



Safeguarding Bowls

Policy & Guidelines Appendices

April 2013

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Appendix 1

Safeguarding and Child Protection Policy

[name of] Bowls Club has considered its responsibilities to the young people participating in bowls at our premises and within our club very carefully, and has produced the following **Safeguarding and Child Protection Policy** and underpinning procedures in order to set out the standards we wish to uphold in providing activities for children and safeguarding the welfare of children in our care.

[name of] Bowls Club affiliates to the National Governing Body and the Club recognises the policies of their Governing Body, as set in out in the “Safeguarding Bowls Guidelines”

1. Policy Statement

[name of] Bowls Club acknowledges its duty of care to safeguard the welfare of all young people (defined as those under 18) involved in bowls within the club. All young people have a right to protection, and have their particular needs taken into account.

[name of] Bowls Club will therefore endeavour to ensure the safety and protection of all young people involved with the club through the Child Protection guidelines adopted by the Management Committee of the club. It is the responsibility of all adults within the club to assist the Management Committee in this endeavour.

2. Policy Aims

- To provide young people with appropriate safety and protection whilst in the care of the club and also help them to enjoy their experience of the sport of bowls.
- To reassure parents that their children will receive the best practicable care possible whilst participating in activities within the club.
- To provide support to club members and volunteers to make informed and confident responses to specific child protection issues and to fulfil their role effectively.

3. Principles

- The welfare of young people is paramount.
- All young people, whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in bowls have a responsibility to report concerns to their Club Welfare Officer.

- Adults – club members, volunteers, coaches, referees and members will be supported to understand their role and responsibility with regard to the duty of care and protection of young people and vulnerable adults.
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light.
- *[name of]* Bowls Club will work in partnership with parents to review and implement child protection and welfare procedures.
- *[name of]* Bowls Club's policy and procedures are based on the above principles and UK and international legislation and government guidance and take the following into consideration:
 - The Children Act 1989 and 2004.
 - The Data Protection Act 1994 & 1998.
 - The Police Act 1997.
 - The Human Rights Act 1998.
 - The Protection of Children Act 1999.
 - Caring for the young and vulnerable - Home Office Guidance for preventing the abuse of trust 1999.
 - The Criminal Justice and Court Services Act 2000.
 - What to do if you are worried a child is being abused 2005.
 - Working Together to Safeguard Children 2006.
 - The UN Convention on the Rights of the Child.
 - Any subsequent legislation relating to child protection would implicitly be incorporated into this document.

4. Responsibilities and Communication

- The *[name of]* Bowls Club Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The Policy will be reviewed every three years by the Management Committee, and amended as appropriate. Guidance from Bowls National Governing Bodies will be sought as part of the review process.

- The Management Committee has responsibility for ensuring that the policy and procedures are implemented, including taking any appropriate disciplinary action necessary.
- The Club Welfare Officer has responsibility for responding to any allegations, concerns or child protection incidents, passing information to the appropriate National Governing Body Designated Safeguarding Officer and informing the appropriate club staff.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to safeguard themselves.

Appendix 2

Club Checklist

Check List (Name of club) Has	Yes	No	Action Required	By Whom	By When	Guidelines & Policies Communicated to all staff & Volunteers (Date)
Designated Club Welfare Officer						
Child Protection Policy						
Recruitment Policy for all staff coaches & volunteers						
Health and Safety Policy						
Equity Policy						
Photography and Video recording Policy						
Anti-bullying Policy						
"Whistle-blowing" Policy						
Relevant Player Profile Forms						
Guidelines on transportation of young people to matches/tournaments						
Clear guidelines on the supervision of young people						
Established a late collection/pick up procedure						
Code of Conduct for all adults working with young people						
Code of Conduct for young people						
Adopted either the NGB Disciplinary Procedures or have their own Disciplinary Procedures						
Undertaken a Risk Assessment both for adults and juniors						
Made parents aware of the Child Protection Policies and Procedures						
Ensure all club members, coaches and volunteers have access to appropriate training						
Relevant contact details for all key people/agencies <ul style="list-style-type: none"> • Bowls NGB Designated Safeguarding Officer • County Welfare Officer • Club Welfare Officer • Local Child Social Care • Local Police • NSPCC • Local Safe Children's Board 						

Appendix 3

Bowls Club Welfare Officer – Job Description

1. Core Tasks

- Assist the organisation in establishing a Safeguarding and Child Protection Policy and Procedures.
- Assist the organisation to implement child protection plans.
- Be the first point of contact for staff, members, volunteers, children and parents for any issue concerning safeguarding children, poor practice, potential or alleged abuse.
- Ensure that all incidents and concerns are dealt with in accordance with policy guidelines.
- Ensure that all relevant members, volunteers and staff have the opportunity to access appropriate child protection training.
- Ensure that appropriate procedures for recruitment of staff and volunteers are in place and all existing staff or volunteers working with children have an up to date DBS disclosure/self -disclosure.
- Maintain contact details for Child Social Care (CSC) (previously Social Services), the Police and NGB CPO.
- Ensure that Codes of Conduct are in place for staff, volunteers, coaches, and children and that there are guidelines for parents and members and they are communicated to the relevant parties.
- Advise on child protection issues or be in attendance as necessary on Club or County Management Committees.
- Maintain confidentiality.

2. Core Skills

- Basic administration and record maintenance
- Communication skills.
- Confidence to refer cases externally.

- Ability to implement effectively a Child Protection Policy and Procedures.

3. Recommended Training

- **NSPCC Child Protection Awareness in Sport & Active Leisure**

Pack of 4 modules which when completed result in a certificate of completion

www.educare.co.uk tel: 01926 436212

- **Safeguarding –Sports coach UK(3hour workshop)** - Aimed at coaches but Club Welfare Officers can also attend as they are local and organised by the County Sport Partnership (see CSP websites)
- **Safeguarding (CPSU) – (3hr workshop)** – A tailored course specifically for Bowls Club Welfare Officers

A National programme of delivery will be developed making these courses accessible as possible

For further information on training courses visit the website www.safeguardingbowls.org

Appendix 4

Safe Recruitment Guidelines

Grassroots bowls needs the many thousands of volunteers to ensure the game grows. It is very important that the right people are encouraged to volunteer their services in the many different roles there are to play

The following guidelines reflect Government guidance and legislation and are aimed at ensuring all involved in working with children are suitable to do so.

Advertising a Volunteer Vacancy

There tends to be fewer formalities involved when appointing a volunteer to a role. Often when a volunteer position becomes vacant, an internal candidate may already have been identified, and an informal approach by the secretary or committee member would normally be made to confirm the interest of the individual.

If there is no such candidate then an internal notice could be placed on a notice board in the club house or circulated by word of mouth.

The system of recruitment should remain the same with both paid staff and volunteers. The club or organisation should provide the following:

- A job description detailing the overall purpose of the role, its scope and the skills and experience required to carry it out.
- An application form

Any advertisement for the role should include:

- the aims of the organisation
- a description of the role, key responsibilities and minimum experience and skills required
- copy of codes of conduct for employees, volunteers and children and guidance for parents and carer.
- short statement that reflects the club or organisations commitment to Safeguarding.
- how candidates apply and a closing date for application.
- contractual information: is the post paid/unpaid, permanent/temporary/part/full time
- hours and location

Application

Everyone should complete an application form. This will assist in decision making and does contain all the personal details which are required for administrative purposes

Self- Declaration Form

As part of the application process all individuals should complete a self-declaration form, declaring any convictions or cautions including all spent or unspent convictions.

References

Two written references should be requested one of which should know of the candidates previous experience with children. This is particularly important if the person is not known to the club or organisation. If an individual has no experience of working with children then training would have to be undertaken

Appendix 5

Application Form – Coaches/Staff/Volunteers/Officers

Position Applied For:
Personal Details: Title: Mr/Mrs/Miss/Dr/Other : (please specify) Full Name: Any previous surname: Date of Birth: Place of Birth: National Insurance Number (UK Only):
Present Address: Post Code: Telephone Numbers: Email Address: Previous Address (if you have moved within the last five years):
Current Occupation: Name and address of Organisation; Role: Start Date:
Previous Occupation: Name of Organisation: Start Date: Finish Date: Reason for Leaving:

--

Relevant Experience:

Previous Experience of Working with Children and Young People:

Qualifications: Academic: Vocational: Sporting:

Reason for Applying:

References: Please provide the names and addresses of two people who know you well (who are not related to you) who have first-hand experience of you working with children and whom we can contact to obtain a reference <i>With your approval , we will also contact your employer (where appropriate) to obtain a reference.</i>
--

Name:	Name:
Address:	Address:
Telephone Number:	Telephone Number:

I am a member of a bowls club affiliated to the National Governing Body: Yes/No - Full/Associate (please provide details of which Governing Body your club is affiliated to and your membership number, if applicable):
--

Member of BDA Coaching Scheme Yes/No
Membership number (if applicable)

I agree to abide by the Club/County Codes of Conduct and Child Protection Policy,
and confirm that the information I have supplied in completing this form is correct and
true

Signed:

Date:

Appendix 6

Self-Disclosure Form

You have the right of access to any information held on you and additional rights under the Data Protection Act.

Part A	
Title:	
First Name(s):	
Surname:	
Previous names by which you may have been known:	
Address:	
Postcode:	
Telephone Number:	
Email:	
Date of Birth:	
Male/Female:	
Club:	
Please give details of the positions which you currently or wish to fulfil, or relevant job title:	
Start Date:	
Please give details of any other clubs you are or have been a member of and give details of any positions you held:	

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All "spent" and "unspent" convictions must be declared. Having an "unspent" conviction will not necessarily impede your appointment within bowls. This will depend on the circumstances and background to your offence. Evaluation of information is based on strict confidentiality and discretion.

Part B	
1. Have you ever been convicted of any criminal offence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please supply details of any criminal convictions:	
<p>NOTE: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including 'spent' convictions, cautions, reprimands and written warnings.</p>	
2. Are you a person known to any Child Social Care department as being an actual or potential risk to children or currently under investigation for a child protection related incident?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
If YES, please supply details:	
I certify that all information in this form is true and correct to the best of my knowledge, and realise that false information or omissions may lead to termination of my services.	
I hereby consent to a DBS Disclosure:	
Signed:	
Date:	
Print Name:	

PART C	
To be completed by the Club Welfare Officer or Secretary	
I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.	
Please provide details of the documents:	
Signature of Official:	
Position:	
Print Name:	
Date:	

This form should be completed and returned to [insert name and address]

Appendix 7

Volunteer Reference Form

[Name] has expressed an interest in becoming a volunteer and has given your name as a referee.

