



WELLBEING & PROTECTION POLICY

Harlaw Bowling Club is fully committed to safeguarding the welfare of children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Harm is defined as all harmful conduct, including poor practice, wellbeing concerns, and child abuse. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines Harlaw Bowling Club's commitment to protecting children

This policy is based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

Harlaw Bowling Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in bowls safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Wellbeing and Protection Policy and associated procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and associated procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and the associated procedures.



The Club will:

- Adhere to the guidelines and procedures contained within this policy.
- Ensure the club has its own safeguarding policy
- Appoint a Wellbeing and Protection Officer

- Accept that all office and committee members have a responsibility in this area and be prepared to respond to any indication of wellbeing concerns, poor practice and abuse
- Promote an environment where concerns can be raised without fear of victimisation or reprisal
- Maintain confidentiality, should an allegation be made, of the child and the person against whom the allegation is made
- Report any serious incident of wellbeing concerns, poor practice or abuse to Bowls Scotland
- Be prepared to challenge and alter bad practice
- Ensure all those coming into the club to work with children are PVG checked and safely recruited.

The Club Wellbeing & Protection Officer will:

- Counsel/advise the club committee on matters of policy relating to child wellbeing, poor practice and protection and safe recruitment
- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the guidelines of their club child wellbeing & protection policy and code of practice
- Conduct the administrative work associated with processing of information on members PVG scheme applications.
- Maintain club records to ensure all persons within the club who work with children have a satisfactory PVG check
- Liaise closely with the club coaches, ensuring that the agreed procedures for the prevention of risk are followed
- Be the first point of contact for coaches, helpers, parents and members on any issues concerning the wellbeing of the club members, (poor practice or potential alleged abuse).
- Ensure that all incidents are correctly recorded and reported in accordance with Harlaw Bowling Club policy and procedure

Review

- This Policy and associated procedures will be regularly reviewed:
- In accordance with changes in legislation and guidance on the protection of children or following any changes within Bowls Scotland.
- Following any issues or concerns raised about the protection of children within Bowls Scotland.
- In all other circumstances, at least every three years.



Questions about this policy should be directed to:

Harlaw Bowling Club Child & Wellbeing Protection Officer, contact on Club Noticeboard

Harlaw Bowling Club supports and requires **all** members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Harlaw Bowling Club Complaints Policy. Disciplinary Procedure and Policy for Responding to Concerns about Child Abuse.

GOOD PRACTICE

- Make sport fun, enjoyable and promote fair play
- Treat children equally, with respect, dignity and fairness
- Involve parents/carers wherever possible
- Build balanced relationships based on mutual trust
- Include children in the decision-making process wherever possible
- Always work in an open environment, wherever possible. Avoid private and unobserved situations
- Put the welfare of each child first before winning or achieving performance goals
- Be an excellent role model including not smoking or drinking alcohol in the company of children
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of children
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them

PRACTICE TO BE AVOIDED

In the context of your role within Harlaw Bowling Club, the following should be avoided:

- Having favourites – this could lead to resentment and jealousy by other children and could be misinterpreted by others
- Spending excessive amounts of time alone with children away from others
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate
- Where possible, doing things of a personal nature for children that they can do for themselves

UNACCEPTABLE PRACTICE

In the context of your role with in Harlaw Bowling Club, the following practices are unacceptable

- Engaging in sexually provocative games, including horseplay



- Engaging in rough or physical contact unless it is permitted within the rules of the game or competition
- Forming intimate emotional, physical or sexual relationships with children
- Allowing or engaging in touching children in a sexually suggestive manner
- Allowing children to swear or use sexualised language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Inviting or allowing children to stay with you at your home
- A coach and / or other leader sharing a room alone with a child

Declaration

I have read and agree to abide by this Code of Conduct

I have also read and agree to abide by Harlaw Bowling Club Child Wellbeing and Protection Policy Procedures and Guidelines

Name: Fiona Murray

Witnessed by: George Forsyth

Signature: *Fiona Murray*

Signature: *George Forsyth*

Date: 02/02/2025

Date: 02/02/2025