

North Leeds Bowling Club

Safeguarding Policy

2025/26

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Introduction

What is Safeguarding and Child Protection?

Safeguarding (the umbrella term) – the proactive policies and procedures in place for the benefit of all children and adults at risk involved in our club and activities.

Child/Adult at Risk Protection- one aspect of the safeguarding “umbrella” specific to people who are at risk of suffering significant harm

Generally, it is about everybody working together to protect children and adults at risk, (formerly vulnerable adults) from people that might harm or abuse them, keeping them safe and able to help themselves.

North Leeds Bowling Club affiliates to the National Governing Body (NGB) and the club recognises the policies of their Governing Body, as set out in the “Safeguarding Bowls Guidelines”. The Bowls Development Association (BDA) as the umbrella organisation for the development of the sport of bowls has worked with all the NGBs of bowls to provide a framework of detailed policies and procedures, including reporting templates, to guide Community Bowls Clubs.

North Leeds Bowling Club has considered its responsibilities to the adults at risk and young people participating in bowls on our premises and within our club very carefully and, has produced the following Safeguarding Adult and Child Protection Policy, and underpinning procedures in order to set out the standards we wish to uphold in providing activities for and safeguarding the welfare of children and adults at risk, in our care.

Policy Statement

North Leeds Bowling 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 the right to protection, and have their particular needs taken into account.

In addition, North Leeds Bowls club acknowledges the duty and responsibility to safeguard adults at risk. All adults have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

North Leeds Bowls Club will therefore endeavour to ensure the safety and protection of all young people and adults at risk, involved with the club activities, through the Child Protection and Adult at Risk guidelines adopted by the Management Committee of the club.

It is the responsibility of all adults within the club to assist the Committee in this endeavour.

Aims

Child Protection

- To provide young people with appropriate safety and protection whilst in the care of the club and also to enable them to enjoy their experience of the sport of bowls.
- To reassure Parents/guardians 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.

Adults at Risk

- To outline the duty and responsibility of staff/volunteers working on behalf of the North Leeds Bowls Club in relation to Safeguarding Adults at Risk who partake in club activities.
- To recognise all adults, have the right to be safe from harm and must be able to live free from fear of abuse, neglect and exploitation.

And

- To recognise Safeguarding is everyone's responsibility and ensure the club creates and maintains a safe, positive environment and an open, listening culture where people feel able to share concerns without fear of retribution

Objectives

- Everyone who participates in bowls is entitled to do so in a safe and enjoyable environment.
- The Club is committed to helping everyone in bowls accept their responsibility to safeguard children and adults at risk, from harm and abuse.
- All suspicions and allegations of abuse and poor practice will be listened to, taken seriously and responded to swiftly and appropriately.
- Members of the Club working with young people and/or adults at risk in bowls have a responsibility to report concerns to their Club Safeguarding Officer.

Definitions Child Protection

- In England, a child is defined in The Children Act 1989 as anyone who has not yet reached their 18th birthday.
- Safeguarding and promoting the welfare of children is defined within statutory guidance Working Together to Safeguard Children 2018 as 'protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes'

Definitions Adult at Risk

- **An Adult at Risk is defined in The Care Act 2014** as: an individual aged 18 years and over who has needs for care and support (whether or not the local authority is meeting any of those needs) AND; is experiencing, or at risk of, abuse or neglect, AND; as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect
- This could include people with learning disabilities, mental health problems, older people and people with a physical disability or impairment. It may also include victims of domestic abuse, hate crime and anti- social behaviour.
- **Safeguarding adults is defined in Care and Support Statutory Guidance** as: protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances

Principles

- The welfare of young people is paramount
- All young people and adults at risk whatever their age, culture, disability, gender, language, ethnic origin and religious beliefs have the right to protection from abuse.
- The views of children and adults at risk will be listened to, valued and respected.
- All suspicions, allegations and disclosures of abuse will be listened to, taken seriously and responded to swiftly and appropriately.
- All staff and volunteers working in bowls have a responsibility to report concerns to their Club Safeguarding 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 by the club and the National Governing Body.
- Individuals will receive support through education and training, coordinated by the club/national governing body to be aware of and understand best practice and how to manage any adult welfare or child protection issues that may come to light.
- North Leeds Bowls Club will work in partnership with young people and parents to implement child protection and safeguarding procedures as necessary.
- North Leeds Club's policy and procedures are based on the above principles, UK and international legislation and government guidance and take the following into consideration:

The Children Act 1989 and 2004
Sexual Offences Act 2003
Working Together to Safeguard Children 2018
The UN Convention on the Rights of the Child

Safeguarding Vulnerable Groups Act 2003
The Care Act 2014
Care and Support Statutory Guidance 2014

- Any subsequent legislation, Statutory and BDA guidance relating to child protection and adults at risk would implicitly be incorporated into this document

Responsibilities and Communication

- The North Leeds Bowls Club Safeguarding and Child Protection Policy will be available to all members, parents, staff, volunteers and participants.
- The policy will be reviewed after 12 months and then every three years by the Committee and amended as appropriate. Guidance from Bowls National Governing Body and Board Development Alliance (BDA) will be incorporated into the review process.
- The Committee has responsibility for ensuring that the policy and procedures are implemented, including referring any appropriate disciplinary action to the governing body as appropriate.
- The Club Safeguarding Officer has responsibility for recording and 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 where relevant.
- Parents have a responsibility to work together with the club in implementing procedures and providing their children with the necessary information to keep themselves safe.

Some forms of abuse and how they might apply in bowls:

Neglect – occurs when adults fail to meet a child/adult at risk basic physical and/or psychological needs.

Examples could be a coach failing to ensure people are safe and comfortable, or exposing them to extreme heat, undue cold or unnecessary risk of injury

Physical abuse- occurs when someone causes physical harm or injury to a child or adult at risk

Examples could be over training, encouraging to compete when injured, physical punishment for a poor result, punching, throwing a bowl

Emotional Abuse- is the emotional ill treatment of a child or adult at risk which can adversely affect their emotional development.

Examples- included subjecting people to constant criticism, name calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations (this may be from parents or coaches)

Bullying- is deliberately hurtful behaviour usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can be verbal, written or physical and often includes online and social activity.

Examples- can include hitting, name calling, sarcasm and racist taunts. Threats and gestures. Unwanted physical contact, being ostracised or ignored.

Sexual abuse- occurs when adults or other young people (male or female) use children or adults at risk for their own sexual needs

Examples- could be an individual could target bowls in order to gain access to children or adults at risk to groom or abuse them, a coach could use bowls to mask inappropriate touching, a parent could use games as an opportunity to take inappropriate photos or videos

Grooming – a person in a position of trust at the club could abuse their relationship with a young person or adult at risk for the purpose of sexual activity, radicalisation or financial abuse.

Members should note the following when sending ECommunications:

- **Include parents in email or text messages sent to children**
- **Send group messages and include another club member/colleague (responsible adult)**
- **Use the club social networking page (ie one way communication if possible)**
- **Avoid circulating your personal social networking details to children you coach**

Bowls Development Agency

The above are some examples of abuse but members of the committee and the club should note there is further legislation and examples of abuse including faith and cultural aspects with comprehensive descriptions and guidance within the BDA Safeguarding Bowls Policy 2022.

The BDA also provides guidance on safeguarding practice and relevant forms/templates for reporting and responding to incidents, for the officers of North Leeds Bowls Club to refer to at any given time and to implement whenever necessary.

In particular, in conjunction with this policy the following guidance for members and templates will be utilised to support policy implementation.

- Formal Complaints Procedure (issues unable to resolve locally)
- Incident Reporting Form
- Physical Contact in Bowls Guidance
- Transport Guidelines

- Code of Conduct in Bowls
- Banter V Bullying

Codes of Conduct and Social Media issues

Incidents of problematic behaviour amongst players have been increasing and in 2023 Yorkshire County Crown Green Bowling Association (YCCGBA) were requested to form a panel of people to enable disciplinary hearings to be held at county level. For the purpose of hearing cases that had been through stage 1 local level followed by stage 2 association level hearings but, had still not been resolved.