As this post involves substantial access to children and as an organisation committed to safeguarding children, it is important if you have any reason to be concerned about this applicant that you do not complete the following but please contact myself on:

Telephone Number:

Name:

Organisation:

Any information disclosed in this Reference will be treated in confidence and in accordance with relevant legislation and guidance, and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he or she is offered the position in question.

- How long have you known this person?
- In what capacity?
- What attributes does this person have which would make him/her suited to this work?
- How would you describe his/her personality?
- Please rate the person on the following: (Please tick one box for each question)

	Poor	Average	Good	Very Good	Excellent
Sense of responsibility					
Self-motivation					
Motivate others					
Energy					
Reliability					
Dealing with children					
Commitment					
Trustworthiness					

Signed:

Date:

Appendix 8

Junior Player Consent Form

The safety and welfare of juniors in our care is paramount, and it is therefore important that we are aware of any illness, medical condition and other relevant health details so that their best interests are addressed.

Please complete this form with our assurance that the information will be treated as confidential.

It is the responsibility of the junior and their parent to notify the Bowls Club Welfare Officer (BWO) or Secretary if any of the details change at any time.

Name:	
Date of Birth:	
Address:	
Telephone Number:	
Parents Name:	
Address (if different to above)	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Emergency Contacts	
Contact 1 – Name:	
Relationship to Child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Contact 2 – Name:	
Relationship to Child:	
Home Telephone Number:	
Mobile Telephone Number:	
Work Telephone Number:	
Child's Doctors Name:	
Doctors Surgery Address:	
Telephone Number:	
Does your child experience any conditions requiring medical treatment and/or medication? Yes <input type="checkbox"/> No <input type="checkbox"/> *If YES please give details, including medication, dose and frequency:	

Does your child have any allergies?

Yes No

*If YES please give details:

Does your child have any specific dietary requirements?

Yes No

*If YES please give details:

What additional needs, if any, does your child have e.g. needs help to administer planned medication, assistance with lifting or access, regular snacks?

The Disability Discrimination Act 1995 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Do you consider your child to have a disability? Yes No

If YES what is the nature of the disability?

Hearing impairment:

Learning disability:

Multiple disabilities:

Physical disability:

Other: (please specify) :

Does your child have any communication needs e.g. non-English speaker/hearing impairment/sign language user/ dyslexia? If yes, please tell us what we need to do to enable him/her them to communicate with us fully

• I confirm to the best of my knowledge that my child does not suffer from any medical condition other than those detailed above.

• I agree to notify the County/club of any changes.

• I, _____, being parent/guardian of the above named child, hereby give permission for the NGB/County/club responsible person to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

• The attached signature will denote that my child has my permission to be on the bowls club's premises. (Please tick the box if agreed)

• I acknowledge that the club is not responsible for providing adult supervision for my child except for formal junior bowls coaching, matches or competition. (Please tick the box if agreed)

• I also agree to my child being transported by club representatives to and from venues

When he/she is representing the bowls club. (Please tick the box if agreed)

Signed (Parent/Guardian):

Print Name:

Date:

Appendix 10

Incident Reporting Form

If you suspect that a young person may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the young person.

However small your concern, you should share it with the National Governing Body Designated Safeguarding Officer, who will take responsibility for any referrals to outside agencies that are necessary.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

Personal and Contact Details		
	Of person reporting concern	Of Young Person
Name		
Position		
Date of Birth/Age		
Address		
Telephone Number		
Mobile Number:		
Club:		
County:		
School:		
Date concern received:		
Name of person receiving details of concern:		
Details of Person Involved in Concern		
Name		
Address		
Telephone Number		
Mobile Number		
Position (in relation to young person)		

Details of the concern	
Date/Time	
Location	
Persons involved/witnesses:	
Nature of concern	
How did the concern come to your attention?	
Observations: e.g changes in behaviour, inappropriate actions, injuries, etc	
Record of conversation: Details of exactly what was said to you and by you:	
Action taken:	
Contacts Made	
Child Protection Offices name	
Date/Time contacted	
Advice received	
Other persons contacted: (provide details of name and position and organisation)	
Summary	

Ethnic Group
<p>Please choose the category that best describes the child's ethnic group from the following list and tick the appropriate box:</p> <p>White A1 British <input type="checkbox"/> A2 Irish <input type="checkbox"/> A3 Any other white background <input type="checkbox"/></p> <p>Mixed B1 White & Black Caribbean <input type="checkbox"/> B2 White & Black African <input type="checkbox"/> B3 White & Asian <input type="checkbox"/> B4 Any other mixed background <input type="checkbox"/></p> <p>Asian C1 Indian <input type="checkbox"/> C2 Pakistani <input type="checkbox"/> C3 Bangladeshi <input type="checkbox"/> C4 Any other Asian background <input type="checkbox"/></p> <p>Black or Black British D1 Caribbean <input type="checkbox"/> D2 African <input type="checkbox"/> D3 Any other Black background <input type="checkbox"/></p> <p>Chinese or Other Ethnic Background E1 Chinese <input type="checkbox"/> E2 Any other (please write in):</p>
Disability
<p>The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities."</p> <p>Please choose the description that best describes the nature of the child's disability and tick the appropriate box.</p> <p>A Visually impaired <input type="checkbox"/> D Learning disability <input type="checkbox"/></p> <p>B Hearing impaired <input type="checkbox"/> E Multiple disability <input type="checkbox"/></p> <p>C Physical disability <input type="checkbox"/> F Other (please write below)</p>
<p>You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.</p> <p>NSPCC Helpline: 0808 800 5000</p>

Appendix 11

Private Vehicle Registration Form

To be completed by Volunteer Drivers

Purpose of the form:

- to register the private vehicles used for the transport of children in connection with bowls away fixtures or tours.
- to inform drivers of the need to check and amend their insurance, if necessary, if they intend to use their vehicle on behalf of the organisation, and if passengers are being carried in connection with the organisation's activities or events
- the form must be completed by the driver of any private vehicle used for the transportation of individuals to and from bowls activity.

Completed forms must be handed to the organisation's secretary or Bowls Club Welfare Officer

Driver Details	Vehicle Details
Full Name:	Registration Number:
Address:	Colour:
	Name of Registered Keeper:
Post Code:	Make:
Telephone Number:	Model:
Driving license Number and type (eg Full):	
Other members authorised to drive the vehicle:	
MOT Expiry Date:	
Insurance Company	
Insurance Expiry Date:	
Road Tax Expiry Date:	
<p>Declaration (please tick each box)</p> <p>I have informed the insurance company of my intention to transport members on behalf of the County/Club. I have stated if I will be claiming expenses in connection with this additional use. <input type="checkbox"/></p> <p>I have extended the policy and paid any additional premium as required by the insurance company <input type="checkbox"/></p> <p>To the best of my knowledge my vehicle is roadworthy. <input type="checkbox"/></p> <p>I will inform all passengers of the legal requirements to wear seat belts. <input type="checkbox"/></p> <p>I will inform all passengers that smoking is not permitted in the vehicle. <input type="checkbox"/></p> <p>I understand it is not good practice to give children a lift on their own. <input type="checkbox"/></p>	

I declare that the information stated here is correct and that I will inform the County/Club of any changes.

I have agreed to give sight of my driving licence to the administrator.

Signed:

Print Name:

Date:

Bowls Approved Driver

Name:

Registration Number:

Signed:

Date:

County/Club/County Secretary/Chair

Original Driving License and paper seen (insert date) and driving offences listed.

Signed:

Date:

Appendix 12

Photographers Event Registration Form

Event:	
I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.	
Name: Address:	
Telephone Number:	
Signature:	Date:

Please complete and return to the event organiser.

Appendix 13

Parents Permission form for use of photographs and recorded images

This form is to be signed by the legal guardian of a young person under the age of 18, together with the young person. Please note that if you have more than one child registered you will need to complete separate forms for each

[County/Club] recognises the need to ensure the welfare and safety of all young people in bowls as part of our commitment to ensure their safety we will not permit photographs, video images or other images of your child to be taken or used without your consent.

The [County/Club] will follow the guidance for the use of images of young people as detailed within the respective Child Protection Policy and Procedures. (attached for information).

The [County/Club] will take steps to ensure these images are used solely for the purposes for which they are intended i.e. the promotion and celebration of the activities of

[County/Club].

IF YOU BECOME AWARE THAT THESE IMAGES ARE BEING USED INAPPROPRIATELY YOU SHOULD INFORM THE (*Bowls Club*) WELFARE OFFICER IMMEDIATELY

The photographs may be available on the website

<http://>

For the bowls season year

If at any time either the parent/guardian or the child wishes the data to be removed from the website, 7 days' notice must be given to the Bowls Club Welfare Officer after which the data will be removed.

Appendix 14

Whistle Blowing Policy

Introduction:

Bowls England and EIBA Ltd, working together with the Bowls Development Alliance, are committed to creating and maintaining the safest possible environment for adults, children and young people to participate in the sport of bowls and recognise their responsibility to promote a safe environment for any concerns to be reported without fear of reprisal.

What is Whistle Blowing?

Whistle blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

The Public Interest Disclosure Act 1998 protects those who raise legitimate concerns about specified matters. It makes provision about the kinds of disclosure that may be protected and the circumstances in which disclosures are protected. This policy is therefore intended to comply with the Act by encouraging everyone in bowls to make disclosures about fraud, misconduct or wrongdoing in the sport of bowls and anyone within it, without fear of reprisal, so that problems can be identified, dealt with and resolved quickly.

Principles

- You should be aware of the importance of eliminating fraud or wrongdoing, and report anything that you become aware of that is illegal.
- You will not be victimised, subject to detriment or dismissed for raising a legitimate matter under this procedure.
- Covering up someone else's wrongdoing is also a disciplinary offence. Never agree to remain silent about a wrongdoing, even if told to do so by someone in authority.
- You will not be penalised for raising a qualifying disclosure even if it is not upheld, unless the complaint was both untrue and made in bad faith.
- It is not the responsibility of the person reporting the disclosure to investigate – it is the responsibility of the respective National Governing Body (Bowls England or EIBA Ltd) to investigate.
- Confidentiality should be upheld in line with legislation and government guidance. Confidentiality will be maintained during the process to the extent that it is practical and appropriate in the circumstances.

- Maliciously making a false allegation is a disciplinary offence.

