



Hucknall Titchfield Park Bowls Club

Safeguarding Adults Policy

Date	Content	Author	Position
16/08/2024	Policy Creation (replaced old Policy)	D. Adamson	Welfare Officer

Table of Contents

1. Policy Statement and Implementation
2. Legislation and Definitions
3. Types of Abuse
4. Signs of Abuse
5. Responsibilities and Recruitment
6. Dealing with Concerns, Disclosures or Allegations
7. GDPR
8. Further Reading

Important: Members should note that this is a Club specific policy to allow for the understanding and accessibility of Safeguarding information. The Club is governed by the overarching Safeguarding Policy of the Bowls Development Alliance, which is adopted by Bowls England and affiliated organisations. This is made available on the Club website, paper copies in the Clubhouse and links in this document.

1. **Policy Statement and Implementation**

1.1 Hucknall Titchfield Park Bowls Club believes that everyone has the right to live free from abuse or neglect, regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. We are committed to creating and preserving a safe space for Members to play the game of bowls. The Club acknowledges that safeguarding is everybody's priority and is committed to safeguarding the welfare of everyone involved in the game.

1.2 The HTPBC Safeguarding Adults Policy is relevant alongside the Anti-Bullying Policy. However, Safeguarding incidents will always be referred as per this policy.

2. **Legislation and Definitions**

2.1 The Club recognises that there are legal obligations within which we need to work to safeguard adults who are unable to protect themselves or who have care of support needs. The below legislation are the legal obligations the Club is expected to follow, note that this is not an exhaustive list.

2.2 **The Human Rights Act 1998**

The Data Protection Act 2018

General Data Protection Regulations 2018

The Care Act 2014

Care and Support Statutory Guidance 2014

The Prevent Duty is a legal duty introduced by the **Counter Terrorism and Security Act 2015** to safeguard people being drawn into terrorism.

- 2.3 An 'adult at risk' is defined in **The Care Act 2014** as: an individual 18 years and over who has needs for care and support AND; is experiencing of 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.
- 2.4 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.

3. **Types of Abuse**

3.1 The Club recognises the types of abuse identified in the **The Care Act 2014** as outlined by the Bowls Development Alliance, these are:

3.2 **Physical abuse** including: assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.

Sexual abuse including: rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse including: emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation, unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse including: theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, the misuse or misappropriation of property, possessions or benefits.

Domestic violence including: psychological, physical, sexual, financial, emotional abuse, so called 'honour' based abuse.

Modern slavery encompasses: slavery, human trafficking, forced labour and domestic servitude, traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse including forms of: harassment, slurs or similar treatment: because of race, gender and gender identity, age, disability, sexual orientation, religion. Neglect and acts of omission including: ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect: This covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding.

Organisational abuse: Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

3.3 The Club recognises that separate legislation identifies types of abuse which are:

Radicalisation: Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Extremism goes beyond terrorism and includes people who target the vulnerable – including adults at risk – by seeking to sow division between communities based on race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Female Genital Mutilation (FGM) - A form of violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for nonmedical reasons. This is illegal in England and Wales under the FGM Act 2003.

Forced Marriage: A forced marriage is a marriage in which one or both spouses do not (or, in the case of some adults with learning or physical disabilities, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual and emotional pressure. It is different to an arranged marriage where the families of both spouses take a leading role in arranging the marriage but the choice whether or not to accept the arrangement remains with the prospective spouses. Forced marriage is illegal in the UK.

Honour based abuse: A broad umbrella term used to describe a combination of practices used principally to control and punish the behaviour of a member of a family or social group, in order to protect perceived cultural and religious beliefs in the name of 'honour'.

Hazing: Any activity expected of someone in joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate.

4. Signs of Abuse

4.1 There are a number of signs that may indicate that an adult is being abused:

- Unexplained bruises, cuts or injuries – or lack of medical attention when an injury is present.
- A person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance or deterioration in personal hygiene.
- A change in the behaviour or confidence of a person, for example, a participant may be looking quiet and withdrawn when a relative comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- A fear of a particular group of people or individual.

- A parent/carer always speaks for the person and doesn't allow them to make their own choices.
- They may tell you / another person they are being abused – i.e. a disclosure.

5. **Responsibilities and Recruitment**

- 5.1 The Bowls Development Alliance outlines the responsibilities of the BDA, the National Governing Body (NGB), County Associations and Clubs.
- 5.2 It is a requirement of the National Governing Body that the Club has a live Safeguarding Policy and a Club Safeguarding Officer. In order to remain compliant, the Club will, annually at the AGM, accept nominations for appropriate members to become the Club Safeguarding Officer.
- 5.3 The Club will ensure that the Club Safeguarding Officer holds a current DBS Check. The post holder cannot perform the duties without a current DBS Check.
- 5.4 In the event a person is elected who does not have a DBS Check, the Club should seek to obtain one before commencement of the coming season. If a DBS Check is not obtained, the Club Secretary will assume this role in the interim.
- 5.5 If a DBS Check is obtained but is unsatisfactory, this will be reviewed by the committee. If the review deems the result of the DBS Check remains unsatisfactory, this person will not be confirmed in the role and the nomination process will start again.
- 5.6 All DBS Checks for Members for Club related activities will be at the expense of the Club.
- 5.7 Additional Club responsibilities are:
- Adopt the BDA safeguarding policies and procedures.
 - Adopt safe practice in the recruitment, training and supervision of staff, coaches and volunteers.
 - Promote safeguarding training opportunities to the Club Safeguarding Officer and other club Members.
 - Have a safe and fair membership policy.

