



THE ECSMBA POLICY

FOR

SAFEGUARDING AND PROTECTING

CHILDREN AND

AT RISK VULNERABLE ADULTS

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1. PREFACE

a) The Protection of Children and the Vulnerable- is everybody's business

The safety and welfare of children/vulnerable adults - or child/vulnerable adults protection - is everybody's business. You could be a neighbour, friend, parent, relative, childminder, teacher or doctor - or working for any organisation which has contact with children and child/vulnerable adults.

Child/vulnerable adults protection means protecting children/vulnerable adults from physical, emotional or sexual abuse or neglect. It also means helping children to grow up into confident, healthy and happy adults.

Child/vulnerable adult abuse hits the headlines on a regular basis. We read and hear horrendous stories about neglect and cruelty, about 'the system' letting children/vulnerable adults down and about professionals who got it wrong - either by getting involved too late or 'interfering' too early. But it's always the bad news which makes the headlines and these cases are actually very few and far between.

In the majority of cases, we make sure that children/vulnerable adults are protected and safe from harm.

- So what does child/vulnerable adult protection and child/vulnerable adult abuse actually mean?
- What's the truth about child/vulnerable adult protection?
- Who's involved?
- And what happens when people have concerns about child/vulnerable adult abuse?

To this end the following Safeguarding and Protecting Children and the Vulnerable Policy has been written.

2. INTRODUCTION

a) Provisions

All sporting organisations which make provision for children/vulnerable adults , child and vulnerable adult must ensure that:

- The welfare of the child/vulnerable adult is paramount:
- All children/vulnerable adults whatever age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All people paid or unpaid and all members working in the sport have a responsibility to report concerns to the appropriate Safeguarding officer.

Members/volunteers are not trained to deal with situations of abuse or to decide if abuse has taken place.

b) definition of child

A Child is defined as a person **under the age of 18** (The Child Protection Act 1989)

c) definition vulnerable adult

As defined in the psychology, sociology and social work fields, a vulnerable adult is any person who lacks the absolute most basic (as distinct from mid-level or typical level) human life skills by reason of not having learned them through the formative years of childhood, adolescence and young adulthood. A vulnerable adult is unable, rather than unwilling, to properly learn or properly maintain these skills, and is usually completely without, and unable to obtain, any family, friends, acquaintances or other assistive persons in their lives to offer education or assistance in these areas. In order to be classed as vulnerable, the adult's circumstances must be unable to be altered or improved by the adult's own individual actions without direct assistance from a more typical adult. The vulnerable adult must also be shown to be, on some significant level, a risk to him or herself if assistance is not provided.

In the law of England and Wales a wide definition is applied to meet the standard of vulnerable adult. Section 59 of the Safeguarding Vulnerable Groups Act 2006 states that:

A person is a vulnerable adult if, having attained the age of 18, s/he —

- is in residential accommodation,
- is in sheltered housing,
- receives domiciliary care,
- receives any form of health care,
- is detained in lawful custody,
- by virtue of an order of a court, is under supervision per Criminal Justice Act 2003 sections regarding community sentences;
- receives a welfare service of a prescribed description,
- receives any service or participates in any activity provided specifically for persons who has particular needs because of his age, has any form of disability or has a prescribed physical or mental problem. (Dyslexia, dyscalculia and dyspraxia are excluded disabilities) ,
- has payments made to him/her or to an accepted representative in pursuance of arrangements under Health and Social Care Act 2012, and/or
- requires assistance in the conduct of own affairs.

In most parts of the world, the last section is the usual headlining definition for a vulnerable adult, i.e. the adult is unable to function cognitively or to adequately undertake basic day-to-day functions without the help or oversight of someone not impaired in these way

d) types of abuse

There are four main types of abuse and these are:

- Physical abuse including FGM (Female Genital Mutilation)
- Emotional abuse including domestic violence
- Sexual
- Neglect

i) Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing harm to a child/vulnerable adult. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child/vulnerable adult whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or uncaused syndrome by proxy.

