



**NORTHERN IRELAND TENPIN BOWLING
FEDERATION**

**Safeguarding Children and
Young People Policy
2009**

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This Safeguarding policy is based on guidelines and legislation outlined in the following documents:

- Code of Ethics and Good Practice for Children’s Sport, Sport Northern Ireland 2006.
- Children (NI) Order 1995.
- Our Duty to Care NI, DHSSPS 2007.
- Getting It Right, DHSSPS 2004.
- Co-operating to Safeguard Children DHSSPS 2003.
- Protection of Children and Vulnerable Adults (NI) Order Information Notes 1 -3.
- Area Child Protection Committee – Regional Child Protection Policy 2005.
- Safeguarding Vulnerable Groups (NI) Order 2007.

Safeguarding or Child Protection

The term child protection has been changed to safeguarding as it reflects the wider responsibility for health and safety and prevention as well as just protection from abuse. The word safeguarding has been used with increasing frequency over the last few years in a wide range of settings and situations, going well beyond the world of children and child protection. It may be defined as **“Doing everything possible to minimise the risk of harm to children and young people.”**

Safeguarding is about being proactive and putting measures in place in advance of any contact with children to ensure that children are going to be kept safe. This includes:

- Guidelines for volunteers/coaches who come into contact with children as part of their role to ensure they know what they need to do to keep children safe; and
- Guidelines for planning tournaments/leagues involving children and putting measures in place to minimise the risk of safeguarding issues occurring.

The following is a Safeguarding Policy and is used in conjunction with rules and regulations of BTBA and Federation Internationale des Quilleurs,

Date Agreed by NITBF: 18th December 2010

Date for Review: 18th December 2013

**NORTHERN IRELAND TENPIN BOWLING FEDERATION
POLICY STATEMENT**

We at **NITBF** are committed to good practice which protects children from harm. The committee and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a designated people to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt safeguarding guidelines through Codes of Conduct for members, coaches, volunteers and parents/guardians.
- These procedures will include support and supervision is provided to volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography.
- Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

William Beattie
President NITBF

18th December 2010
Date

The **Children (Northern Ireland) Order (1995)** is based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

This policy applies to all those involved in **NITBF** - coaches, committee, volunteers, members, parents and young people.

NORTHERN IRELAND TENPIN BOWLING FEDERATION EQUALITY STATEMENT

The **NITBF** is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

- NITBF respects the rights, dignity and worth of every person and will treat everyone equally within the context of tenpin bowling, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- NITBF is committed to everyone having the right to enjoy tenpin bowling in an environment free from threat of intimidation, harassment and abuse.
- All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- NITBF will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures.

To address the vulnerability of children with a disability, coaches will seek guidance on working with children with a disability from external agencies, parents/guardians and the children themselves.

CONFIDENTIALITY STATEMENT

We at **NITBF** will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

A full Safeguarding Policy Statement is available on the website www.nitbf.org.ug for all interested parties to read.

AWARENESS OF THE ISSUES

Background knowledge in relation to child abuse, the general principles of Safeguarding and the ability to recognise and respond to abuse are important issues. Of primary concern for NITBF is the issue of safeguarding of our young members within the operation of the Federation. However, being cognisant of the indicators of abuse in respect of young members caused by others outside the NITBF are of an equal importance for the safety and well being of that child.

Co-operating to Safeguard Children 2003 formally recognises four types of abuse:

1. Physical Abuse

Physical abuse is the deliberate physical injury to a child, or the wilful or neglectful failure to prevent physical injury or suffering. This may include hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

2. Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone. Domestic violence, adult mental health problems and parental substance misuse may expose children to emotional abuse.

3. Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child 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 in looking at or the production of pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

4. Neglect

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs, likely to result in significant harm. It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation or lack of supervision. It may also include non-organic failure to thrive (faltering growth).

In addition to these NITBF recognises that we have a responsibility to:

“protect children from bullying and to have policies and procedures in places to do so”

Co-operating to Safeguard Children DHSSPS, 2003

Coaches should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name-calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone at NITBF be they child, coach, volunteer, or parent. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour. An Anti-Bullying Policy in place.

