

# **SUFFOLK CARPET BOWLS ASSOCIATION.**

## **Child Protection Policy.**

The Suffolk Carpet Bowls Association, (hereby referred to as the SCBA,) is committed to providing a safe environment for persons under the age of 18 years (hereby referred to as a child,) attending carpet bowls events in Suffolk.

Harm can occur in a variety of ways, e.g.

1. Through an accident.
2. Through bullying by others.
3. Misguided actions by adults.
4. Through deliberate actions of using carpet bowls events to make contact with a child in order to cause harm or abuse.

All the above actions are unheard of in carpet bowls, but by adopting a policy such as this, we demonstrate our commitment to young people to maintain a safe environment and minimise the possibility of such an occurrence.

Our aims are:

1. To ensure all members of the SCBA committee, contractors and casual members are aware of this policy and adhere to its advisory directions wherever required.
2. To ensure all member clubs having children in their membership, have a designated person responsible for their safeguarding. This includes all "casual" child visitors to the club.
3. To ensure the person(s) responsible is aware of this policy and actively encourage its implementations.
4. To include this policy in the constitution of the SCBA.

Signed: .....

Print: .....

Chairman SCBA.

Dated: .....

# **SUFFOLK CARPET BOWLS ASSOCIATION.**

## **CHILD PROTECTION POLICY.**

The SCBA is committed to:

1. Ensuring all children are free and protected from harm at all times when attending a carpet bowls event.
2. Ensuring all children are aware of this policy and feel free and confident to notify the person(s) responsible for them should they be worried or concerned for any reason.
3. To ensure children are welcomed into the SCBA and its member's events and enjoy the experience in complete safety.
4. To ensure all parents attending events, either competing or supporting their child, are supported in their care for the child in a way that supports the safety and well being of that child whilst at the event.
5. Ensure the implementation of this Child Protection Policy.
6. Act as a source of advice to all its members regarding all child protection matters and seek advice from other authorities as and when required.
7. To ensure that should we be made aware of any children that are worried or concerned for any reason, the necessary authorities are informed.
8. Ensure full records are kept, securely, of all clubs having children in their membership, required details of those children, names of the persons responsible, and any reported incidents involving those children. To conform to standards set by the Data Protection Act, the records shall be kept as follows:
  - DBS (Data Barring Service – [old CRB]) Checks: Shall be kept for 12 (twelve) months from the date of the check. This will only be exceeded after gaining permission from the person who was checked.
  - Reports of Abuse (non referral to authorities): These shall be kept for a period of 12 (twelve) months after the child has reached the age of 18 years.
  - Reports of Abuse (referral to authorities): These will be kept for a period of 6 (six) years after the child reaches the age of 18 years.
9. Ensure our Child Protection Policy is reviewed, at least every 2 years, to ensure its relevance and effectiveness.

## **CHILD PROTECTION PROCEDURE.**

Each member club with a child in its membership, is required to:

1. Have at least 1 named and recorded person, who is responsible for the implementation of this policy and the code of conduct for their club.
2. These members are to be checked through the Disclosure Barring Service (DBS.)
3. Inform the Child Protection Officer of the SCBA of any member of their club classified as a child.
4. Inform the Child Protection Officer of the SCBA, by way of completing the appropriate form(s), of any incidents involving any child in their care for the records of the SCBA Officer. This should be done within a 24-hour period directly after the event has occurred.
5. Ensure that all incidents relating to children are reported as necessary.
6. Ensure the named person(s) are aware of the contact details of authorities which deal with incidents relating to children.

## **CODE OF CONDUCT.**

The SCBA also requires all its members, whether or not they have children in their membership to comply with the code of conduct.