SIGNS:

- Marks and Bruises
- Suspicious stories about how marks made
- Frequent bumps etc
- Broken Bones
- Frightened / nervous at simple movements / jumpy
- Jumping when adult raises voice
- Introverted, shy or withdrawn
- Tearful
- Poor behaviour / Bullying others
- Repeating inappropriate behaviour/ bullying
- Violent outbursts • Hair missing • Scratches / burns
- Stories include violent descriptions / pictures depict regularly violent scenarios
- Hitting or aggressive to other People
- Restless and fidgety
- Wetting / soiling them self
- Mood swings
- Use of bad language
- Physically threatening behaviour
- Shouting

Physical Abuse Continued - Female Genital Mutilation (FGM)

FGM involves procedures that include the partial or total removal of the external female genital organs for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. It is acknowledged that some FGM practising families do not see it as an act of abuse, however it is illegal in the UK and suspicions of FGM having already taken place or knowledge of girls at risk must be reported. It is also against the law to groom or prepare a girl to have any type of FGM. FGM is known by a number of names, including 'female genital cutting', 'the cut', 'circumcision' or 'initiation'. The age at

which girls undergo FGM varies enormously according to the community. The procedure may be carried out when the girl is new-born, during childhood or adolescence, just before marriage or during the first pregnancy. However, the majority of cases of FGM are thought to take place between the ages of 5 and 8 years old and therefore girls within that age bracket are at a higher risk. FGM is a deeply rooted tradition, widely practised mainly among specific ethnic populations in Africa and parts of the Middle East and Asia. FGM has also been documented in communities in Iraq, Israel, Oman, the United Arab Emirates, Palestine, India, Indonesia, Malaysia and Pakistan.

Signs

- Difficulty walking, sitting or standing
- Spending longer than normal in the bathroom or toilet due to difficulties urinating.
- Fracture or dislocation of legs/arms as a result of restraint
- Severe pain in groin area
- Haemorrhage
- Being withdrawn -
- Urinary infections
- Detached / isolated
- Change in physical appearance/dress & body language
- Withdrawn aggressive
- Unable to form relationships with adults
- Changes in attitude, personality or behaviour Changes in interaction with others
- Feelings shown through writing or art work
- Peer group problems
- Extremes of emotion

ii) Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child/vulnerable adult such as to cause severe and persistent adverse effects on the child's/vulnerable adult emotional development. It may involve conveying to children/vulnerable adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children/vulnerable adult. It may involve causing children/vulnerable adult frequently to feel frightened or in danger, or the exploitation or corruption of children/vulnerable adult. Some level of emotional abuse is involved in all types of ill-treatment of a child/vulnerable adult, though it may occur alone. Emotional abuse also happens when a

child/vulnerable adult is subjected to witnessing domestic abuse between both or one of his/her parents/carer.

Signs

- Low self esteem
- Withdrawn / frightened / shy
- Secretive
- Makes little eye contact
- Jumpy or stuttering during conversations with adults
- Cries a lot / very sensitive
- A Loner
- Pictures use mainly dark colours
- Stealing
- Mood swings
- Lack of concentration
- Very quiet, speaks little
- Very unsettled
- Anti-social behaviour
- Lack of confidence

Domestic Abuse - Emotional abuse continued

Domestic abuse is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. A child/vulnerable adult who is subjected to domestic abuse either through directly observing it or is exposed to its effects is emotionally scarred and is under a lot of stress. Domestic Abuse chips away at feelings of self-worth and independence. Domestic abuse can also include verbal abuse such as yelling, name-calling, blaming, and shaming. It can also include controlling behaviours like financial control, Isolation and intimidation; these are all aspects of emotional abuse. The physical, psychological and emotional effects of domestic abuse on children/vulnerable adult can be severe and long-lasting. Some children/vulnerable adult become withdrawn and find it difficult to communicate, others may act out the violence or aggression they have witnessed, or blame themselves for the abuse. All children/vulnerable adult living with abuse are under a great deal of stress and need support.

