilities

Burgess Hill Bowls Club will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in bowls safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and these Procedures on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from sport. Their natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy and these Procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within **Burgess Hill Bowls Club**. Following any issues or concerns raised about the protection of children or vulnerable adults within **Burgess Hill Bowls Club**.
- In all other circumstances, at least annually by the General Management Committee.

Burgess Hill Bowls Club
Child Protection / Vulnerable Adults and Welfare Officer is:

MARK GILL

Child and Vulnerable Adult Officer

The Child and Vulnerable Adult Officer has the main responsibility for managing child and vulnerable adult protection issues within **Burgess Hill Bowls Club**. The role and responsibilities of the Child and Vulnerable Adult Officer are detailed below.

Role and Responsibilities of the Child and Vulnerable Adult Officer

Within **Burgess Hill Bowls Club** the Child and Vulnerable Adult Officer will:

- Implement and promote **Burgess Hill Bowls Club's** Child and Vulnerable Adult Protection Policy and Procedures.
- Act as the main contact within **Burgess Hill Club** for the protection of children and vulnerable adults.
- Provide information and advice and training on the protection of children and vulnerable adults.
- Support and raise awareness of the protection of children and vulnerable adults.
- Communicate with members on issues of child and vulnerable adult protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Communicate with governing body's Child and Vulnerable Adult Officer.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.

Code of Conduct for the Protection of Children and Vulnerable Adults

The Code of conduct required by all members of **Burgess Hill Bowls Club** when in contact with children or vulnerable adults is detailed below. Suspicions or allegations of non-compliance of the Code by a member will be dealt with through Burgess Hill Bowls Club General Management Committee.

Burgess Hill Bowls Club supports and requires the following good practice by members when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

- Make sport fun, enjoyable and promote fair play.
- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.

- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

First Aid and Treatment of Injuries:

If, in your capacity as a member of **Burgess Hill Bowls Club**, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following practice must be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Where possible, ensure access to medical advice and/or assistance is available.
- Whenever possible only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- An Accident Form must be completed and signed and passed to the General Management Committee as soon as possible.

Transporting children or vulnerable adults to Away Matches:

If it is necessary to provide transport for children or vulnerable adults to away matches during the season the following good practice must be followed:

- Where practicable request written parental/guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible that accompanying adults are familiar with and agree to abide by **Burgess Hill Bowls Club's** Child and Vulnerable Adult Protection Policy and Procedures.