Objectives of the Policy

All club and county members, committee members, coaches, volunteers and parents should have an understanding of whistle blowing.

All club and county members, committee members, coaches and volunteers should know where to access the Safeguarding Bowls policy for whistle blowing and to follow it when anything is reported.

All players and parents should be aware of the policy of the National Governing Body, club or county and of what action should be taken when legitimate concerns arise.

Individuals should be assured that they will be supported when concerns are reported.

Qualifying Disclosures

Bowls England and EIBA Ltd would expect its members or participants to report any of the following:

- A criminal offence (including fraud)
- A failure to comply with a legal obligation
- A miscarriage of justice
- The endangering of an individual's health and safety
- Damage to the environment
- Deliberate concealment of information relating to any of the above

Where the nature of the disclosure is not included in the above list, it should be made by way of the relevant National Governing Body's Grievance Procedure and/or Safeguarding and Protecting Children and Vulnerable Adults Policy and not under the Whistle Blowing procedure.

Your belief must be reasonable, but it need not be correct. It might be discovered subsequently that you were in fact incorrect, but you must be able to show that you held the belief in good faith and that it was a reasonable one to hold in the circumstances at the time.

Disclosure Procedure

1. If you wish to make a qualifying disclosure you should in the first instance report the situation to an appropriate manager/person.
2. Such disclosures should be made promptly so that investigation may proceed and any action taken quickly.

3. All qualifying disclosures will be taken seriously. The disclosure will be promptly investigated and as part of the investigatory process, you will be interviewed and asked to provide a written statement setting out the nature and details of your qualifying disclosure and the basis for it. Confidentiality will be maintained during the process to the extent that it is practical and appropriate in the circumstances.
4. In order to investigate a disclosure Bowls England and/or EIBA Ltd must be able to determine the scope of the investigation and the individuals who should be informed about the disclosure. Bowls England and/or EIBA Ltd reserve the right to appoint another investigator to investigate the disclosure other than the designated person to whom you reported.
5. Bowls England and/or EIBA Ltd may ask you to attend a meeting at a reasonable time and place at which your disclosure can be discussed. You should take all reasonable steps to attend that meeting and you have the right to bring with you an appropriate other individual of your choice.
6. Once the investigation has been conducted and completed, you will be informed in writing of the outcome and the National Governing Body's decision as soon as possible.
7. If you wish to appeal against the National Governing Body's decision, you must do so in writing within five working days of the decision. On receipt of an appeal a senior officer or member of the Case Management Group shall make arrangements to hear your appeal. Your National Governing Body may ask you to attend a meeting at a reasonable time and place at which your appeal can be discussed. You should take all reasonable steps to attend that meeting and you have the right to bring with you an appropriate other individual of your choice.
8. Following your National Governing Body hearing your appeal, you will be informed in writing of the outcome and their conclusion and decision within five working days.
9. Once the National Governing Body decision has been finalised, any necessary action will be taken. If no action is taken, the reason will be explained to you.
10. If, on conclusion of the above stages, you reasonably believe that appropriate action has still not been taken, you may report the matter to the proper authority in good faith. The Act sets out a number of prescribed bodies or person/s to which qualifying disclosures can be made. However, Bowls England and EIBA Ltd always encourage members and staff to raise their concerns directly in the first instance, rather than externally. This enables issues to be dealt with promptly and speedily.

Implementation

The implementation of this policy is mandatory and will be supported by an appropriate time-phased implementation plan to ensure compliance and effective delivery.

Appendix 15

Confidentiality Policy

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only.

This includes the following people:

- Club Child Protection Officer
- Parents/guardian of the person who is alleged to have been abused
- Person making the allegation
- Social services/police
- National Governing Body Child Protection Officer

Please seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Data Storage

When you're storing data, remember to comply with the Data Protection Act. The Act requires that you keep your clients' personal data secure, 'with appropriate technical organisational measures taken to protect the information'. In practice, this means you should encrypt personal data and protect it with a password, as well as taking physical precautions to keep it safe - lock away computers at night and secure servers and external hard drives with anti-theft cables.

- The Act requires that you take steps to keep personal data secure
- Encrypt sensitive data with a password
- Take physical precautions to keep data safe

Appendix 16

Travelling and staying away guidance

This guide has been created to help coaches, officials and parents to understand the roles and responsibilities involved in taking players away.

It should be used alongside Safeguarding Bowls' other relevant policies and guidance, particularly those relating to the safeguarding and protection of children.

A. PLANNING AND TRAVELLING FOR AWAY FIXTURES

Planning

Home fixtures are likely to resemble coaching sessions and the duty of care will be similar. However, even the simplest away trip requires some planning. This section gives guidance on away fixtures and day-trips that do not include overnight accommodation.

Communication with parents, guardians and carers

For a simple away fixture, this may amount to: the method of transport; the pick up point and estimated time of return; the destination and venue; details of the competition; the name of the coach and/or team captain (with contact details); emergency contact details; and a note of any costs (fares or money required for meals). Also clarify any special requirements for people with disabilities, if appropriate.

TRANSPORT

When it comes to transport, the main points to consider are:

- Passenger safety
- The competence and training of the driver to drive the proposed vehicle and whether he/she holds insurance and an appropriate, valid licence
- Total journey time, hours on the road, overall distance and suitable stopping points
- The length of the driver's day – will more than one driver be required?
- Type of journey, traffic and weather conditions, appropriate insurance and breakdown cover
- Supervision requirements
- Suitability of transport, if players with disabilities are travelling
- Emergency procedures

Legislation

It is the responsibility of the organising official to ensure that the travel arrangements and transport used are suitable for the journey. Vehicles transporting players should be appropriate, roadworthy and insured. Drivers must be appropriately licensed, and are responsible for the maintenance and care of their vehicle during the trip.

Minibuses and coaches

Minibuses and coaches carrying groups of three or more children (aged 3 to 15 years) must be fitted with seat belts for each child. Where seat belts are provided they must be worn. Vehicles used to transport wheelchairs should have anchor points. The driver must be suitably qualified and experienced in driving a minibus or coach.

Private cars

It is the responsibility of the driver to ensure that the travel arrangements and type of transport are suitable for the journey. Vehicles transporting players should be appropriate and roadworthy and they should also have the appropriate licence and insurance cover.

The insurance cover when transporting people as part of work, whether paid or not should be business cover (insurance companies charge very little for this extra cover). It is the driver's responsibility for making sure the player's have seat belts and use them. Vehicles without seat belts should not be used.

It is advisable that adults driving players around are not put in a position where they are alone with the player. If this is absolutely necessary then parental permission should be obtained and the player asked to sit in the rear of the vehicle.

When groups of players are travelling together in a private car then a central collection and dropping point should be arranged.

Particularly reminder for coaches: you are not a 'taxi driver' you are a bowls coach. It is the parents' responsibility to get their child to a certain location or event.

Child Seats/Restraints

The law says that all children under the age of 12 will have to use some form of child car seat, unless they are taller than 135cm (4ft 5in). Regardless of whether the child is in the front or rear seats in cars, vans and other goods vehicles, the child must travel in the correct child restraint for their weight with very few exceptions.

The correct child restraint may be a rearward facing baby seat, forward facing child seat, booster seat or booster cushions. The law states that it is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law.

The law does not require child restraints to be provided in taxis, private hire vehicles, minicabs, minibuses, buses or coaches, although they must be used if available. Seat belts must be worn, if fitted.

Exceptions to the rules

In limited circumstances, children can travel without the correct child restraint. These include:

- In a licensed taxi or licensed private hire vehicle – If the correct child restraint is not available then, in the rear seat only, children under three may travel unrestrained. Children aged three years and over must use an adult seat belt.
- In cases of unexpected necessity over a short distance – If the correct child restraint is not available then, a child of three years or more must use an adult belt and be seated in the rear seat only. This exemption does not apply to children under three years and does not cover regular school runs or other journeys that are planned in advance.
- Where two occupied child restraints in the rear seat prevent you fitting a third - In this case, provided the front seat is occupied, a third child aged three years and over can use an adult seat belt (lap OR lap and diagonal) in the rear. If the front seat is free, then they must sit there using the correct child restraint.
- In older vehicles with no rear seat belts – In this case, children three years and over may travel unrestrained.

Travelling in a Coach or Minibus

All coaches and minibuses manufactured after October 2001 must now be fitted with either three point seat belts or lap belts on forward or rearward facing seats. If you plan to travel by coach or minibus, you should contact the Operator in advance and ask if the vehicle is fitted with seat belts and if they offer the appropriate child car seat restraint. It may not always be possible for the Operator to carry a range of car seats on their vehicle.

If the Operator is unable to provide the appropriate car seat restraints, you should inform the parent/guardians/carer of this. If the Operator is able to provide the appropriate child car seat restraints you should use these, and inform the parent/guardian/carer of this.

For further information regarding the above please visit: www.childcarseats.org.uk or www.thinkroadsafety.gov.uk

Checking the suitability of supervising adult

All people acting in a supervisory capacity with children or vulnerable adults must, as an absolute minimum, have completed a Safeguarding Bowls self-declaration form. Ideally, the adult should have completed an Enhanced CRB Disclosure. Information about this can be obtained either from Bowls England or EIBA Ltd.

Mixed groups

Where the group is of mixed sex there should be at least one male and one female member of staff (including coaches, parents and other nominated volunteers). The number of staff

and their differing responsibilities will be determined by the profile of the trip. Consideration should be given to the individual requirements of disabled players and those with special needs.

Roles and responsibilities of the adult

Parents expect their children to be cared for safely and sensibly. All staff (including coaches, parents and other nominated volunteers), are expected to take the role of a responsible parent; to be acting in loco parentis.

All staff should be provided with a full itinerary, including emergency contact information for the children's parent(s) or guardian(s) and full transport arrangements. It can be difficult supervising groups where the parents of some players are also present. In this situation it should be made clear beforehand that players are part of a group, that this group is under the supervision of a designated person/s, and that individual parents should not seek to compromise the situation.

There should always be a list of group members, so that a simple head count or register can be taken at any time. Also ensure there is easy access to home and emergency contact numbers. It is vital for the responsible adult to acknowledge the significance of his or her role and to abstain from drinking alcohol whilst in charge of children.

Staff to player ratio

Any trip must have a suitable ratio of staff to players. The factors to take into consideration are:

- Gender, age, ethnicity and ability of the group
- Players with disabilities, or special educational or medical needs
- The duration and nature of the journey
- The competence and likely behaviour of the players
- The experience of the staff in supervising players

Staffing ratios are difficult to prescribe as they will vary according to all of these factors, as well as the location of the fixture or event, the type of activity being undertaken and the resources available. However, consideration must be given to ensuring that there are enough people to deal with an emergency.