Following one such hearing various distressing posts were placed on Facebook and other social media that could be construed as harassment or bullying.

In response the YCCGBA Safe Guarding Officer produced a Social Media Code of Conduct Policy, issued to all clubs along with a guidance notification for club members. In addition, the officer recommends adopting the BDA RESPECT Code of Conduct, the signature version for all members to sign up to the code and for the poster to be displayed.

In the interest of ensuring the well-being of all our members and visitors plus ensuring we send a clear message to all regarding the standards of behaviour we expect for our club, NLBC will utilise the Social Media Code of Conduct Policy and RESPECT Code of Conduct, to support implementation of this, our overall Safeguarding Policy.

Member general health and wellbeing:

NLBC acknowledges our duty of care to ensure our safeguarding practices reflect both statutory responsibilities, government and BDA guidance and identified best practice within the sport. Circumstances change, new ideas and examples of good practice come to light and it is important NLBC, where appropriate, responds accordingly and implements practice to continuously promote the general health and wellbeing of our members.

Emergency Contact Details

In May 2024 the committee members undertook Safeguarding training. During the training a number of issues were discussed, one of which was how helpful it would be in an emergency situation, if 'Emergency Contact Details' were readily available for all players. An example form was available and the committee decided this would be implemented as part of this NLBC policy. (Appendix 1) Members to complete the form and leave in their bowling bags.

- Team captains to ensure all team members have up to date completed forms within their bowling bags or about their persons.
- From 2025 Safeguarding officer to undertake annual reviews to ensure details are kept up to date and any new members complete a form.

Banter V Bullying

Also, as part of the training, the difficulty with dealing with bullying and defining the difference between bullying and banter was discussed. The trainer provided a BDA guidance and awareness poster which NLBC have adopted as a supporting document to aid implementation of this policy and which is now displayed on the Safeguarding Notice Board.

Annual Safeguarding reminder to all members.

In the interest prevention and/or early intervention, at the start of 2025 season it was decided to introduce an annual email reminder to all members reiterating NLBC's message that Safeguarding is the responsibility of everyone at the club and any concerns must be reported. See Appendix 2. The Safeguarding Officer will ensure annual revision (where necessary) and issue to all members at the start of each season.

Hot Weather Guidelines.

In view of rising temperatures and following the heatwave in June 2025, it was decided to seek guidance on conditions versus play. Research identified no current statement from Bowls England defining the temperature or humidity levels a match should automatically be called off however, there is brief guidance which includes the following, on the website:

Notes for Clubs, Counties, Players, and Officials:

- Decisions regarding playing conditions due to inclement weather should always prioritise player welfare.
- Refer to Appendix F of the [Bowls England Rules and Regulations](#) for the full Inclement Weather rule on page 52.

In view of the above, to ensure the safety and wellbeing of all playing members, Hot Weather Guidelines were drafted and agreed by the committee.

These were distributed to all members on the 29th June 2025 and are adopted as an Appendices to this NLBC Safeguarding Policy. They will continue to be distributed by the Safeguarding Officer as a reminder on an annual basis.

Monitoring and Review

- This policy will be reviewed one year after being introduced and then every three years or in response to significant new events, good practice examples and legislation.
- The policy will be monitored in partnership with the National Governing Body.

The Role of Key Individual Agencies and contact details

- **Adult Social Services** - The Department of Health's recent 'No secrets' guidance document requires that authorities develop a local framework within which all responsible agencies work together to ensure a coherent policy for the protection of adults at risk of abuse.

All local authorities have a Safeguarding Adults Board, which oversees multi-agency work aimed at protecting and safeguarding adults at risk.