Signs

- Disproportionate reactions (overly apprehensive, tearful, angry or fearful)
- Withdrawn or quiet
- Negative relationships with opposite sex (children and peers)
- Aggression or bullying
- Tantrums
- Vandalism
- Difficulty with speech problems that were not there before
- Attention needing
- Struggle to make or keep friendships
- Reluctance to go home
- Aggressive comments or language (sometimes not expected for that age)
- Self-harming
- Anxiety, depression, fear of abandonment
- Feelings of inferiority
- Constant colds, headaches, mouth ulcers, asthma, eczema
- Seem afraid or anxious to please
- Be possessive over friends or belongings

iii) Sexual abuse

Sexual abuse involves forcing or enticing a child/vulnerable adult to take part in sexual activities, whether or not the child/vulnerable adult is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children/vulnerable adult in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children/vulnerable adult to behave in sexually inappropriate ways.

Signs:

- Inappropriate physical contact with other People
- Withdrawn / shy
- Aggressive to People of the opposite sex
- Scared of others
- Don't like being touched
- Very quiet or loud Use of sexual language Soiling/ wetting / stains on underwear
- Repeated Urine problems Bruising Sexually specific behaviour or / and language
- Abusive to other children
- Little physical contact, finds hugs touches difficult will move away.

iv) neglect

Neglect is the persistent failure to meet a child's/vulnerable adult basic physical and/or psychological needs, likely to result in the serious impairment of the child's/

vulnerable adults health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child/vulnerable adult from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's/vulnerable adult basic emotional needs.

Signs:

- Child/vulnerable adult smells, clothes are dirty, hair un brushed
- Appears unhealthy
- Is unfamiliar with basic routines of feeding self and toileting etc
- Always hungry
- Attention seeking / needs praise to feel confident
- Poor hygiene
- Angry
- Parents have little contact
- Steal things
- Lying
- Older siblings care for younger children/vulnerable adults and take on the parent role. • Cries a lot
- Makes slow progress Over eats
- Untidy / unkempt

3. Policy Statement

The **ESSEX COUNTY SHORT MAT BOWLS ASSOCIATION** has a duty of care to safeguard all children/vulnerable adults involved in **ECSMBA** from harm. All children/vulnerable adults have a right to protection and the need of disabled children and others who may be particularly vulnerable must be taken into account. **THE ECSMBA** will ensure the safety and protection of all children and vulnerable persons involved at **THE ECSMBA** through adherence to the Child Protection/vulnerable adults guidelines adopted by the ASSOCIATION.

4. Policy Aims

The aim of **ESSEX SHORT MAT BOWLS ASSOCIATION** Child Protection/Vulnerable adults Policy is to promote good practice:

- Provide children, vulnerable adults with appropriate safety and protection whilst in the care of **ECSMBA**;
- Allow all executive members, members and volunteers to make informed and confident response to specific protection issues.

5. Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

a) Safe Guarding Practices - Codes of Behaviour

- DO put this code into practice at all times.
- DO work in an open environment (e.g. avoiding private or unobserved situations and encourage open communications with no secrets).
- DO Treat all child/vulnerable adults equally, and with respect and dignity. Show no favouritism
- DO put the welfare of each person first, before winning or achieving goals.
- DO respect a child or a vulnerable adult the right to personal privacy
- DO maintain a safe and appropriate distance with players. (e.g. it is not appropriate for executive members, members or volunteers to have an intimate relationship with a child/vulnerable adult or to share a room with them.