As a guide, a ratio of 1:5 should be considered as a minimum for players aged 11 years and over. For younger children and people with disabilities, this ratio may be increased.

Supervision while travelling

On each trip, one adult – normally the team manager/coach – will take overall responsibility for the group (at all times). The level of supervision needed while travelling should be considered as part of the risk assessment.

Ideally, drivers will not be responsible for supervising players, but this may be the case with smaller groups.

Where appropriate, all group members should be made aware of the position and operation of their vehicle's emergency door, and the location of any first aid or fire equipment.

Factors that the team captain should consider when planning supervision on transport include:

The safety of the group near roads and other dangerous locations.

Safety on buses, trains, ferries and planes. The team captain should make clear to the group members how much or how little freedom they have to roam (misbehaviour is one of the main causes of accidents to children – appropriate supervision and discipline should be maintained at all times)

Sufficient stops at suitable places, to ensure the safety and comfort of all group members including the driver.

The team manager/coach should meet with all the travelling players at the beginning of the trip to set down clear ground rules and responsibilities.

Public transport

When public transport is being used, the organiser should, where possible, book well in advance and arrange for seats to be reserved so that the party can travel together.

Breakdowns and accidents

In the event of a breakdown or accident, the group should remain under the direct supervision of the team captain or other designated staff. If the accident is of a serious nature, then the relevant National Governing Body's Designated Officer should be informed immediately.

First aid

The team manager should know how to contact the emergency services and have access to the minimum first-aid provision.

Other medication

The team manager should be aware of any medical conditions the players may have, including allergies.

Emergency procedure

If an emergency occurs during a trip, then the following steps should be taken:

- Establish the nature of the emergency as quickly as possible
- Ensure that the group are safe and supervised
- Establish the names of any casualties and get them immediate medical attention

- Ensure that any group members who need to know are made aware of the incident, and that all group members are following correct emergency procedures
- Ensure that a member of staff accompanies any casualties to hospital and that the rest of the group are adequately supervised (and kept together) at all times
- If necessary, notify the police immediately
- Notify the relevant National Governing Body's Designated Officer immediately
- As soon as it is safe and sensible to do so, write down all relevant facts and any witness details, as accurately as you can, to preserve any evidence
- Keep a written account of all events, times and contacts after the incident
- Complete a Safeguarding Bowls incident/accident report form as soon as possible
- Ensure that no-one in the group speaks to the media. All media enquiries should be referred to the relevant National Governing Body immediately
- Ensure that no-one in the group discusses legal liability with other parties
- Those in charge of a trip have a duty of care to people under the age of 18. They also have a common law duty to act as any reasonably prudent parent would.
- Staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

Procedure for the Home Contact

If contacted about an emergency, the person acting as the Home Contact should:

- Verify that the team manager has control of the situation and establish if any assistance is required
- Contact parents and keep them as well informed as possible
- Liaise with the relevant National Governing Body's Designated Officer immediately
- Liaise with the relevant National Governing Body's Communications Team

Public liability cover

Organisers and team captains should ensure that public liability insurance is in place and that they are aware of any limitations in cover. They should take a copy of the policy with them, or at least know where the policy is kept.

Personal accident cover

Organisers should ensure that adequate personal accident insurance is in place and that they are aware of any limitations in cover.

Insurance while travelling

Passengers travelling in motor vehicles in the UK are covered (under law) by insurance policies required under the Road Traffic Act (1988). Best practice is to check the insurance certificates for any vehicle that is being used to transport players. At the same time, it is prudent to check driving licences. For self-drive vehicles, consideration should be given to the extent of accident cover (noting any accidental damage or glass breakage excess), and the availability of breakdown and recovery services.

SECTION B: OVERNIGHT STAYS - PLANNING THE TRIP

When planning a trip you must allow sufficient time for all these requirements to be completed. The following areas need to be considered:

Purpose of trip

- Are you clear what the trip is for? Is it for training, competition or socialising, or will it be a combination of all three?
- When, where and for how long?
- Having confirmed the purpose of the trip, consideration should be given to:
 - The likely date: look at the sporting calendar and, with school age children, take note of any examination periods. Also bear in mind any religious festivals and events.
 - The duration of the trip: taking into account the purpose of the trip, the age of the children involved and the distance travelled.
 - Suitable venues: including sporting facilities and accommodation.

Who will be going?

Players

The objectives of the trip will largely determine who takes part. The following factors should be considered:

- Is the group predominantly of one age or is there a wide range of ages?
- Is it a mixed-sex group?
- How large is the group?

- Do any members of the group have disabilities, or special educational or medical needs?

Staff

The profile of the playing group will, in turn, determine staff issues such as:

- The ratio of adults to children
- Suitable members of staff and volunteers
- Requirements for any specialist staff, e.g. physios, trainers or medical staff.

How much will it cost?

The planning stage should also incorporate some estimate of the cost of the trip.

Factors to consider include:

- How much is travel and accommodation?
- How much will staff be paid? (And who will pay them?)
- What will be included in the overall cost?

With groups consisting of younger players, organisers should try to include all the basic requirements in their assessment of overall cost. This helps to ensure that children do not take insufficient funds for their meals and other expenses.

Spending money

Players usually need to take some spending money for themselves. This can be a problem, as children are vulnerable where money is concerned. Parents should be given some indication how much their child will need; as it is particularly difficult to manage a situation where one child has barely enough and another has large amounts left over. This should form part of your pre-tour discussions with the parents and guardians.

Assessing the risk

No amount of planning can guarantee that a trip will be totally incident free. But good planning and attention to safety measures helps to reduce the likelihood, severity and consequences of any incident.

To ensure that appropriate procedures are in place for any activity, the first step is to identify and assess likely problem areas. Any formal assessment of the potential risks should be made with the explicit intention of reducing these risks.

Ultimately, children must not be placed in situations that expose them to an unacceptable level of risk. Safety must always be the prime consideration. Risk assessments should be based on the following considerations, and you should keep a detailed, written record of every assessment you undertake:

- What are the hazards?
- Who might be affected?
- What safety measures need to be in place to reduce the risks to an acceptable level?
- Can the group leader put these safety measures in place?
- What steps will be taken in an emergency?

These questions should be asked of each and every aspect of the trip, including: the venue; transportation; staffing; sleeping arrangements; food and catering arrangements; and all the activities included in the programme.

A pre-trip visit is recommended good practice. It gives you the opportunity to check many of the above points. When this is not practical, advice from other place to plays or people in your place to play/county who have been to the venue can prove invaluable.

Your risk assessment will also help to determine how many staff are needed to supervise the trip. Where a trip or individual activity is particularly vulnerable to changes in the weather, staff must be suitably experienced to recognise any additional risks and to make a competent assessment of the continued suitability of the trip/activity.

Supervision

Staff should meet in advance of the trip, to discuss their roles and ensure that everyone understands and supports the work of the team as a whole. Often the team manager has the ultimate say in disciplinary matters, and he/she should be in agreement with all members of staff regarding the application of relevant codes of conduct.

Supporting individuals

Some children may require individual support, from people who understand their specific requirements. Some organisations provide one-to-one support for children during sporting and other leisure activities, because of their disabilities, medical needs and/or behaviour. Things are much more likely to work well for everyone when roles are clearly defined beforehand. The child can be involved in this process, if appropriate.

Drawing up a written agreement with a child can enable the coach/team captain and any support workers to understand each other's duties and responsibilities: for example, the coach/team captain may be overall charge of the group, while the role of the support worker is to safeguard the welfare of the individual.

Fragmented groups

Careful consideration must be given to the practicalities of supervising the group, especially if it needs to be split up at any time. At competitions, for example, it is not uncommon for some players to be resting or eating while others are still playing. And with some less focused players, bedtime curfews do not necessarily mean sleep; or indeed, remaining in your room. Staff must take account of this and plan to supervise accordingly.

Child protection

Within the staff group there should be someone who is familiar with child protection policies and procedures, and able to respond appropriately should the need arise. Ideally, they will have attended safeguarding workshop.

Homesickness

This is always a possibility, particularly for those who are away from home for the first time. Raise the subject openly, at your group briefing, and identify a member of staff who players can talk to if they grow homesick. Meetings with parents/guardians before the trip can also be used to establish any specific requirements: some children can only sleep with the light on, for example. Any such requirements should be treated with sensitivity and in the strictest of confidence. During the trip, be flexible about phone calls home and encourage parents to discuss any concerns with the Home Contact, if their children do become distressed in any way.

Remote supervision

Occasionally, players are not directly supervised. They may be returning to the hotel, after the day's events have been completed, or going on a local shopping trip or social visit. Older players may find that unsupervised time is specifically scheduled into their trip. However, as a general rule, children under 11 should not be allowed any 'free time'. Parents should always be informed if there will be times when their children go unsupervised.

If remote supervision is to take place, the group leader must ensure that everyone understands the ground rules and is adequately equipped to go unsupervised. Children and young people should never go out alone (groups of three or more are preferred) and a clear, realistic time limit must be imposed on any unsupervised excursion.

Children supervised remotely should know:

- How to contact a member of staff
- Where they are staying (including the telephone number)
- And they should have:
 - Money
 - Some form of identification
 - Mobile telephone number for the Team Manager
 - Maps and any other information that will contribute to their safety and enjoyment
 - A clear understanding of any areas which are 'out of bounds'

It is often helpful for one or two members of staff to sit in a park or café in the area. This makes it easy for players to 'report in' at regular intervals.

Home Contact

For trips involving overnight stays, a list of group members must be left with a contact adult who remains at home. Contact numbers and accommodation details should be included on the list.

Hotels and residential centres

Staff and players should have access to a suitable diet and this means communicating any specific requirements to your chosen hotel or residential centre. You may need to check on the availability of vegetarian or vegan meals, menus that cater for cultural or religious preferences, and gluten or nut free foods. If you are self-catering, make sure you are supplied with all the cooking equipment you need. Mealtimes should be timed to fit in with your programme.