Adult Social Care (reporting adult safeguarding)

0113 222 4401 or out of hours 07712106378

Leeds Safeguarding Adults Board <http://www.leedssafeguardingadults.org.uk>

Leeds Safeguarding Children Partnership

The role of a local safeguarding children board is to **make sure local services work together to protect children at risk of harm**. It develops policies and procedures that local services must follow.

<https://www.leedslscb.org.uk>

Social Work Services: 0113 222 4403 (Monday to Friday 9am to 5pm)

Out of hours: Children's Emergency Duty Team 0113 5350600

Childline: 0800 1111 NSPCC Helpline 08088005000

• **The Police** - The Police play a vital role in Safeguarding Adults with cases involving alleged criminal acts. It becomes the responsibility of the police to investigate allegations of crime by preserving and gathering evidence. Where a crime is identified, the police will be the lead agency and they will direct investigations in line with legal and other procedural protocols

West Yorkshire Police Safeguarding Unit:

Vulnerable Adults: 0113 3859590 www.leeds.safeguarding@westyorkshire.pnn.police.uk

Children: 0113 3859589 www.leeds.safeguarding@westyorkshire.pnn.police.uk

<u>Review History</u>	
<u>Date of Review</u>	<u>Comments/Revisions</u>
January 2024	Revised to incorporate Adults at Risk into Policy
February 2024	Revised to include YCCGBA Social Media Code of Conduct and BDA RESPECT Code of Conduct as supporting documents.
May 2024	Revised to include outcomes arising from committee SG training: BDA Banter V Bullying awareness poster adopted as supporting policy document and on display in clubhouse Emergency Contact Details form adopted and implemented.
July 2025	Revised to include General Health and Wellbeing section (Page 8)_incorporating May 2024 revisions plus 2025 revisions and additions of Appendices 1 to 3: Annual Review of Emergency Contact Details and New Member Form Completion. Form added as App 1 Start of season annual reminder email to all member reiterating NLBC policy, SG is everyone’s responsibility. App 2 Implementation of Hot Weather guidelines App 3

NLBC Safeguarding Policy Appendix 1

EMERGENCY CONTACT DETAILS

(Place this form in sealed envelope in your bowls bag. Put your name, your emergency contact person's name & tel no, and if you have a pace-maker etc, on outside of envelope).

Name.....

DOB.....

Address.....

.....

Post code.....

Tele No: Mobile.....

Tele No: Home.....

Name of Person to contact in an emergency

.....

Relationship to self.....

Tele No.....

Tele No: Mobile.....

Condition to be aware of.....

.....

Medication.....

.....

Allergies.....

GP name:

Tele No:

NLBC Safeguarding Policy Appendix 2

Good morning NLBC members,

At this early stage of the 2026 season, I thought it was important to reiterate our message about safeguarding. Safeguarding is the responsibility of everyone at the club. If something doesn't feel right, or you are concerned by something you have seen, you must report it. This could be the behaviour of a parent, a coach, an opposition player, a scorer - anyone. If you believe any child (anyone under 18) or vulnerable adult is at risk of harm, you must report it.

We acknowledge our duty of care and ensure our safeguarding practices reflect both statutory responsibilities and government guidance, whilst encouraging best practice within the sport. Our policy, guidance and procedures incorporate the National Governing Body's "Safeguarding Bowls Guidelines" and can all be found in a lever arch file, on a shelf by the safeguarding notice board in our clubhouse,

We are clear that bowls is a game for everyone. We firmly believe that everyone involved has the right to enjoy the game in an environment safe from abuse and harm of any kind. We recognise that a positive bowls experience is essential to the success of the game, and we prioritise developing the right environment for all those involved ahead of individual and/or club performance.

If you have any questions or concerns, please contact Sue Warren on 07813802765. You can also e-mail Sue on suewarren123@hotmail.co.uk. Please be aware that Sue may not be on hand immediately. Therefore, if you believe a child or vulnerable adult is at immediate risk of harm, you must call the police on 999.

You also have the option to report directly to:

Leeds Children's Social Care on 0113 2224403 or out of hours 0113 5350600 or for Adult Social Care 0113 222 4401 or out of hours 07712106378.

