

# HOLY TRINITY MENS BOWLS CLUB

## Safeguarding Policy

HTMC 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:

1. *the welfare of the individual is paramount;*
2. *each individual irrespective of age, gender, religion, race or disability has the right to protection from abuse;*
3. *each individual has a right to be safe, and to be treated with respect and dignity*

We shall ensure that:

4. *all allegations of abuse are taken seriously;*
5. *the response to them is swift and appropriate;*
6. *any such concerns or allegations are to be shared with the Safeguarding Officer (SO) who will then contact the appropriate Authority; e.g Social Services, Police, NSPCC*
7. *confidentiality will be maintained for all concerned*
8. *the effectiveness of our policy is reviewed annually;*
9. *a responsible person shall be appointed annually as Safeguarding Officer to whom members can address any concerns*
10. *The SO is responsible for*
11. *Monitoring and recording concerns*
12. *Making referrals to the appropriate authority without delay*
13. *Liaising with other agencies*
14. *Arranging safeguarding training for coach and members/volunteers when appropriate*
15. *Arranging emergency first aid training for coach*
16. *Checking that coach has appropriate coaching certificate/license to coach*

17. *Arranging with other committee members the safe recruiting of any volunteers/coaches to work with juniors*

1. Club Objectives

HTM Bowls Club provides social bowling, matches and competitions for all ages of players including those aged less than 18 years. Juniors will likewise have the opportunity to participate in social bowling, matches and competitions throughout the season.

2. Child Protection.

The HTMBC recognises that the welfare of the junior players is paramount and that it has a duty of care to provide a safe, caring environment whilst the junior players are in the charge of the HTMBC. Consequently the HTMBC Child Protection Policy will be reviewed annually at the Committee Meeting following the Annual General Meeting.

3. Risk Assessment.

HTMBC will review the Risk Assessment of Child Protection annually at the Committee Meeting following the Annual General Meeting, using the Child Protection Pro-forma.

4. Junior Players

All those under the age of 18 years of age wishing to play in *HTMBC* competitions and events will be asked to provide:

- a. Basic health information details
- b. Emergency contact numbers.
- c. A Parent Consent Form (Travel, Permission to photograph/video etc)  
These will be renewed each year.
- d. A Code of Conduct Form (*signed by parent and junior*)

5. Emergencies.

Minor emergencies will be dealt with by one of the designated adults present.  
A First Aid box is kept at the Club, together with the Accident Report Book.  
All emergencies **MUST BE** recorded in the Accident Book.  
Emergencies requiring further treatment will be taken to the nearest hospital. Should it be necessary, one of the adults present will call the emergency services.  
In all cases the parent or guardian will be informed.  
All incidents should be reported and logged on the appropriate form

6. General HTMBC Protocol

7.
  - a. All adult members involved may be asked to sign the Voluntary Disclosure Form if the Risk Assessment of Child Protection identifies a group of people where it would be wise to do so
  - b. There will be at least two adults at all junior sessions.
  - c. Juniors **MUST** always travel in the rear seats of a car and will always wear seat belts.
  - d. Those driving junior members will have no more than 4 penalty points on their driving licence.
  - e. Drivers of juniors should carry a fully comprehensive insurance policy.
  - f. The Safeguarding Officer and Coach will be provided with Safeguarding Training

- g. The Safeguarding Officer and Coach will be required to undertake an enhanced CRB check

## 7. Disclosure.

All adult members of *HTMBC* may be asked to sign the Disclosure Proforma as deemed appropriate as a result of the Risk Assessment.

Members involved specifically with the junior sessions and match programme must abide by the appropriate Code of Conduct.

## 8. Parents and Juniors

Parents or guardians and junior will be provided with the appropriate leaflets and information

Details of all events will be provided to parents/guardians at least one week in advance. All parents /guardians will be required to sign a consent form prior to their son/daughter participating in such events

## 9. Who to contact.

In case of concern, or in need of further information, parents/guardians should contact:

The Safeguarding Officer:

Name : Roger Hills

Contact Details 01704 834212

NB : This policy is based upon the model and advice provided by the British Crown Green Bowling Association. HTMBC will implement this policy in accordance with the recommendations of the BCGBA's own policy.

Signed

Chairman

Date