- DO build balanced relationships based on mutual trust enabling children/vulnerable adults to share in the decision making process.
- DO make short mat bowling fun, enjoyable and promoting fair play.
- DO allow child or vulnerable adults talk about concerns they may have
- DO encourage others to challenge any attitudes or behaviours they do not like, but avoid being drawn into inappropriate attention seeking behaviour e.g tantrums and crushes
- DO keep others informed of where you are and what you are doing
- DO remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse.
- DO ensure contacts are available
- DO ensure parents, carers, trainers, coaches or officials work in pairs.
- Do ensure that if mixed teams are taken away they are always accompanied by male and female adults. Remember someone else might misinterpret your actions, no matter how well - intentioned.
- DO be an excellent role model. This includes not smoking or drinking alcohol or using bad or abusive language in the company of children/vulnerable adults.
- DO give enthusiastic and constructive feedback rather than negative criticism.
- DO recognise the developmental needs and capacity of child and disabled/vulnerable adults. Avoid excessive training or competition and not pushing them against their will.
- DO secure parental consent to act *in loco parentis*, if need arises to administer first aid and/or other medical treatment.
- DO keep a written record of any injury that occurs, along with the details of any treatment given.
- DO take any allegations or concerns of abuse seriously and refer immediately

b) practises to be avoided

The following should be **avoided** except in an emergency. If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of someone in charge or the child's parents vulnerable adults carer. For example a child/vulnerable adult sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick up a child/vulnerable adult at the end of a session.

- Avoid spending excessive amounts of time alone with children/vulnerable adult away from others
- Avoid taking or dropping off a child/vulnerable adult to an event unless accompanied.

c) safe Guarding Practices never to be sanctioned

The following should **never** be sanctioned.

- DO NOT engage in rough, physical or sexually provocative games, including horseplay
- DO NOT Share a room with a child/vulnerable adult
- DO NOT allow or engage in any form of inappropriate touching
- DO NOT allow children/vulnerable adult to use inappropriate language unchallenged
- DO NOT Make sexually suggestive comments to a child/vulnerable adult even in fun
- DO NOT reduce a child/vulnerable adult to tears as a form of control
- DO NOT Allow allegations made by a child/vulnerable adults to go unchallenged, unrecorded or not acted upon
- DO NOT do things of a personal nature for children/vulnerable adults, that they can do themselves.
- DO NOT Invite or allow children/vulnerable adult to stay with you at your home unsupervised.
- DO NOT trivialise abuse
- DO NOT permit abusive peer activities e.g. initiation ceremonies, bullying
- DO NOT drink alcohol when you are directly responsible for child/vulnerable adult and never allow child/vulnerable adult to drink alcohol.

If any of the following below occur you should report this immediately to another member and record the incident. You should also ensure the parents/care of the child/vulnerable adults are informed;

- If you accidentally hurt a player
- If he/she seems distressed in any manner
- If a player appears to be sexually aroused by your actions
- If a player misunderstands or misinterprets something you have done.

6. Responding to Suspicions and Allegations

a. Responsibility

It is not the responsibility of any member of ECSMBA in a paid or unpaid capacity to decide whether or not child/vulnerable adult abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the child/vulnerable adults. This applies **BOTH** to allegations/suspicions of abuse occurring within the ECSMBA and to allegations/suspicions that abuse is taking place elsewhere.

b. Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the child/vulnerable adult affected.

In the last of these cases, it is particularly important to respond appropriately. If a child/vulnerable adult says or indicates that they are being abused, you should:

Immediately inform the ECSMBA Chairman who will liaise with ESMBA & ECSMBA Safe Guarding Officers.(SO)

- **stay calm** so as not to frighten the child/vulnerable adult
- **Listen** carefully to what the child/vulnerable adult says;
- **Reassure** the child/vulnerable adult that they are not to blame and were right to tell;
- **Acknowledge** the child's/vulnerable adults feelings;
- **Ask questions** that help them give more details if they wish, but do not lead (care must be taken in asking and interpreting the child's/vulnerable adults response to questions about indications of abuse or volunteers information that amounts to that. Members should be aware of the way in which they talk to a child/vulnerable adults could have an effect on the evidence that is put forward if there are subsequent criminal proceedings. They should not ask leading questions as this can later be interpreted as putting ideas into the child's/vulnerable adults mind. They should, therefore, not ask questions which encourages the child/vulnerable adults to change his or her version of the events in any way, or impose your own

assumptions. For example, members should say “tell me what has happened” rather than “did they do x to you?” The main task at this stage is to listen to the child /vulnerable adult, and not interrupt if he or she is freely recalling significant events, and to make a note of the discussion to pass on to the designated SO or Authorities.