General advice on accommodation

Whatever accommodation you choose, there are some basic rules to good practice:

- It may be helpful to discuss your control and discipline policy with the staff at the centre/hotel.
- If rooms are equipped with satellite television, inappropriate channels may be accessible. Arrange for these channels to be blocked.
- Check centre/hotel rules on room extras, breakages and lost keys.
- All accommodation should be clean, with access to sufficient toilet and bathing facilities. Consideration should be given to individual requirements; for example, Muslim players will require access to running water for washing.
- It is not acceptable for players to share a bed or for male and female players to share a room. It is also unacceptable for a member of staff to share a room with a player, unless they are parent and child.
- The organiser should be sure that players are safe. In hotels, this includes checking that rooms can be locked (and confirming availability of a 'master' or pass key, if required).
- For wheelchair users, it is important to check entrance doors, bed access and bathroom facilities, including the position of the washbasins. Any problems may be overcome by providing a career, but this should be discussed with the player and his/her parents before a booking is made.
- Similar suitability checks should be made for players who are hearing impaired, visually impaired or otherwise disabled.
- Centre/hotel staff should be made aware of the rooms occupied by your group, and advised of any members who may have difficulty in responding to a fire alarm.

- Players should be made aware which rooms are occupied by staff and advised how to contact them (using room telephones, if available). This is particularly relevant for trips abroad.

Preparing parents, guardians and carers

It is good practice to meet with parents, guardians and carers before the trip. This gives you the opportunity to address issues such as arrangements for players with disabilities, details of relevant medical conditions, confidentiality issues and consent forms. It may be appropriate to share details of your risk assessment, and to discuss the steps you have taken to reduce risks to an acceptable level.

Paperwork should be prepared for parents and players, giving as much information as possible, including contact details (don't forget to mention the Home Contact).

For trips that involve an overnight stay, your information pack needs to be more comprehensive. You should try to include:

- The purpose and objectives of the trip
- Name and contact number of the organiser
- Names of all the staff
- Name and contact details of the person acting as the place to play's Home Contact
- Details of accommodation, with full address and telephone number
- A detailed itinerary, covering scheduled activities (competitions, training, educational sessions and social events) and any unsupervised time.
- A kit and equipment list
- An emergency procedures and telephone contact list
- A copy of the code of conduct
- Child protection procedures
- The estimated cost; it may be necessary to point out that the final cost could go up or down, depending on the final size of the group
- The deadline for paying deposits (and securing places) and confirmation whether or not there are any circumstances under which the deposit is returnable. Include a schedule for payment of the remaining amount.
- Spending money (try to estimate an appropriate upper/lower band)

- Details of insurance cover

It is difficult for clubs/counties to organise and cost trips without knowing the likely level of the support. Even so, it's important to give parents sufficient opportunity to organise their finances. Some players may be socially excluded, if deposits are required at short notice or trips are filled on a 'first come – first served' basis.

Wherever possible, clubs/counties should give parents the opportunity to reserve a place and then agree a payment schedule that does not disadvantage the player.

Information required from parents, guardians and carers.

For all players under 18 years of age a trip and activity consent form should be completed. This form should provide you with:

- Medical information – allergies to non-prescription medicines, such as painkillers, should be highlighted. If painkillers are taken routinely, parents should confirm type, frequency and dosage. This will set the limitations for any painkillers you administer during the trip.
- Personal responsibility for asthma inhalers should also be clarified. Contact with contagious or infectious diseases must be noted, and this may need to be checked again just before departure date. Players who indicate that they have a medical condition may be asked by the insurers to complete a more detailed information form.
- Details of special requirements – any dietary requirements or special care needs.
- Consent for emergency medical treatment
- Agreement to pay the fee

Preparing the players

It's a good idea to include players in your pre-trip meeting with parents, guardians and carers. But a separate meeting can make it easier to focus on discussing and adopting a code of behaviour. You can also take this opportunity to give advice on the policies and procedures you are using to make the trip safe.

You can talk about what to do if anyone is being bullied, or feels frightened or homesick, and introduce an adult who they can speak to in confidence. And don't forget to discuss sharing activities, such as the ever-popular cooking and cleaning rotas.

If it's not possible to meet before the trip, these items should be covered at a briefing meeting upon arrival.

On arrival

These are the guidelines for team managers on arrival at the destination:

- Confirm room numbers with the hotel and match these to your rooming arrangements. Inform the players of the rooming list. This should be organised by the Coach/Team manager in consultation with the other staff. It is not necessarily appropriate to allow the group a free choice when it comes to sharing rooms, although any particular requests can be considered.
- Check all arrangements with the centre/hotel, including meal times, and give them a copy of your itinerary.
- Check on room phones. Look at access to outside lines, call charges and the availability of calls between rooms.
- Establish rules in relation to use of paid facilities, such as the television and mini bar.
- Check that the rooms are all suitable and clean. If there is any damage report it now, as this will save any blame or costs being passed on to group members.
- Check out the sporting venues as soon as you can.
- Initial briefing session
- On arrival, the team captain/coach should arrange a briefing session with the whole group. This is the time to clarify child protection procedures and emergency procedures, and to reinforce the agreed code of conduct. You can also run through the itinerary and confirm that everyone understands it.

Money and valuables

Decide on the best way to secure your money, both any contingency amount and cash/travellers cheques held by individuals. With younger, inexperienced players, it may be advisable to collect their money and organise a daily bank.

This also helps to give some control in rationing money over the correct number of days (a stock of envelopes, one for each person, is useful for this). Also make provision for the safekeeping of valuables and belongings during the trip. Hotels usually offer safe boxes, but you might need to appoint an adult to take care of things, especially when the group is out and about.

Medicines

It is often advisable to appoint one adult to be in charge of all medicines centrally. This helps to ensure correct dosages are given and reduces the possibility of inappropriate drug usage. Make sure everyone knows who to go to for medication, and appoint a second member of staff to provide back up in emergencies (and access medicines when the designated adult is not available). Individuals may need to hold on to some medications, such as asthma inhalers. In this case, take your guidance from the consent form.

Daily briefing

This provides a focal point and a checking-in time for all group members. It allows for a discussion of the day's events, planning for the next day's activities and the opportunity to clarify or reinforce rules and procedures. This is also the ideal time for players, should they wish, to speak on a one-to-one basis with members of staff. They can confidentially express any personal worries, giving staff the opportunity to pick up any signs of homesickness or distress, particularly with young players.

De-brief on return

After the trip, staff should meet to discuss its success. This process can be part of your report back to the committee (which may also request a written report). If any significant issues arose on the trip, these should be detailed in writing and may be included in the place to play minutes. Areas for special consideration include the success of your pre-planning, the quality and accuracy of the programme information you provided, and any health and safety, discipline or child protection issues. This will form the basis of any feedback you give to parents.

It may be helpful to hold a de-briefing meeting for parents and players. Alternatively, you may wish to produce a general evaluation form. This gives staff, parents and players an opportunity to comment on the trip and highlight any good/bad aspects of the experience. This kind of feedback is extremely useful for deciding what lessons need to be learnt, and what can be done differently in the future to make trips even more enjoyable.

SECTION C: TRAVELLING ABROAD AND HOSTING

General advice

Staffing ratios for visits abroad will vary, but generally more staff are required than they would for a UK trip. It is important to take staff or volunteers who can speak the local language, if at all possible. Staff must meet in advance of the trip to discuss and agree roles and responsibilities. Identify who is most familiar with child protection policies and procedures and ensure that all staff are clear as to their duties in this area. Ideally, at least one member of the party will have been on a safeguarding workshop.

The following factors should all be considered at the first stages of planning:

- Information on the language, particularly common phrases
- The culture of the country – rules and regulations, body language, dress codes, local customs, attitudes to gender and so on
- Exposure to drugs and alcohol and consequences in their use
- Simple maps of the area with key locations
- Food and drink – the suitability or otherwise of drinking tap water and care in eating uncooked foods

- Currency and the advisability of travellers cheques
- Telephones abroad and how to use them, including the code for phoning home, advice on phone cards and mobile phones
- The need for current passports and visas if required
- Requirements for any non-EU nationals, including vaccinations
- Safeguarding Bowls child protection policy and procedures

Reconnaissance trips

It is good practice to visit destinations before any trip is undertaken, but often this not practical. If you cannot visit beforehand, gather as much information as you can from:

- Other place to plays and organisations that have been to the area
- The clubs in the area to be visited
- Embassies and consulates
- Travel agents and operators
- The internet, books and magazines
- Pay particular attention to cultural issues, including typical diets, attitudes to sexuality, ethnicity and disability, and any penalties relating to drugs and alcohol.

Permission to compete overseas

In order to compete abroad, you may need to obtain a letter of consent from the National Governing Body. If you will be using a group passport, a letter of consent is a prerequisite of the Passport Agency (for most sports).

If a child is subject to a Care Order or is a Ward of Court, advice should be sought from social services and the relevant National Governing Body, before the trip begins.

Pre-Departure Checklist

Ensure you have or have completed the following:

- Paperwork to leave with the Home Contact
- Itinerary and contact numbers/address of the accommodation
- List of all group members
- Contact names and address for all group members
- Copies of parental consent forms

Booking transport

Where possible, the team manager should book transport well in advance and arrange for seats to be reserved so that the party can travel together. If the trip is greater than four days, the Coach/Team Manager should telephone the Home Contact to provide regular updates.

Ferries, boats and coaches

The coach/team captain must make clear to group members how much freedom they have to 'roam'; misbehaviour is a major cause of accidents on these types of transport and appropriate supervision and discipline should be maintained at all times. Careful consideration should be given to allowing group members on deck without an adult.

Air travel

Journeys involving aircraft require careful planning and preparation. The airline/travel agent will be able to advise on particular requirements. The coach/team captain must ensure that players understand what constitutes appropriate behaviour on board an aircraft. If the group includes members with disabilities, check with the airline that suitable facilities are in place. The coach/team captain should strongly resist any attempt by the airline to split the group between different aircraft.

Self-drive

Clubs/counties organising their own transport need to be aware that different countries may have different legislation and regulations regarding travel and transport (some require special documentation for mini buses, for example). All group members should be made aware of the dangers of unfamiliar, right-hand drive traffic, and advised that UK minibuses/coaches may not open on the kerb side of the road. You should also be clear that you understand the levels of insurance and liability in respect of the vehicle.

Crossing roads

Extra supervision may be required to address unfamiliarity with right-hand drive traffic.