INDICATORS OF ABUSE

The following is a list of some indicators of abuse, but it is not exhaustive:

PHYSICAL INDICATORS	BEHAVIOURAL INDICATORS
<ul style="list-style-type: none"> • Unexplained bruising in soft tissue areas • Repeated injuries • Black eyes • Injuries to the mouth • Torn or bloodstained clothing • Burns or scalds • Bites • Fractures • Marks from implements • Inconsistent stories/excuses relating to injuries 	<ul style="list-style-type: none"> • Unexplained changes in behaviour - becoming withdrawn or aggressive • Difficulty in making friends • Distrustful of adults or excessive attachment to adults • Sudden drop in performance • Changes in attendance pattern • Inappropriate sexual awareness, behaviour or language • Reluctance to remove clothing

RESPONDING TO DISCLOSURE OF ABUSE

Always

- Record what has been said ASAP
- Remain sensitive and calm
- Reassure child that they
 - are safe
 - were right to tell
 - are not to blame
 - are being taken seriously
- Let child talk - do not interview
- Listen and hear, give the person time to say what they want

- Ensure a positive experience
- Explain that you must tell, but will maintain confidentiality
- Tell child what will happen next
- Involve appropriate individuals immediately
- Stay calm
- Reassure them that they have done the right thing in telling and that it will be dealt with appropriately

Never

- Question unless for clarification
- Make promises you cannot keep
- Rush into actions that may be inappropriate
- Make/pass a judgment on alleged abuser
- Take sole responsibility, consult the designated officer so you can begin to protect the child and gain support for yourself

DESIGNATED PERSON

The Designated people within **NITBF** are:

NAME: Isobel Smith CONTACT DETAILS: 028 9045 6822
David Seay

Isobel Smith and David Seay shall be made known to young members, coaches and parents alike; as the designated people to whom concerns will be addressed. If the concern is about one of the designated people please report to the other officer or to **William Beattie (NITBF President)**.

Guidelines for recording/dealing with incidents/accidents will be outlined later in this Policy document.

SAFE RECRUITMENT PROCEDURES FOR VOLUNTEERS/COACHES

- Volunteers and coaches are carefully selected and trained. The committee must vouch for new volunteers/coaches' potential involvement and their participation must be ratified by the unanimous approval of Executive Committee.
- All new coaches/volunteers working with children or young people must complete an application form which includes a self declaration section.
- Individuals must complete and sign the Access NI Disclosure Certificate Application Form which gives permission to enable NITBF to administer an Access NI check (proof of identity **MUST** be provided).

- Declaration of past convictions or cases pending and agreement to have an Access NI check completed, is of course a pre-requisite to approval to coach/volunteer to work with young people.
- **ALL** volunteers/coaches must agree to abide by the NITBF Safeguarding Policy and all are required to sign the Code of Conduct. Any concerns or objections with regard to suitability of a coach should be submitted to the Secretary/Child Protection Officer. These matters will be raised with the Executive Committee with appropriate action taken including a formal response in writing to the concerned party if required. NITBF will not deal with concerns about a coach in isolation.

TRAINING FOR VOLUNTEERS/COACHES

NITBF will:

- Ensure approved coaching sessions for volunteers/coaches have been scheduled and **ALL** participants are expected to qualify to at least **Phase 1** level.
- When appointing volunteers/coaches consider their current or previous experience either playing or coaching Tenpin Bowling.
- Education or training in the basics of safeguarding will apply to all coaches/volunteers/committee members working with children or young members. NITBF is committed to continuous updating and review of our current Safeguarding Policy.
- Safeguarding training should include:
 - Basic awareness of Safeguarding issues
 - NITBF's Safeguarding Policies and Procedures including our Code of Conduct
- Safeguarding training will be carefully selected to ensure it is sufficient. For instance a one hour training session is unlikely to be very useful. A minimum of three hours is required for basic awareness raising and we will seek that training from a specific training provider with experience and knowledge of good practice in sport.
- Ensure that all new coaches have attended Safeguarding Awareness Workshop within six months of taking up their post. This opportunity should also be made available other volunteers to enable a culture of a child-focused club to prevail.
- Ensure all volunteers should receive training appropriate to their role. Training should be updated and reviewed regularly for new volunteers and in line with changing legislation.