- **Inform** the child/vulnerable adults that adults will ensure they are protected
- **safety of the child/vulnerable adults** is paramount. If the child/vulnerable adults needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child/vulnerable adults protection issue
- **Make a written record** as soon as possible after talking to the child/vulnerable adults.
- **Date and Sign** and pass your notes to the ECSMBA Chairman who will liaise with ESMBA and ECSMBA Safe Guarding Officers (SO)
- **Ensure** that no situation arises which could cause any further concern.

Note: In an emergency (child at imminent risk of significant harm) contact police or social service/work department direct. Inform the ECSMBA Chairman of the action you have taken.

c. If a child/vulnerable adult Tells You About Abuse By Someone Else:

- Allow the child/vulnerable adult to speak without interruption, accepting what is said
- Offer immediate understanding and reassurance, while passing no judgement
- Advise that you will try to offer support but that you must pass the information on
- Immediately tell the ECSMBA Chairman who will liaise with ESMBA and ECSMBA Safe Guarding Officers. (SO)
- Write careful notes of what was said; use actual words wherever possible
- Sign, date and pass your notes to the ECSMBA Chairman who will liaise with the ESMBA / ECSMBA Safe Guarding Officers (SO)
- Ensure that no situation arises which could cause any further concern

7. Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's/vulnerable adults name, age and date of birth
- the child's/vulnerable adults home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's/vulnerable adults account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record detail

8. Reporting the Concern

All suspicions and allegations MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a member. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

The ECSMBA expects its members and committee to discuss any concerns they may have about the welfare of a child/vulnerable adult immediately with the chairman and subsequently to check that appropriate action has been taken.

If the ECSMBA Chairman, ESMBA, ECSMBA are not available you should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local

social services department or the police. Telephone numbers can be found in the contact list in this document.

Where there is a complaint against an ECSMBA Member or Volunteer, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case ECSMBA will be involved

As mentioned previously in this document the ECSMBA are not child / vulnerable adult protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child/vulnerable adults protection

Social services have a legal responsibility under The Children Act 1989 to investigate all child/vulnerable adults protection referrals by talking to the child/vulnerable adults and family (where appropriate), gathering information from other people who know the child/vulnerable adults and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that a child/vulnerable adult has been abused by a member or a volunteer should be reported to the ECSMBA Chairman, ESMBA and ECSMBA Safe Guarding Officers who will take appropriate steps to ensure the safety of the child/vulnerable adult in question and any other child/vulnerable adult who may be at risk. This will include the following:

- ECSMBA Chairman will refer the matter to ESMBA and ECSMBA Safe Guarding Officers and social services department.
- the parent/carer of the child/vulnerable adult will be contacted as soon as possible following advice from the ESMBA and ECSMBA Safe Guarding Officers.
- the ECSMBA Chairman will decide who will deal with any media inquiries and implement any immediate disciplinary proceedings.

- if the ESMBA, ECSMBA Safeguarding officers is the subject of the suspicion/allegation the report must be made to social services.

Allegations of abuse are sometimes made sometime after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to the ECSMBA Chairman, ESMBA, ECSMBA Safe Guarding Officers. This is because other children/vulnerable adult in the sport or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children/vulnerable adults is automatically excluded from working with children/vulnerable adults.

9. Confidentiality

If a child/vulnerable adult asks for confidentiality, i.e. that the member doesn't tell anyone about the abuse, it may need to be explained that the child/vulnerable adult is being 'hurt' then members have to tell someone else so that the hurting is stopped, Victims of abuse may be intimidated or blame themselves and not necessarily able to judge what should happen.