Emergency medical facilities

The European Health Insurance Card (EHIC) can be used to cover any necessary medical treatment due to either an accident or illness within the European Economic Area (EEA)

The EHIC entitles the holder to state provided medical treatment within the country they are visiting and the service provided will be the same as received by a person covered by the country's "insured" medical scheme

The EHIC is the replacement for the E111 and as of 1st January 2006.E111's are not valid

To apply for an EHIC:

At the Post Office

By telephone: EHIC Application Line on 08456062030

Online –<http://ehicdirect.org.uk/>

On-site procedures

If an emergency occurs during an overseas trip, the following steps must be taken:

- Notify the British Embassy/Consulate
- Inform the Home Contact. The Home Contact's number should be easily accessible at all times during the trip. Pass the following details on, so that they may be given to parents:
 - Nature, location, date and time of the incident.
 - Names of casualties and details of any injuries
 - Action taken (and by who), any emergency service involvement
 - Action to be taken (and by who), any further assistance required
 - Notify insurers, especially if medical assistance is required.
 - Notify the provider/tour operator if appropriate
 - Ascertain landline phone numbers for future calls (do not rely on mobile phones)
 - Contact the relevant National Governing Body's Designated Officer

Emergency procedure for the Home Contact

If contacted about an emergency that has occurred on a trip, the Home Contact should:

- Ensure that the coach/team captain is in control of the emergency and establish if any assistance is required from the place to play
- Contact parents and keep them as well informed as possible at all stages of the emergency
- Liaise with the National Governing Body
- Liaise with a designated media contact (if appropriate)
- Report the incident to insurers using appropriate forms (if necessary)
- Obtain advice from National Governing Body Designated Officer (if necessary)

Hosting with families

One area generates more cause for concern than any other within sport: accommodation supplied by host families. The success of an exchange visit depends largely on good relations and communications between the organisations concerned.

Usually, you need to rely on the judgement of the host club/country; its officials will know the families who are to host your players and should always check that suitable provision has been made. This becomes more difficult when the group is large and hosting arrangements are spread across a number of different places to play. The key is to maintain good, open and honest contact with your hosts and to discuss any concerns as soon as they arise.

Regular exchange visits between the same groups promote familiarity, but organisers should not become complacent. If the host club/country does not have appropriate measures in place for carrying out checks to ensure the health, safety and welfare of players staying in homes, the Team Manager must reconsider whether or not the trip should go ahead.

Parents must be made aware that children living with host families will not always be under direct staff supervision.

Recruiting a host

When recruiting hosts, hand out information sheets with an outline of the requirements any host must be able to fulfil. It is good practice for the organising club/country to put together a small group of two or three people, to visit each family and check that arrangements are suitable.

Requirements include:

- All adult members of a host family must comply with child protection procedures from their National Governing body (in respect of personal checks).
- Players should be placed with families where there is a player of similar age and, where possible, the same sex. If the players are of different sexes, both sexes must be present in the household.
- Host families should be informed of the special medical, dietary or cultural needs of their guest players (if any).
- If the group includes people with disabilities, host families must be made aware of any special requirements, such as size of room and access to bathroom facilities. You should always check that these requirements can be met.
- Hosts must be aware of the arrangements for collecting and transporting guest players throughout the trip.
- Guest players should have easy access to the staff on the trip, usually by telephone.

Your own staff should be provided with a list of the visiting group's members, detailing the names, addresses and telephone numbers of the families they are staying with. This

information should also be made available to officials of the visiting club/county (those in the UK and in the home country.)

SECTION D: CODE OF CONDUCT FOR TRAVELLING

Objective and scope

The purpose of this document is to establish a set of guidelines, policies and procedures for individuals and teams. It covers both the organisation of the team, and the responsibilities and behaviour of staff and players. It is specifically aimed at away trips where travel and accommodation are required, although it should be followed at any events where the place to play is represented.

Behaviour and personal conduct: Must at all times be of a high standard and reflect favourably on the sport and the place to play. Language in public and relevant group situations must always be appropriate and socially acceptable.

Consumption of alcohol: Is totally forbidden for under-age players as defined by UK law (or the law of the host country). Alcohol must not be consumed by a Team/Squad or staff member while en route, prior to, or following a competition event, training camp or other activity, without specific consent from the Team Manager. During competition, alcohol is strictly forbidden to all team/squad members and staff.

Smoking: Is prohibited by Team/Squad members and staff whilst en route, prior to, during, or following a competition event, training session or team activity.

Personal appearance: Shall be appropriate to the circumstances as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions and on other occasions as notified.

Attendance: Is expected at all activities unless agreed by the Team Manager. For the duration of the trip players should keep staff informed of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal performance drugs and substances: Are strictly forbidden. Players are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to, or during an event.

Other illegal drugs and substances: Are strictly prohibited, even though they may not appear on the official banned list in respect of performance enhancing drugs.

Accommodation: At hotels or equivalent must be as directed by Team Manager. Players should accept their appointed rooms and observe occupancy rules: extra, unauthorised people must not be allowed to stay in rooms (particularly overnight) under any circumstances.

Medication: Current medication should be reported to the Team Manager, who will then report it to the relevant personnel. Allergies to any medication must also be reported to the Team Manager (this is often overlooked but is an essential part of proper medical care).

Sanctions: Breaches of the code of conduct shall be dealt with in the first instance by the Team Manager. He/She shall report the incident to the secretary of the place to play, who will then take further action as is deemed necessary.

SECTION E: IF YOU HAVE ANY CONCERNS ABOUT A CHILD'S WELFARE

Please remember, it is not your responsibility to decide whether or not a child is being abused, but you must act on your concerns and pass them on.

Make a detailed note of what you've seen or heard but don't delay passing on the information to your Club, County or National Governing Body's Designated Officer.

Your information should include:

- The nature of the suspicion or allegation
- A description of any visible injury
- The player's account of what has happened
- Dates, times and any other factual information

Further guidance is available via Safeguarding Bowls.

Appendix 17

Code of Conduct for Coaches

1. Rights

- Respect the rights, dignity and worth of every person.
- Help create an environment where all children have an equal opportunity to participate.
- Help create and maintain an environment free of fear and harassment.
- Recognise the rights of all children to be treated as individuals.
- Recognise the rights of parents and children to confer with other coaches and experts.
- Promote the concept of a balanced attitude, supporting the well-being of the child both in and out of bowls
- Do not discriminate on the grounds of sex, marital status, race, colour, disability, sexuality, age, religion or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination or prejudice.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Communicate with children in a manner that reflects respect and care

2. Relationships

- Develop relationships with parents and children based on openness, honesty, mutual trust and respect.
- Do not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional abuse, neglect or bullying).
- Be aware of the physical limits of children and ensure that training loads and intensities are appropriate.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines (See Appendix 8 – CPSU Guidelines on Physical Contact and Young People in Sport and PGA Guidelines).
- Always try to work in an open environment (e.g. avoid private or unobserved situations).

- Do not engage in any form of sexually-related contact with children. Sexual innuendo, flirting or inappropriate gestures and terms are also unacceptable.
- Promote the welfare and best interests of children.
- Explain to parents, as appropriate, the potential impact of the coaching programme on the child.
- Arrange to transfer a child to another personal coach if it is clear that an inappropriate relationship is developing.
- Arrange to transfer a child to another personal coach if it is clear that an inappropriate relationship is developing.
- Be familiar with the organisation's Child Protection Policy and Procedures.
- Report any concerns you may have in relation to a child or the behaviour of an adult, and follow reporting procedures.
- Consider the child's opinions when making decisions about their participation in bowls.
- Inform parents and children of the etiquette and practical considerations when playing Bowls.
- Inform parents of any potential financial implications.

3. Responsibilities and Personal Standings:

- Demonstrate proper personal behaviour and conduct at all times.
- Be fair and honest with all children.
- Develop an appropriate working relationship with children based on mutual trust and respect.
- Always emphasise that the well-being and safety of the child is more important than the development of performance.
- Do not smoke, or drink alcohol, while actively working with children. Never use recreational or performance-enhancing drugs.
- Promote the positive aspects of bowls (e.g. fair play, honesty and etiquette).
- Attend appropriate training to enable you to keep up-to-date with your role and matters relating to the welfare of children.
- Hold relevant qualifications.

- Ensure the necessary insurance cover is in place.

Appendix 18

Code of Conduct for Children

You should:

- play fairly and apply bowls standards both on and off the rink.
- respect advice that you receive.
- treat others as you would wish to be treated yourself.
- respect all players regardless of colour, disability or age.
- report anything which worries you.
- look out for yourself and for the welfare of others.
- speak out if you consider that you or others have been poorly treated.
- arrive on time and come ready to play.
- tell someone in authority if you are leaving a venue or competition.
- accept that these guidelines are in place for the well-being of all concerned.
- treat members and coaches with respect.
- observe instructions or restrictions required by appropriate members of staff.

Do Not:

- take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- consume alcohol or illegal or performance-enhancing drugs or stimulants.
- Smoke.
- use foul language.
- publicly act disrespectfully to others.

Appendix 19

Useful External Support Contact List

Child Protection in Sport Unit (CPSU) - is able to give advice and support to all volunteers in sport clubs. The CPSU was founded in 2001 to work with UK Sports Councils, National Governing Bodies of Sport (NGB's) County Sport Partnerships (CSP's) and other organisations to help minimise the risk of child abuse during sporting activities.

CPSU is based at the NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester, LE4 1EZ

Telephone: 0116 234 278 **Email:** cpsu@nspcc.org.uk **Website:** www.thecpsu.org.uk

All clubs should ensure they have local contact details for reference. These should include local police station contact details, details of the local Community Support Officer and a number for the local Social Services.