CODE OF CONDUCT

NITBF has a Code of Conduct (*see page 16*). This code lets all our members know what behaviour is expected and what is unacceptable. It will also let all involved know that sanctions will be applied for non-compliance with the Code. A written

Code of Conduct will be prominently displayed at Bowling Centres used by NITBF, via the website/coaches and issued with contracts.

GUIDELINES RELATING TO RESPONSIBILITY DURING TOURNAMENTS

Travelling to tournaments is a regular occurrence for NITBF. Trips may vary from short journeys within NI or involve more complicated arrangements involving overnight stays. Although NITBF is committed to ensuring that we follow certain standards to ensure the safety of our members it is the normally the responsibility of the parents to transport the child/young person to and from a tournament and ensure their safety during a competition and whilst they are not competing.

SUPPORT and SUPERVISION

NITBF recognises that it is good practice to set up a system of support and supervision of volunteers. This will enable volunteers to become more effective by identifying training needs and dealing quickly with difficulties. Volunteers will be offered regular opportunities to review their experiences with NITBF and to identify any training or further support they require.

GUIDELINES FOR REPORTING ACCIDENTS

All coaches, helpers and members should be prepared in the event of an emergency but Bowling Centres have First Aiders on site who deal with accidents. The following procedures are to be complied with:

- Fill in two copies of the Accident Form for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward one copy to designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, etc.
- Sign off on any action required from senior management officer.
- All accidents, injuries and any untoward event should be recorded in the coach's diary along with a witness statement if thought necessary.
- An attendance book must be kept for each coaching session with the presence of each participant noted appropriately. An incident book must be used to record accidents, injuries and any untoward event.

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

- Record all incidents reported or observed on an Incident Form. **Inform Isobel Smith or David Seay ASAP.**
- One copy to designated person within 24 hours.

- Ensure confidentiality - only "need to know basis" (reference confidentiality statement).
- Inform parents, unless to do so may put the child at further risk.
- The designated person will be responsible for storing any report in a safe and secure environment.

See flow charts for further guidance

GUIDELINES FOR USE OF PHOTOGRAPHIC EQUIPMENT – COACHES/ VOLUNTEERS/ MEMBERS

There are occasions when NITBF may wish to video a child or young person for training purposes or include a photograph on our website and/or NITBF publication and local newspapers. NITBF will endeavour to use photographs provided by its own members and will ensure the following guidelines are followed when taking and using photographic equipment/material:

- A clear brief about what is considered appropriate in terms of content and behaviour is provided.
- Inform children and parents that photographs or videos will be taken and ensure they consent to both the taking and publication of videos or photographs.
- Do not allow unsupervised access to children or one to one photo sessions.
- Children and parents should be informed that if they have concerns they can report these to a committee member.
- Concerns regarding inappropriate or intrusive photography should be reported to a committee member and recorded in the same manner as any other child protection concern.
- Concerns about someone they do not know taking photographs at training sessions should be reported to the coach at once.
- NITBF will take steps to ensure the images are used solely for the purposes they are intended and if parents become aware that they being used inappropriately they should inform a committee member immediately.

RULES TO REMEMBER

- The interest and welfare of the child is paramount
- Do not use the Christian and Surname of the individual
- Avoid full face and body shots
- Always ask for permission to use the photograph

HEALTH AND SAFETY GUIDELINES

This NITBF are committed to the safety of all members by ensuring that a risk assessment is completed for activities and endeavouring to ensure that the Bowling Centre provides first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

USEFUL NUMBERS	
Health and Social Care Trust's	028 9056 4922
NSPCC Helpline	0808 800 5000
PSNI Public Protection Unit	028 9065 0222 Ask for your local Public Protection Unit
Childline	Freephone 0800 1111
Sport Northern Ireland	028 9038 1222
Child Protection in Sport Unit (NI)	020 3222 4246