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:

- The ECSMBA Chairman
- The ESMBA Safe Guarding Officer
- The ECSMBA Safe Guarding Officer
- The parents of the person who is alleged to have been abused/bullied
- The person making the allegation
- Social Services and police
- The alleged abuser (and parents if the alleged abuser is a child)

Seek Social Services/NSPCC advice on who should approach the alleged abuser

10. Responding To Parents

There is a difficult balance to strike between respecting parents' rights and ensuring children/vulnerable adults are protected. Child-care legislation stresses that the child's/vulnerable adults welfare is paramount Members should avoid assuming or expressing

blame, they should gather as much information as possible and make a referral directly to the Chairman of the ECSMBA who will notify the ESMBA and ECSMBA Safe Guarding Officers (SO). Members should not involve themselves with parental contact this will be undertaken by the necessary authorities.

11 If You Receive a Complaint or Allegation About any Adult or About Yourself:

- Immediately tell the ECSMBA Chairman
- Write careful notes of what you witnessed, heard or was told
- Sign, date and pass your notes to the ECSMBA Chairman
- Try to ensure no-one is placed in a position which could cause further compromise

Note: Any Adult in the ECSMBA has the right to report any concerns, or suspicions about another Member in confidence and free from harassment. However You must refer; you must not investigate.

12 Internal enquiries and Suspension

The Chairman, ECSMBA or ECSMBA Safe Guarding officers will make an immediate decision about whether any individual accused will be dealt with by internal enquiry or temporarily suspended pending further police and social services enquiries

Irrespective of the findings of the social services or police enquiries the ECSMBA disciplinary committee will assess all individual cases to decide whether a member of staff or volunteer will be reinstated or excluded and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the ECSMBA disciplinary committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child / vulnerable adult should remain of paramount importance throughout.

13. Anti-Bullying policy

Children/vulnerable adult have the right to protection from all forms of violence (physical or mental). They must be kept safe from harm and they must be given proper care by those looking after them

The ECSMBA is committed to this and seek to ensure, as far as is reasonably practicable, the prevention of all forms of bullying among members. To this end all ECSMBA activities should have in place rigorous anti-bullying strategies.

a Responsibility within the Anti-Bullying Policy

It is the responsibility of all ECSMBA members to help develop a caring and supportive atmosphere, where bullying in any form is unacceptable.

Members in the ECSMBA should:

- be aware of the potential problems bullying may cause;
- be alert to signs of bullying, harassment or discrimination;
- take action to deal with such behaviour when it occurs, following Association policy guidelines;
- provide access for child to talk about any concerns they may have;
- encourage children and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like;
- help to ensure that a published anti-bullying code is available

b. Action to be taken towards the bullies

- Talk to the bullies, explain the situation and try to get them to understand the consequences of their behaviour. Seek an apology to the victim.
- Inform Victims parents
- Inform the bullies parents.
- Insist on the return of borrowed items and that the bullies compensate the victim.
- Provide support for the victims
- Provide support to the accused bully (the allegation may have been fabricated) .
- Impose sanctions where necessary.
- Encourage and support the bullies to change behaviour.
- Continue liaison with both families to report progress
- Inform all members of the action taken.
- Event organiser or SGO to use **Appendix 8** Bullying report form to ascertain details

- Keep a written record of the action taken.

14 Photograph Policy

The use of photos on websites and in other publications poses direct and indirect risks to children/vulnerable adults. People wishing to use images of children/vulnerable adults they are otherwise in contact with must therefore have a policy in place to safeguard the children/vulnerable adults involved

What are the risks?

Even if the child's/vulnerable adults personal identity (full name, address) is kept confidential, any other details accompanying the photo, such as an organisation or club they belong to, or a band they like, can make them identifiable and therefore vulnerable to individuals looking to 'groom' children/vulnerable adults for abuse.

There is also a risk that the photo itself is used inappropriately by others. Photos can easily be copied and adapted, perhaps to create images of child/vulnerable adults abuse, which can then find their way on to other websites.

How can the risks be minimised?

Establish the type of images that appropriately represent the organisation and the activity, and think carefully about any images showing children/vulnerable adults on your website or in your publication.

- Never supply the full name(s) of the child/vulnerable adults along with the image(s).