THE FOLLOWING ARE A SELECTION OF EXTERNAL AGENCIES THAT CAN PROVIDE SPECIALISED SUPPORT ACROSS A RANGE OF AREAS:

Ann Craft Trust

The Ann Craft Trust works with staff in the statutory, independent and voluntary sectors to protect people with learning disabilities who may be at risk from abuse. They also provide advice and information to parents and carers who may have concerns about someone that they are supporting.

www.anncrafttrust.org • Tel: 0115 951 5400

ASSIST

ASSIST is a registered charity dedicated to offering confidential, emotional and practical support to individuals and families affected by trauma. www.traumatic-stress.freeserve.co.uk

Tel: 01788 560 800 (Helpline)

Breaking Free

An organisation that provides, support to female adults who have experienced childhood sexual abuse.

www.breakingfreecharity.org.uk 0845 122 1331 (Helpline)

CHILDLINE

A free 24-hour helpline for children

www.childline.org.uk • Tel: 0800 1111

Citizens Advice Bureau The Citizens Advice service helps people resolve their legal, money and other problems by providing free information and advice from over 3,000 locations across England, Wales and Northern Ireland. See the website for details of local offices.

www.citizensadvice.co.uk

DCSF Bullying

The Department for Education and Skills has provided this web site to show pupils, their families and teachers how to tackle bullying.

www.dcsf.gov.uk/bullying

Family Rights Group

Provides advice and support to families whose children are involved with social services and develops and promotes services that help secure the best possible future for children and families.

www.frg.org.uk Tel: 0800 731 1696 (Helpline)

Kidscape

Kidscape provides individuals and organisations with practical skills and resources necessary to keep children safe from harm. Kidscape was established to prevent bullying and child sexual abuse.

www.kidscape.org.uk Tel: 08451 205 204 (Helpline for use by adults concerned about a child being bullied)

Lantern Project

This charity provides information and support services for adult victims of child sexual abuse.
www.thelanternproject.co.uk

NAPAC (National Association for People Abused in Childhood)

NAPAC is a registered charity, which provides support and information for people abused in childhood.

www.napac.org.uk • Tel: 0800 085 3330

NSPCC Helpline

The NSPCC Child Protection Helpline is a free, national, 24-hour service, which provides counselling, information and advice to anyone, including children, concerned about a child at risk.

www.nspcc.org.uk • Tel: 0808 800 5000

Rape Crisis England and Wales

The website provides information for survivors of sexual violence and their friends and family to access the services they need and details of local rape crisis centres.

www.rapecrisis.org.uk

Samaritans

Provides confidential, emotional support, 24 hours a day, for people who are experiencing feelings of distress or despair, including those that may lead to suicide.

www.samaritans.org.uk • Tel: 08457 90 90 90

Stop It Now

Stop it Now ! UK & Ireland is developing a public health approach to the prevention of child sexual abuse through a network of local projects and national initiatives. It provides adults with the information they need to recognise worrying behaviour in themselves or others, and with the confidence to take responsible action when they suspect that something is wrong.

www.stopitnow.org.uk • Tel: 0808 1000 900

Survivors

This agency provides, information, support and counselling for men who have been raped or sexually abused.

www.survivorsuk.org • Tel: 0845 122 1201

Local Safeguarding Children Boards

Local Safeguarding Children Boards (LSCBs) were established by the Children Act 2004 which gives a statutory responsibility to each locality to have this mechanism in place.

LSCBs are responsible for local arrangements for protecting children and young people. They provide inter-agency guidelines for child protection.

Local Authority Designated Officer (LADO)

Within the Local Safeguarding Children Board there will be a Local Authority Designated Officer (LADO)?

The role of the Local Authority Designated Officer (LADO) works within Children's Services and should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child

- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The Local Authority Designated Officer (LADO) role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. They capture concerns, allegations or offences emanating from outside of work. The Local Authority Designated Officer (LADO) is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

Contacts

To contact your Local Safeguarding Children Board please see the table below

Web Link Title	Description
Barking and Dagenham LSCB	Email: lscb@lbbd.gov.uk Web: http://www.bardag-lscb.co.uk/
Barnet LSCB	Email: dutyfrontdesk@barnet.gov.uk Web: http://www.barnet.gov.uk/safeguarding-children-board.htm
Barnsley LSCB	Email: safeguardingchildrenboard@barnsley.gov.uk Web: http://www.safeguardingchildrenbarnsley.com/
Bath and North East Somerset LSCB	Web: http://www.bathnes.gov.uk/services/children-young-people-and-families/child-protection/local-safeguarding-children-board
Bedfordshire LSCB	Email: LSCB@centralbedfordshire.gov.uk Web: http://www.bedfordshirelscb.org.uk/index.php
Bexley LSCB	Web: http://www.bexleylscb.org.uk/
Birmingham LSCB	Web: http://www.lscbbirmingham.org.uk/
Blackburn with Darwen LSCB	Email: info@blackburn.gov.uk Web: http://www.lscb.org.uk/
Blackpool LSCB	Email: child.protection@blackpool.gov.uk Web: http://www.blackpoollscb.org.uk/
Bolton LSCB	Email: boltonsafeguardingchildren@bolton.gov.uk Web: http://www.boltonsafeguardingchildren.org.uk/
Bournemouth and Poole LSCB	Email: enquiries@bournemouth-poole-lscb.org.uk Web: http://www.bournemouth-poole-lscb.org.uk/home
Bracknell Forest LSCB	email: enquiries@bflscb.org.uk Web: http://www.bflscb.org.uk/
Bradford LSCB	e-mail - info@bradford-scb.org.uk Web: http://bradford-scb.org.uk/index.html
Brent LSCB	Email: brent.lscb@brent.gov.uk Web: http://www.brentlscb.org.uk/

Bridgend LSCB	Web: http://www.bridgendlscb.org.uk/
Brighton and Hove LSCB	Web: http://www.brightonandhovelscb.org.uk/
Bristol LSCB	Web: http://www.bristol.gov.uk/page/children-and-young-people/bristol-safeguarding-children-board
Bromley LSCB	Email: BSCB@bromley.gov.uk Web: http://www.bromleysafeguarding.org/
Buckinghamshire LSCB	Email: sreardon@buckscc.gov.uk Web: http://www.bucks-lscb.org.uk/
Bury LSCB	Web: http://www.bury.gov.uk/index.aspx?articleid=5103
Calderdale LSCB	Web: http://calderdale-scb.org.uk/
Cambridgeshire LSCB	Email: LSCB@cambridgeshire.gov.uk Web: http://www.cambslscb.org.uk/
Camden LSCB	Email: Terry.Ellis@camden.gov.uk Web: http://www.cscb.org.uk/
Cheshire East LSCB	Email: LSCB@cheshireeast.gov.uk Web: http://www.cheshireeastlscb.org.uk/
Cheshire West and Chester LSCB	Web: http://www.cheshirewestlscb.org.uk/
City and Hackney LSCB	Web: http://www.chscb.org.uk/
Conwy LSCB	Web: http://www.conwy.gov.uk/section.asp?cat=5505&Language=1
Cornwall & Isles of Scilly LSCB	Web: http://www.safechildren-cios.co.uk/
Coventry LSCB	Web: http://www.coventrylscb.org.uk/
Croydon LSCB	Web: http://www.croydon.gov.uk/healthsocial/families/childproctsafe/cscb/
Cumbria LSCB	Web: http://www.cumbrialscb.com/default.aspx
Derby LSCB	Web: http://www.derbylscb.org.uk/
Derbyshire LSCB	Web: http://www.derbyshirescb.org.uk/
Devon LSCB	Web: http://www.dscb.info/
Doncaster LSCB	Email: dscb@doncaster.gov.uk Web: http://www.doncastersafeguardingchildren.co.uk/
Dorset LSCB	Email: info@dorsetlscb.co.uk Web: http://www.dorsetlscb.co.uk/site/
Dudley LSCB	Email: safeguarding.children@dudley.gov.uk Web: http://safeguardingchildren.dudley.gov.uk/
Durham LSCB	Web: http://www.durham-lscb.gov.uk/
Ealing LSCB	Email: BourneS@ealing.gov.uk Web: http://www.ealing.gov.uk/info/200017/children_and_families/169/child_p

	rotection and safeguarding
East Riding of Yorkshire LSCB	Web: http://www.erscb.org.uk/
East Sussex LSCB	Web: http://www.eastsussex.gov.uk/childrenandfamilies/childprotection/default.htm
Enfield LSCB	Email: local.safeguarding.children.board@enfield.gov.uk Web: http://www.enfieldlscb.org/
Essex LSCB	Email: escb@essex.gov.uk Web: http://microsites.essexcc.gov.uk/microsites/ESCB/default.htm
Flintshire and Wrexham LSCB	Web: http://www.wrexham.gov.uk/fwlscb/index.htm
Gateshead LSCB	Web: http://www.gateshead.gov.uk/lscb/home.aspx
Gloucestershire LSCB	Email: gscb@gloucestershire.gov.uk Web http://www.gscb.org.uk/
Greenwich LSCB	Email: safeguardingboard@greenwich.gov.uk Web: http://www.royalgreenwich.gov.uk/info/266/child_protection/962/greenwich_safeguarding_children_board
Halton LSCB	Web: http://www.haltonsafeguarding.co.uk/
Hammersmith & Fulham LSCB	Email: hflscb@lbhf.gov.uk Web: http://www.lbhf.gov.uk/Directory/Health_and_Social_Care/Children_and_family_care/Local_Safeguarding_Children_Board/
Hampshire LSCB	Email: hscb@hants.gov.uk Web: http://www.hampshiresafeguardingchildrenboard.org.uk/
Haringey LSCB	Email: lscb@haringey.gov.uk Web: http://www.haringeylscb.org/
Harrow LSCB	Email: iscb@harrow.gov.uk Web: http://www.harrowlscb.co.uk/
Hartlepool LSCB	Email: hscb@hartlepool.gov.uk Web: http://www.lscbhartlepool.org/
Havering LSCB	Web: http://www.havering-lscb.org.uk/index.html
Herefordshire LSCB	E-mail: admin.hscb@herefordshire.gov.uk Web: http://www.herefordshire.gov.uk/hscb/
Hertfordshire LSCB	Email: admin.lscb@hertfordshire.gov.uk Web: http://www.hertssafeguarding.org.uk/
Hillingdon LSCB	Web: http://www.hillingdon.gov.uk/index.jsp?articleid=15535
Hounslow LSCB	Web: http://www.hounslow.gov.uk/local_safeguarding_children_board.htm
Isle of Wight LSCB	Web: http://www.4lscb.org.uk/
Islington LSCB	Web: http://www.islingtonscb.org.uk/Pages/default.aspx