IMPLEMENTATION AND AVAILABILITY OF INFORMATION

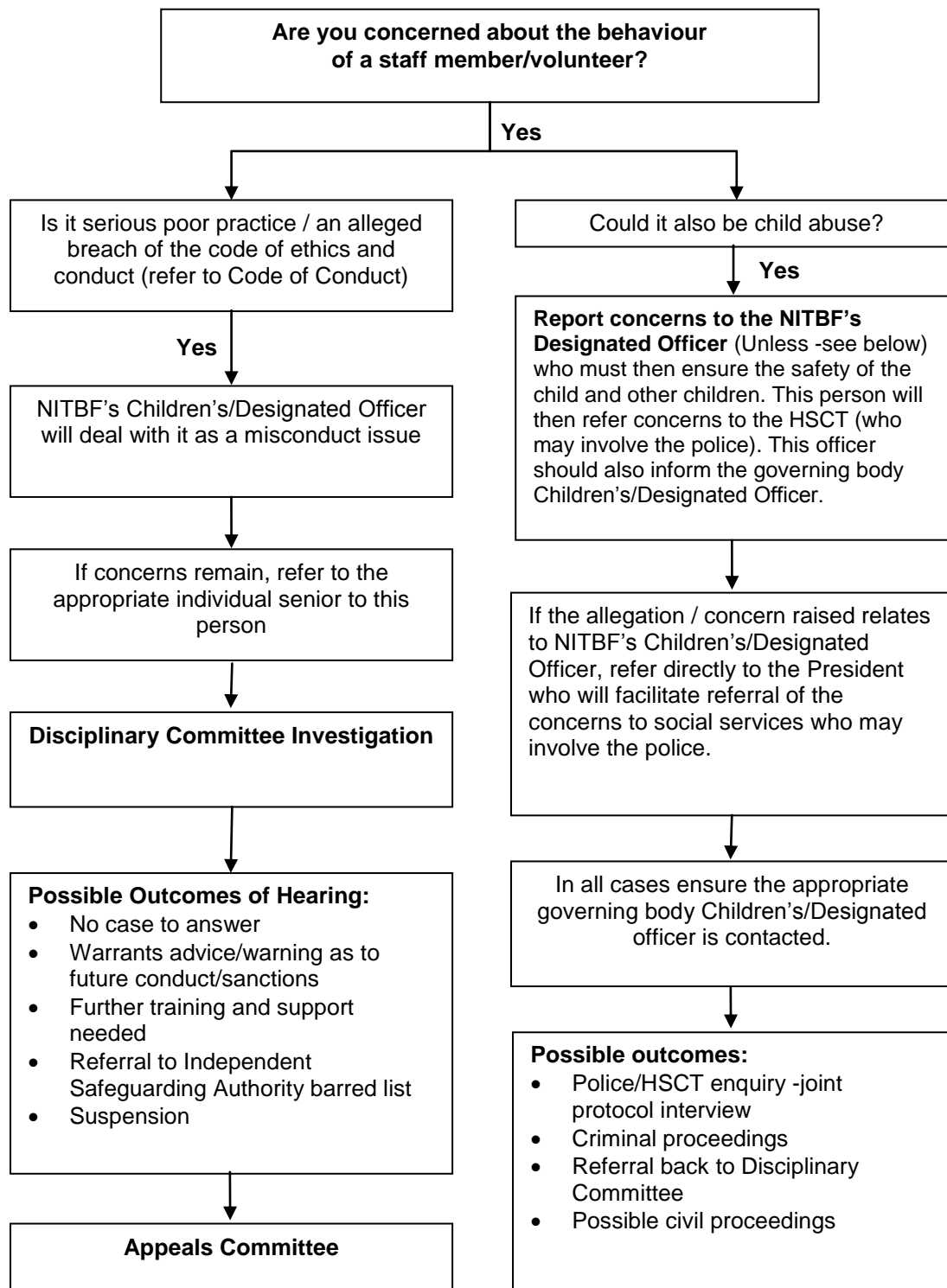
It is important that there is a free flow of information between coaches/volunteers, children and parents, in terms of promotion of NITBF and what we aim to achieve in relation to your child. NITBF will insist that a parent/guardian consent form is completed for each under 18 year old member.