Only use images of children/vulnerable adults in suitable dress. There are many activities the Association could be involved in but, activities such as swimming, gymnastics and athletics present a higher risk for potential misuse than others. Photos of these activities should:

- focus on the activity rather than a particular child/vulnerable adults
- avoid showing the full face and body of a child/vulnerable adults. Show children/vulnerable adults either in the water, or from the waist or shoulders up.
- Consider using models or illustrations if you are promoting an activity, rather than the children/vulnerable adults who are actually involved in it.

What to do when using photographers

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Do not allow unsupervised access to children/vulnerable adults or one-to-one photo sessions at events.
- Do not allow photo sessions away from the event, for instance at a child's/vulnerable adults home.
- If parents or other spectators are intending to photograph or video at an organised event, they should also be made aware of what is permitted and what is not.

Do I need parental permission?

You should ask for parental/carer permission to use an image of a child/vulnerable adult. Parents/carers should be aware of and support your policy on using children's/vulnerable adults images, and of the way these represent the organisation or activity. This can be recorded on a parental consent form for use of images of children/vulnerable adult. [See Appendix 3 of the Essex child/vulnerable adults protection policy](#)

You should also ask for the child's/vulnerable adult permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A children's/vulnerable adults permission form is one way of recording their consent.

When using a photographer, inform parents/carer and children/vulnerable adults that a photographer will be in attendance and ensure they consent to both the taking and publication of films or photos.

How should I respond to concerns?

Children/vulnerable adults and parents/carer should be informed that if they have any concerns regarding inappropriate or intrusive photography, these should be reported to the event organiser or official.

Please refer The Essex Child protection Policy and Flowchart A

15. Training

a. Recruitment and training of volunteers

ECSMBA recognises that anyone has the potential to abuse children/vulnerable adult in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children/vulnerable adults.

- All volunteers should complete an application form which will elicit information about the applicants past and a self disclosure about any criminal past.
- Consent should be obtained to seek information from the Criminal Records Bureau or evidence of CRB certificate (DBS Check)
- A confidential reference of character should be obtained.
- Evidence of identity (i.e. passport or picture driving licence)

Induction

All volunteers will be required to undergo an interview to ascertain their suitability and qualifications to coach and work with children and disabled/vulnerable adults.

Checks to be made

- Does the applicant have a appropriate coaching certificate and license to coach
- Has the applicant had Child/Vulnerable Adult Protection training
- Has the applicant had first aid training

In addition **ECSMBA** will aim to give volunteers any additional training required to;

- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child/vulnerable adults
- Work safely and effectively with children/vulnerable adults
- Ensure their own practise is likely to protect them from false allegations.

ECSMBA further requires that:

- Instructors and coaching volunteers attend a recognised, good practice and child/vulnerable adults protection awareness course, to ensure their practice is exemplary. This will develop a positive culture towards good practice and child/vulnerable adults protection.
- Other volunteers to complete an awareness training course on child/vulnerable adults protection.
- Volunteers should attend a course in Emergency First Aid.

- Attend update training when necessary. Information about meeting training needs can be obtained from the ECSMBA Chairman, ESMBA, ECSMBA Safeguarding Officers.

16 DBS Application Checks

To ensure that unsuitable people are prevented from working with children or vulnerable adults, all applicants should be interviewed, and asked to undertake an Enhanced DBS Clearance or asked to complete a Volunteer Disclosure and Reference Form (as appropriate in exceptional cases). References should be taken up in relation to any Volunteer Disclosure completed (the Organisation having undertaken an appropriate Risk Assessment). (for further information see DBS Application Process page)