Yorkshire County Bowls Safeguarding Officer is Ken Pollard and available on - Tel. 07891 632 699 - kpollard2008@hotmail.co.uk

West Yorkshire Police Safeguarding Unit contact details:

Children: 0113 3859589 www.leeds.safeguarding@westyorkshire.pnn.police.uk

Vulnerable Adults: 0113 3859590 www.leeds.safeguarding@westyorkshire.pnn.police.uk

NLBC Safeguarding Policy Appendix 3

Hot Weather Guidelines.

Currently, there is no statement from Bowls England defining the temperature or humidity levels a match should automatically be called off however, there is brief guidance which includes the following, on the website:

Notes for Clubs, Counties, Players, and Officials:

- Decisions regarding playing conditions due to inclement weather should always prioritise player welfare.
- Refer to Appendix F of the [Bowls England Rules and Regulations](#) for the full Inclement Weather rule on page 52.

North Leeds Bowling Club Hot Weather Guidance

The outdoor bowls season is now in full swing; Spring is here and as we all know, with climate change, it can become a lot warmer over the summer months. In anticipation of this NLBC wanted to provide some guidance to minimise the risks of extreme hot weather to players and ensure the game can be enjoyed safely.

It is common sense; however, the following advice may assist further to ensure the safety and wellbeing of all participants.

Sun protection

- Before leaving home apply a broad-spectrum sunscreen with a minimum SPF 30 or higher.
- Reapply sunscreen every 2 hours, or more often if you are prone to excessive sweating. Cleaning your palms with alcohol gel and drying with a small towel will help to avoid a slippery grip whilst playing
- Wear a cap, or preferably a brimmed hat which offers wider protection
- Wear light clothing that protects arms and legs. Consider flipping the collar up on tops for added protection to the back of the neck.
- Whilst spectating seek a shaded area out of direct sunlight.

Hydration

- In hot weather stay hydrated by drinking water regularly, before, during and after the game, even if you do not feel thirsty.
- Try to avoid Alcohol, tea, coffee or other caffeinated drinks as these can cause dehydration.
- Consider Sport water or other electrolyte drinks than can help replenish lost salts.
- To enable regular breaks in **hot weather play may stop for 5 minutes at the request of any player, on the completion of an end, to allow a shade break, the taking of drinks and/or a comfort break**
- It is also recommended that a 5 minute break is taken in any event after an hour of continuous play.

Monitor yourself and others for signs of Heat Exhaustion

- Symptoms include headache, dizziness, nausea and vomiting, muscle weakness or cramps, pale skin, high temperature.
- If you think you have heat exhaustion you should move somewhere cool and drink plenty of water.
- If you can, wash your hands with cold water and run cold water over your wrist pulse point for a minute or two. Also splash your face and neck with cold water.
- If a player still feels too unwell to finish the game, they should not be pressured to continue playing.

Heat Stroke

- If heat exhaustion is untreated, players could develop heatstroke.
- Heatstroke can also occur suddenly, without any warning and can lead very quickly to unconsciousness.
- Symptoms of heatstroke include: headache, nausea, intense thirst, sleepiness, hot, red and dry skin, a sudden rise in temperature, confusion, aggression, convulsions, loss of consciousness

If you suspect someone has heatstroke, call 999 immediately.

While waiting for the ambulance:

- Move the person somewhere cooler if possible
- Increase ventilation by opening windows or using a fan
- Cool them down as quickly as possible by loosening their clothes, sprinkling them with cold water or wrapping them in a damp towel or sheet
- If they are conscious, give them water to drink
- Do not give them aspirin or paracetamol

Adjust the game

- In the event of the UK Health Security Agency issuing an Amber warning, consider changing the time of the game to avoid the hottest hours of between 11.00 am and 3pm or, especially if humidity levels are also high, re arranging the game.
- In the event of a UK Health Security Agency Red warning serious consideration should be given to rearranging the game.