Parents should know what we do and how we do it, and the coaches/designated person will always be on hand during, or after coaching sessions, for consultation or advice.

When appropriate, letters (or telephone contact) will be issued in relation to further information or specifics in respect of an event etc.

A regular review of NITBF policies will take place through meetings with coaches/volunteers and feedback from children and parents. As a Federation we have developed a plan for implementing our Safeguarding Procedures.

INTERNAL CONCERNS FLOW CHART



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the Health and Social Care Trust (HSCT) Gateway Team direct (or the NSPCC on 0808 800 5000). At any stage during the process outlined on the previous page in the left hand column the issue can be referred externally either formally or informally for advice. Following the

external (right column) outcome the matter may be referred back to NITBF's Disciplinary Committee.

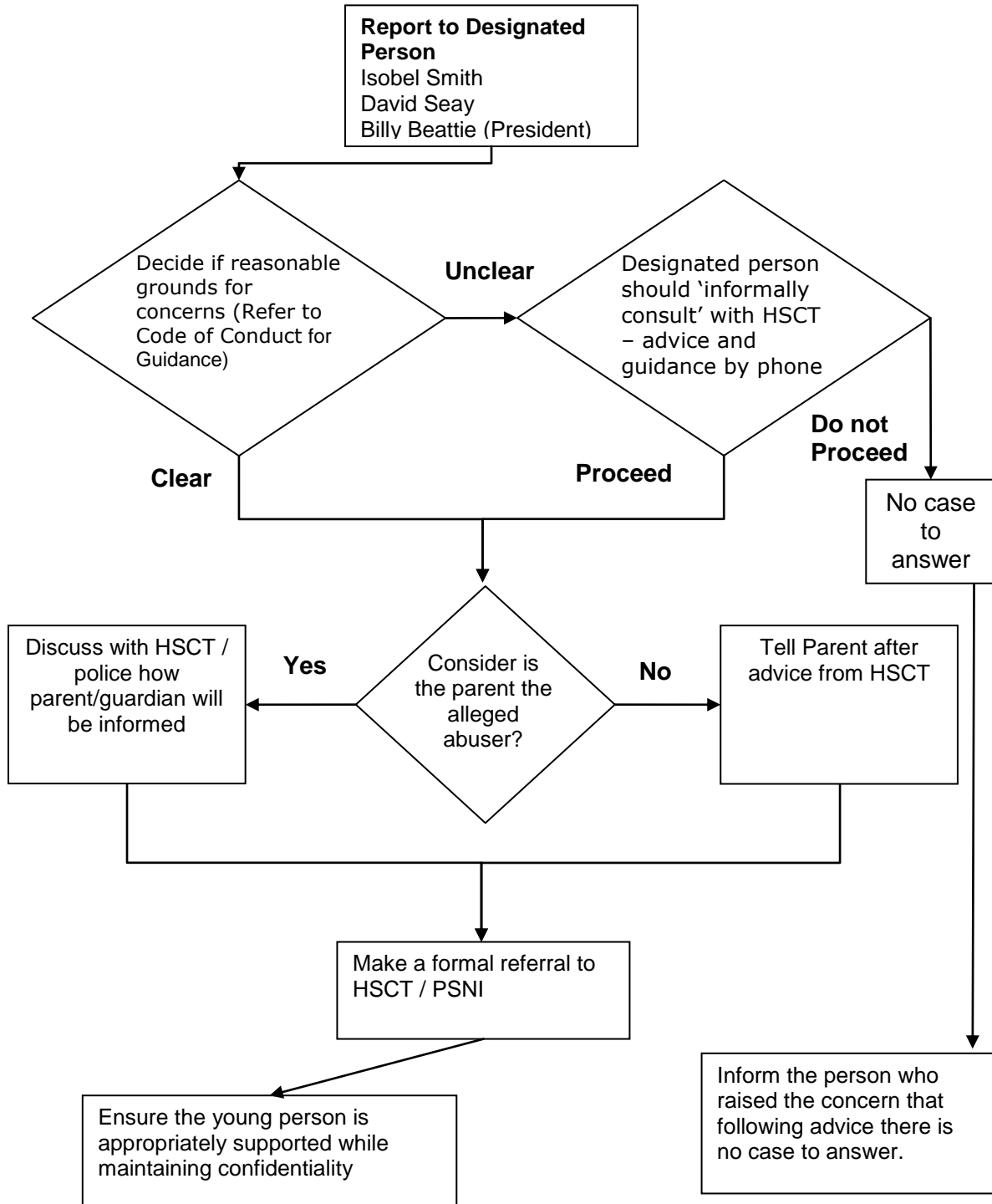
DEALING WITH CONCERNS ABOUT A COLLEAGUE

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it is essential that NITBF creates a culture that makes volunteers willing and comfortable to voice their concerns, particularly those about someone with whom they work or whom they know. Again, NITBF's Safeguarding Procedures should be followed.

During an investigation, support should be given both to the individual who voices concerns and to the suspected abuser. Once the investigation is completed, the NITBF must decide what action, if any, is necessary to prevent a similar situation arising again.

EXTERNAL CONCERNS FLOW CHART

When the concern is about possible abuse outside NITBF:



NORTHERN IRELAND TENPIN BOWLING FEDERATION

CODE OF CONDUCT

These guidelines have been produced to help protect anyone working with young people in Northern Ireland Tenpin Bowling Federation and should be followed at all times. If you have any queries regarding these, please contact any Committee member or the Child Protection Officers.

- Always be publicly open when working with children. Avoid situations where you and an individual child are completely unobserved.
- If physical contact is necessary, it should be done openly. Care is needed as it is difficult to maintain hand positions when providing manual support if the child is constantly moving. Some parents are becoming increasingly sensitive about touching children and their views should always be carefully considered.
- Parents should be asked to ensure children are collected on time.
- Where mixed teams compete away from home, they should always be accompanied by at least one male and one female adult. If appropriate they must be accompanied by a parent/guardian.