Kensington and Chelsea LSCB	Email: socialservices@rbkc.gov.uk Web: http://www.rbkc.gov.uk/subsites/safeguardingchildren.aspx
Kent LSCB	Email: kscb@kent.gov.uk Web: http://www.kscb.org.uk/
Kingston upon Hull LSCB	Email: hscb@hullcc.gov.uk Web: http://www.erscb.org.uk/
Kingston upon Thames LSCB	Email: safeguarding.children@rbk.kingston.gov.uk Web: http://www.kingstonlscb.org.uk/
Kirklees LSCB	Web: http://www.kirkleessafeguardingchildren.co.uk/
Knowsley LSCB	Web: http://kmbcdev.co.uk/kscb/
Lambeth LSBC	Email: lscb@lambeth.gov.uk web: http://www.lambethscb.org.uk/
Leeds LSCB	Email: administrator@leedslscb.org.uk Web: http://www.leedslscb.org.uk/
Leicester LSCB	E-mail: lcitylscb@leicester.gov.uk Web: http://www.lcitylscb.org/
Leicestershire & Rutland LSCB	Email: lscb@leics.gov.uk Web: http://www.lrlscb.org/
Lewisham LSCB	Email: safeguardingboard@lewisham.gov.uk Web: http://www.lewisham.gov.uk/myservices/socialcare/children/Pages/default.aspx
Lincolnshire LSCB	Web: http://www.lincolnshirelscb.org.uk/
Liverpool LSCB	Web: http://www.liverpoolscb.org/
Luton LSCB	email: safeguarding@luton.gov.uk Web: http://www.lutonlscb.org/
Manchester LSCB	Web: http://www.manchesterscb.org.uk/
Medway LSCB	Email: mscb@medway.gov.uk Web: http://www.mscb.org.uk/
Merton LSCB	Email: mertonlscb@merton.gov.uk Web: http://www.merton.gov.uk/community/safeguardingchildren/lscb.htm
Newcastle LSCB	Web: http://www.nscb.org.uk/
Newham LSCB	Email: lscb@newham.gov.uk Web: www.newham.gov.uk/nlscb
Norfolk LSCB	Web: http://www.nscb.norfolk.gov.uk/
North East Lincolnshire LSCB	Email: customerrequests@nelincs.gov.uk Web: https://www.nelincs.gov.uk/council/local-safeguarding-children-board/
North Lincolnshire LSCB	Web: http://www.everynorthlincschildmatters.org.uk/local-safeguarding-children-s/
North Somerset LSCB	Email: childrenandfamiliesocialcare@n-somerset.gov.uk

	Web: http://www.northsomersetlscb.org.uk/
North Tyneside LSCB	email us at: lscb@northtyneside.gov.uk Web: http://www.northtyneside.gov.uk/browse.shtml?p_subjectCategory=486
North Yorkshire LSCB	Email: social.care@northyorks.gov.uk Web: http://www.safeguardingchildren.co.uk/
Northamptonshire LSCB	Email: lscbn@northamptonshire.gov.uk Web: http://www.lscbnorthamptonshire.org.uk/
Northumberland LSCB	E-Mail: Steve.Day@northumberland.gcsx.gov.uk Web: http://www.northumberland.gov.uk/default.aspx?page=3808
Nottingham LSCB	Email: safeguarding.partnerships@nottinghamcity.gov.uk Or childrens.services@nottinghamcity.gov.uk Web: http://www.nottinghamcity.gov.uk/index.aspx?articleid=591
Nottinghamshire LSCB	Email: info.nscb@nottscc.gov.uk Web: http://www.nottinghamshire.gov.uk/nscb/
Oldham LSCB	Email: admin@econstruct.co.uk Web: http://www.oldham.gov.uk/lscb/
Oxfordshire LSCB	Web: http://www.oscb.org.uk/wps/wcm/connect/occ/OSCB/Home/
Pembrokeshire LSCB	Web: http://www.pembrokeshire.gov.uk/content.asp?nav=646,1210,1211,1227&parent_directory_id=646&id=14214&language=
Peterborough LSCB	Web: http://www.peterboroughlscb.org.uk/index.htm
Plymouth LSCB	Email: pscb@plymouth.gov.uk Web http://www.plymouth.gov.uk/localsafeguardingchildrenboard.htm
Portsmouth LSCB	Web: http://www.portsmouthscb.org.uk/
Reading LSCB	Web: http://berks.proceduresonline.com/index.htm
Redbridge LSCB	Web: http://www2.redbridge.gov.uk/cms/care_and_health/children_and_families/protecting_and_safeguarding/safeguarding_children_board.aspx
Redcar and Cleveland LSCB	Email: lscbtraining@redcar-cleveland.gov.uk Web: http://www.redcar-cleveland.gov.uk/childprotection
Richmond LSCB	Web: http://www.richmond.gov.uk/local_safeguarding_children_board.htm
Rochdale LSCB	Web: http://www.rbscb.org/
Rotherham LSCB	Email: website@rotherham.gov.uk Web: http://www.rscb.org.uk/Home.aspx
Salford LSCB	Email: worriedaboutachild@salford.gov.uk Web: http://www.partnersinsalford.org/sscb/
Sandwell LSCB	Email: lscb_sandwell@sandwell.gov.uk http://www.sandwelllscb.org.uk/
Sefton LSCB	Web: http://www.seftonlscb.co.uk/
Sheffield LSCB	Email: child.protection@sheffield.gov.uk

	Web: https://www.safeguardingsheffieldchildren.org.uk/
Shropshire LSCB	Email: customer.service@shropshire.gov.uk Web: http://www.shropshire.gov.uk/childrenfamilies.nsf/open/76D9CBA219A132BD80256C7D004229BD
Slough LSCB	Web: http://www.sloughchildrenstrust.org.uk/about/more-about-LSCB.aspx
Solihull LSCB	Email: childrensservices@solihull.gov.uk Web: http://www.solihull.gov.uk/staysafe/
Somerset LSCB	Web: http://www.somerset safeguarding children board.org.uk/
South Gloucestershire LSCB	Web: http://www.sqcyp.org/Safeguarding/SouthGloucestershireSafeguardingChildrenBoard/tabid/74/Default.aspx
South Tyneside LSCB	Web: http://www.southtyneside.info/article/12492/Safeguarding-Children-Board
Southampton LSCB	Web: http://southamptonlscb.co.uk/
Southend LSCB	Email: council@southend.gov.uk Web: www.southend.gov.uk/info/266/child_protection/605/local_safeguarding_children_board_lscb
Southern Area ACPC	Web: http://www.southernareacsp.n-i.nhs.uk/ACPC.htm
Southwark LSCB	Web: http://www.southwark.gov.uk/a_to_z/service/166/child_protection
St Helens LSCB	Email:- safeguardingchildrenboard@sthelens.gov.uk Web: http://www.sthelenslscb.org.uk/
Staffordshire LSCB	email : sscb.admin@staffordshire.gov.uk Web: http://www.staffsslscb.org.uk/
Stockton-on-Tees LSCB	Email; firstcontact@stockton.gov.uk Web: http://www.stockton.gov.uk/citizenservices/safeg/
Stockport LSCB	Email: cpu@stockport.gov.uk Web: http://www.safeguardingchildreninstockport.org.uk/
Stoke-on-Trent LSCB	Web: http://www.safeguardingchildren.stoke.gov.uk/ccm/portal/
Suffolk LSCB	Children Web: http://suffolksafeguardingchildrenboard.onesuffolk.net/ Adults web: http://www.suffolkas.org/
Sunderland LSCB	Web: https://www.sunderlandlscb.com/
Sutton LSCB	Web: http://www.suttonlscb.org.uk/
Swindon LSCB	Email: lscb@swindon.gov.uk Web: http://www.swindonlscb.org.uk/
Tameside LSCB	Web: http://www.tamesidesafeguardingchildren.org.uk/home
Telford & Wrekin LSCB	Web: http://www.telfordsafeguardingboard.org.uk/
Thurrock LSCB	Web: http://www.shapingthurrock.org.uk/safeguard/

Torbay LSCB	Web: http://www.torbay.gov.uk/index/health-socialcare/childrens-families/tscb.htm
Tower Hamlets LSCB	Web: http://www.LSCB-towerhamlets.co.uk/
Trafford LSCB	Web: http://www.tscb.org.uk/index.html
Walsall LSCB	Web: http://www.wlscb.org.uk/
Waltham Forest LSCB	web: www.walthamforest.gov.uk/lscb
Wandsworth LSCB	email: wscb@safeguardingchildreninwandsworth.org.uk web: http://www.safeguardingchildreninwandsworth.org.uk/
Warrington LSCB	Web: http://www.warringtonlscb.org/
Warwickshire LSCB	Web: http://www.warwickshire.gov.uk/acpc
West Berkshire LSCB	Web: http://www.westberkslscb.org.uk/index.aspx?articleid=17388
West Sussex LSCB	Web: www.westsussex.gov.uk/lscb
Westminster LSCB	Web: http://www.londonlscb.gov.uk/
Wigan LSCB	email: WSCB@wigan.gov.uk Web: http://www.wiganlscb.com/
Wiltshire LSCB	Web: http://www.wiltshirelscb.org/
Windsor and Maidenhead LSCB	Web: http://www.rbwm.gov.uk/safeguardingchildren/
Wirral LSCB	Web: http://www.wirral.gov.uk/my-services/childrens-services/local-safeguarding-childrens-board
Wokingham LSCB	Web: http://www.wokingham.gov.uk/family/lscb/
Wolverhampton LSCB	Web: http://www.wolvesscb.org.uk/
Worcestershire LSCB	Email: WSCBtraining@worcestershire.gov.uk Web: http://www.worcestershiresafeguarding.org.uk/
York City LSCB	Email: childrensfrontdoor@york.gov.uk Web: http://www.york.org.uk/Safer%20Children%20York/SaferChildrenYork

Appendix 20

Useful Internal Bowls Contact List

Bowls England

Safeguarding Officer - **Alistair Hollis**
email: alistair.hollis@bowlsengland.com
Telephone: 07765 050408

English Indoor Bowling Association Ltd

Safeguarding Officer - **Joanne Shore**
email: joanneshore@eiba.co.uk
Telephone: 01664 481900

Bowls Development Alliance

Manager - **Susan Cooper**
Email: susan@playbowls.org
Telephone: 07884 358202

Safeguarding Bowls Policy Group

1 Representative from the Bowls Development Alliance
1 Representative from Bowls England
1 Representative from EIBA Ltd

Safeguarding Case Management Group

1 Representative from Bowls England
1 Representative from EIBA Ltd
1 Independent Representative

Safeguarding Bowls Appeals Group

1 Representative from the Bowls Development Alliance
1 Representative from Bowls England
1 Representative from EIBA Ltd

Appendix 21

Safeguarding Training Plan

Training	Who?	What?	Cost
NSPCC Child Protection Awareness in Sport & Active Leisure	All Club volunteers	Four modules available for home study which when completed result in a recognised certification www.educare.co.uk tel 01926 436212	£29.50
sportscoachUK	Coaches	3 hour course. County Sport Partnerships run these courses for all sports throughout the year. They are run locally and Club Welfare Officers could attend if they so wished	£30-£40
Safeguarding (CPSU)	Club Welfare Officers	3 hour course tailored specifically for Bowls Club Welfare Officers Discussions on roll out to take place in April 2013 with courses to be available on a regional basis from September 2013	Free