1. Whilst attending events including children, we are all responsible for them. Their safety is to be paramount at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of them.
4. Do not use or be under the influence of any unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that would frighten or demean any child.
6. Do not use any racial, sexist, discriminatory or offensive language.
7. Do not give presents or personal items to a child.
8. Do not invite any child to your home or arrange to meet them alone outside the bowling fraternity.
9. You should exercise caution about being alone with a child. Where it is necessary to do so, ensure someone knows what you are doing, try to stay in sight of another adult, keep a door ajar, within earshot of others if at all possible and **IMPORTANTLY** make notes after the meeting regarding the conversation, in case it should be required for investigative reasons, and report the incident to the SCBA Child Protection Officer within 72 hours.
10. Any physical contact should be initiated by the child, e.g. hugs when upset, or help with toileting (only if the child is unable and only with parental consent.) Try to encourage the child to carry out personal cleansing themselves.
11. Try to talk to children about their right to be kept safe from harm.
12. Try to listen to children and raise their self-esteem as much as possible.
13. Ensure that you are aware of the Child Protection Policy, and you know how and who to contact should the need arise.
14. **REMEMBER** you are there to listen to the worries and concerns of the child, you are **NOT** there to investigate. Once information has been received, report it to the SCBA Child Protection Officer and they will advise on the correct course of action.
15. Please seek advice and support from authorities, your colleagues and or the SCBA Child Protection Officer whenever it is required.
16. Please make clear to anyone disclosing any matter of harm or abuse to a child, that you cannot guarantee to keep this information to yourself. It is your responsibility to report such information to the authorities.

## **Definitions of Abuse.**

Definitions of abuse as set down by the NSPCC are:

1. **Physical.** This may be hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing the child physical harm or preventing that harm befalling the child.
2. **Emotional Abuse.** This is when the child is persistently being emotionally maltreated so as to have adverse affects upon the development of the child. This may be persistently running he child down, telling them they are worthless, inadequate, unloved, unwanted. It may feature too heavy an expectation being placed upon the child, not allowing the child to socially interact with its peers so as to learn and develop. It could be the child overhearing abuse of another. Bullying could cause the child to become frightened, or in danger.
3. **Sexual Abuse.** This is when a child or young person is forced or enticed to take part in sexual activity, including prostitution, whether or not the child is aware of what is happening. This may involve physical contact, penetrative and non-penetrative acts such as kissing, touching and fondling.
4. **Neglect.** This is the persistent failure to meet the basic physical and psychological needs of the child, which is likely to result in the serious impairment of the child's health or development. This may be through lack of food, clothing, shelter and exclusion from home or abandonment. Failure to ensure adequate supervision, appropriate medical assistance and being unresponsive to a child's basic needs are also neglect.
5. **Bullying.** This can be defined as deliberate, hurtful behaviour, usually repeated over a period of time so as to make those being bullied able to defend themselves. There are 3 main forms of bullying, physical (hitting, kicking, theft,) verbal (racist or homophobic remarks, threats, name calling,) and emotional (isolation from activities, social acceptance of their peer group.) Bullying can cause considerable distress, sufficient to cause them significant harm in extremes.

Recognising abuse is not easy. Remember, it is not your responsibility to decide if abuse has taken place, or if a child is at significant risk from harm. It is your responsibility and duty to act and report on any suspicions you may have, or have reported to you.

## **Help and assistance.**

Should you feel you need advice, please do not hesitate to contact any of the following:

### **NSPCC**

0808 800 5000

E-mail [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

This national organisation has the power to investigate any notification of child abuse, and will advise accordingly.

### **Police.**

Contact your local station for advice or in emergencies call 999.

The police are also authorised to investigate cases of child abuse.

### **Suffolk County Council.**

08456 023023 Customer First.

01473 299669 Emergency Duty Service (After working hours.)

They have a dedicated department ensuring the safety of children in Suffolk.

### **SCBA Child Protection Officer.**

Currently – Andy Gilder, Tele 01206 391237, Mob, 07947 280001

E-mail, [busman62@live.co.uk](mailto:busman62@live.co.uk)

### **Government Website: gov.uk**

Tele:03000 200 190

Internet: [www.gov.uk/request-copy-criminal-record](http://www.gov.uk/request-copy-criminal-record)

Here you can obtain the required DBS certificate, and any advice required.