- All should place the well-being and safety of the bowler above the development of performance. They should follow all guidelines laid down by the British Tenpin Bowling Association (including the coach/bowler ratio). Always make sure that you are working at a level commensurate with your coaching qualifications.
- Members working with children should hold appropriate qualifications in coaching, leadership, officiating etc.
- Adults should ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the bowlers eg they should not break rules on suitable competition for age groups.
- Make sure that all bowlers know to inform the coach of any injury or illness before, during and after the activity.
- Adults should always promote the positive aspects of bowling and never condone violations of rules, bad sportsmanship or use of prohibited substances.
- Adults should consistently display high standards of personal behaviour and appearance, as well as an appropriate dress, language and respect for equipment and facilities.
- Adults should never overtly criticise bowlers or officials' judgements or use language or actions which may cause the child to lose self esteem or confidence.

- All members must also be aware that as a general rule it does not make sense to:
 - Spend amounts of time alone with children away from others.
 - Take children alone on car journeys, however short.
 - Take children to your home.
- If it should arise that such situations are unavoidable they should only take place with the full knowledge of someone in charge in NITBF and/or a person with parental responsibility for the child.
- Coaches and helpers should be aware that normal car insurance does not cover them for transporting bowlers to and from events.
- All coaches and helpers should try to be on time, and inform an appropriate person if ill or unable to attend a coaching session.
- Members should **NEVER**:
 - Engage in rough physical or sexually provocative games including horseplay.
 - Share a room with a child.
 - Permit or engage in any form of inappropriate touching.
 - Permit children to use inappropriate language unchallenged.
 - Make sexually suggestive comments to a child, even in fun.
 - Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
 - Do things of a personal nature that a child can do for themselves.
 - Agree to meet a bowler on your own.
- If you accidentally hurt a child or cause distress in any manner, or the child appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a brief written report of the incident as soon as possible. Parents/carers should be informed of the incident.
- Non compliance of the Code may result in disciplinary action.