



Cliftonville Bowling Club Ltd

Child Protection Policy Document
For
Cliftonville Bowling Club

Introduction

All sporting organisations which make provision for children and young people must ensure that:

- the welfare of the child is paramount
- all children, whatever their 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 and poor practice will be taken seriously and responded to swiftly and appropriately
- all staff (paid/unpaid) working in sport have a responsibility to report concerns to the appropriate officer.

Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred.

Policy statement/aims

Cliftonville Bowling Club has a duty of care to safeguard all children involved in Cliftonville Bowling Club from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Cliftonville Bowling Club will ensure the safety and protection of all children involved in Cliftonville Bowling Club through adherence to the Child Protection guidelines adopted by Cliftonville Bowling Club

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy aims

The aim of the Cliftonville Bowling Club Child Protection Policy is to promote good practice:

- providing children and young people with appropriate safety and protection whilst in the care of Cliftonville Bowling Club
 - allow all staff /volunteers to make informed and confident responses to specific child protection issues.
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Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches or officials work in pairs.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.

- Recognising the developmental needs and capacity of young people and disabled adults - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided

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

- avoid spending time alone with children away from others
- avoid taking or dropping off a child to an event or activity.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- fail to act upon and record any allegations made by a child
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident. You should also ensure the parents of the child 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.
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Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Cliftonville Bowling Club Child Protection Officer.

Videoring as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/carers should be made aware that this is part of the coaching programme and their consent obtained, and such films should be stored safely.

Responding to allegations or suspicions

It is not the responsibility of anyone working in Cliftonville Bowling Club, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Cliftonville Bowling Club will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Action if there are concerns

Reporting concerns about suspected abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Cliftonville Bowling Club Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Cliftonville Bowling Club Child Protection Officer will refer the allegation to the social services department who may involve the police.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The Cliftonville Bowling Club Child Protection Officer should also notify the relevant Private Greens Bowling League officer who in turn will inform the Private Greens Bowling League Child Protection Officer who will deal with any media enquiries.

If the Cliftonville Bowling Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the Private Greens Bowling League Child Protection Officer who will refer the allegation to Social Services.

Confidentiality

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 Cliftonville Bowling Club Child Protection Officer
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social services/police
- the Cliftonville Bowling Club Regional Development Manager and the Private Greens Bowling League Child Protection Officer

Update, currency and training

The Child Protection Officer of Cliftonville Bowling Club will be responsible for ensuring that this policy and any procedures pertaining to this policy are updated, when necessary, to ensure that they are in line with current policies and procedures, as directed by the Private Greens League Coordinator or any relevant authorities.

The Child Protection Officer of Cliftonville Bowling Club will be trained at least every two years to ensure that his/her knowledge is kept updated in line with current policies and procedures, as directed by the Private Greens Bowling League Child Protection Officer or any relevant authorities.

Key Contacts:

Cliftonville Bowling Club Child Protection Officer:

Mr Tommy Boyle,
21 Cardigan Drive
Belfast
BT14 6LX
028 9074 7750

Private Greens Bowling League Child Protection Officer:

Mr John Nutt,
4 Rossdale Road,
Bangor,
Co. Down,
BT19 6BE
028 9145 8833

Acknowledgements

This policy document is based on the NSPCC template “**Example of a Child Protection Policy**” which can be found at

http://www.nspcc.org.uk/Inform/cpsu/helpandadvice/organisations/childprotection/ChildProtectionPolicy_wda60690.html#Introduction