17 CONTACT DETAILS

Name	Officer Position	Organisation	Telephone No	Mobile No	Email Address
Barry Hedges	Essex Chairman	ECSMBA	0208 5598314	07788414311	chairman@ecsmba.com
Barry Hedges	Temporary England Safe Guarding Officer	ESMBA		07788414311	barry@esmba.co.uk
Babs Morokutti	Essex Safe Guarding Officer	ECSMBA	01268 961830	07506608184	morokutti@hotmail.co.uk
NSPCC	Adult Helpline	NSPCC	0808 800 5000		help@nspcc.org.uk
NSPCC	Helpline for Under 18s	NSPCC	0800 1111		www.childline.org.uk/Talk/Pages/Email.aspx
Essex Social Service Helpline	For Adults & Children Emergency Contact	Social Services	0845 606 1212		initialresponseteam@essex.gcsx.gov.uk
Essex Social Services Helpline	For Adults & Children Immediate Response	Social Services	0845 603 7634		initialresponseteam@essex.gcsx.gov.uk
Essex Police	Domestic Abuse	Central Referral Unit Non Emergency	101 extension 180340 or 0800 358 0351	01245 491491	
Essex Police		Emergency	999		
National Advice Bureau		National Advice Bureau	03444 111 444		

SO = Safe Guarding Officer

NSPCC = National Society for the Prevention of cruelty to Children

18 Safe Guarding Officers - Safer Recruitment and Selection Procedure

In Accordance to the ECSMBA recruitment and selection procedure the following points should be applied.

- They should apply to staff and volunteers who may work with children/vulnerable adults.
- The post or role should be clearly defined.
- The key selection criteria for the post or role should be identified.
- Vacancies should be advertised widely in order to ensure a diversity of applicants.
- Obtain professional and character references.
- Verify previous employment history.
- Disclosure and Barring Service disclosure/List (maintain sensitive and confidential use of the applicant's disclosure).
- Use a variety of selection techniques (eg qualifications, previous experience, interview, reference checks).

19 Equal opportunities policy

The ECSMBA (Essex County Short Mat Bowls Association) is committed to extending Short Mat Bowls, its Purpose and Method to child/vulnerable adults in all parts of society.

No child/vulnerable adults should receive less favorable treatment on the basis of, nor suffer disadvantage by reason of:

- Class or socio-economic status;
- ethnic origin, nationality (or statelessness) or race;
- gender (including gender reassignment);
- marital or civil partnership status;
- sexual orientation;
- disability (including mental or physical ability);
- political belief;
- pregnancy;
- religion or belief (including the absence of belief).

All Members of the Association should seek to practice that equality, especially in promoting access to Short Mat Bowls for child/vulnerable adults in all parts of Association. The ECSMB Association opposes all forms of racism.

Committee and other volunteers

To carry out its work the Association seeks to appoint effective and appropriate Committee, and to involve other volunteers in supporting roles, all of whom are required to accept fully the responsibilities of their commitment.

The overriding considerations in making all appointments in the Association shall be the safety and security of child, and their continued development in accordance with the Purpose and Values of the Association.

Accordingly, all those whom the Association accepts as volunteers must be 'fit and proper' persons to undertake the duties of the particular position to which they have been appointed (including, if relevant, meeting the requirements of the Sponsoring Authority) and, where appropriate, the responsibilities of membership. The physical and mental ability of a particular potential appointee to fulfill a particular role will always be a relevant factor to consider.

Within these constraints, and those imposed by the need to ensure:

- the safety and security of child/vulnerable adults;
- the continued development of child/vulnerable adults; and
- equal opportunities for all;

no person volunteering their services should receive less favorable treatment on the basis of, nor suffer disadvantage by reason of:

- age;
- class or socio-economic status;
- ethnic origin, nationality (or statelessness) or race;
- gender (including gender reassignment);
- marital or civil partnership status;
- sexual orientation;
- disability (including mental or physical ability);
- political belief;
- pregnancy;
- religion or belief (including the absence of belief).

Note: Pedophilia is a bar to any involvement in the ECSMBA.

20 Safety Policy

It is the policy of The ECSMBA to provide Short Mat Bowling in a safe manner without risk to health, so far as is reasonably practicable.

The Association believes that this responsibility ranks equally with the other responsibilities incumbent upon those providing Short Mat Bowls activities and functions.

It is the responsibility of all those involved in Short Mat Bowls to seek, so far as is reasonably practicable, to ensure that:

- all activities are conducted in a safe manner without risk to the health of participants

- the provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare.
- information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Short Mat Bowls activities or who may be affected by them.
- appropriate arrangements are made to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.