- Ensure that the Club Safeguarding Officer and all coaches have a current DBS Check.

5.8 Club Safeguarding Officers should be:

- Given access to information and training appropriate to this role.
- Clearly identified to all members with their contact details and preferably a photograph via handbooks, websites, noticeboards or similar.
- The first port of call for any member of the bowls club or county association to report a safeguarding concern.
- Promoting safeguarding information to their county association or club members.
- Reporting all safeguarding concerns to the NGB Safeguarding Officer.

5.9 The Club Safeguarding Officer is not required to make a judgement regarding an incident but to report it to the County Safeguarding Officer and/or NGB Safeguarding Officer (as appropriate). Members should note, incidents reported through the Anti-Bullying Policy can also constitute a safeguarding concern and if so this will be reported in this way.

6. **Dealing with Concerns, Disclosures or Allegations**

6.1 It is important that those involved in bowls are vigilant about concerns, and that appropriate action is taken. The relevant Safeguarding Officer should be informed about any concerns or allegations unless they are implicated themselves, in which case another committee member should be contacted. Members are also encouraged; where they feel it is appropriate, to contact the relevant NGB Safeguarding Officer. However, in the case of an adult disclosing a situation affecting them, they can ask for this not to go any further. In these circumstances, an individual could consult with a Safeguarding Officer without providing the name or identifying details of the person who made the disclosure.

6.2 It is **not** the responsibility of those working in or playing bowls to make judgements as to whether or not abuse is occurring or to assess mental capacity. It is however part of their duty of care to act on any concerns about an adult's welfare related to their own observations or things they have been told. The adult concerned should be advised that the question surrounding their welfare is best referred to a Safeguarding Officer for support. If they do not give their permission to do so, their views should be respected but guidance should still be sought from a Safeguarding Officer without mentioning any details which would identify the individual concerned.

6.3 If an adult talks about a concern or abuse to a Club Member, then the Club follows the below BDA advice:

- Stay calm and keep an open mind, listen carefully to what is being said and take the matter seriously.
- As soon as possible record in writing what was said, using the person's own words.
- Do not make promises that cannot be kept and only ask open questions.
- Do not ask leading questions.
- Provide reassurance and ask them what they would like you to do next.
- Explain that you would prefer to find support for them through the relevant Safeguarding Officer(s).
- If they are uncertain about involving a Safeguarding Officer, discuss the consequences of not sharing the information e.g. could someone else come to harm? (Members are advised that consent can be overridden in exceptional circumstances – detailed in this policy and HTPBC Privacy and GDPR Policy).

6.4 If there is an allegation about an individual that relates to their behaviour towards, suitability to work/volunteer with or participate alongside adults at risk, the Member should report this to the Club Safeguarding Officer, unless they are implicated, in which case another committee member.

6.5 In the event a Member reports a safeguarding concern, then the following process will be the normal practice:

Stage One	<p>The Club Safeguarding Officer should be notified.</p> <p>If the adult being abused refuses to give consent for onward referral, the issue should be discussed with the relevant NGB Safeguarding Officer with no details that could identify them.</p>
Stage Two	<p>The Club Safeguarding Officer must notify the County Safeguarding Officer (where relevant) and their NGB Safeguarding Officer.</p> <p>Lack of consent may be overridden depending upon circumstances and risk (see Privacy and GDPR Policy). If not the matter will be closed with only anonymised records saved.</p>
Stage Three	<p>The NGB Safeguarding Officer will report any concerns about abuse to the statutory authorities.</p>
Stage Four	<p>The NGB Safeguarding Officer will notify the BDA Lead Safeguarding Officer.</p> <p>They will jointly determine the need for a CMG (Case Management Group) at NGB or BDA level to provide collective decision making on outcomes and recommendations to any NGB disciplinary committee(s).</p> <p>All reported concerns will be logged by the BDA Safeguarding Lead Officer.</p>
Stage Five	<p>The NGB or BDA Safeguarding Officer will report concerns to the relevant Local Authority Designated Officer (LADO) if they relate to an allegation about a person in a position of trust, such as a coach. In the case of HTPBC this will be Ashfield District Council.</p>
Stage Six	<p>Advice from Adult Social Care and/or police should direct the timing of any investigation which may be being considered under</p>

	the NGB Disciplinary Procedures. The individual may be temporarily suspended from membership.
--	---

7. **GDPR**

7.1 Sharing information, with the right people, is central to good practice in safeguarding adults at risk. However, information sharing must only ever be those with a 'need to know'. This does **not** automatically include the persons spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult or if the adult does not have capacity to make that decision and family/friends/carers need to know in order to help keep the person safe.

7.2 There are situations in which it is perfectly legal to share information about adult safeguarding concerns outside of the Club. Importantly personal information can be shared with the consent of the adult concerned. However, the adult may not always want the information to be shared. This may be because they fear repercussions from the person cause harm or are scared that they will lose control of their situation to statutory bodies or because they feel embarrassed. Their wishes should be respected unless there are over-riding reasons for sharing information. When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them. Those reasons are as follows:

- It is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- You believe they or someone else is at risk, including children.
- You believe the adult is being coerced or is under duress.
- It is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- The adult does not have mental capacity to consent to information being shared about them.

- The person causing harm has care and support needs.
- The concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

8. **Further Reading**

Legislation and Policy

Bowls Development Alliance Safeguarding Adults - <https://bowlsdevelopmentalliance.com/wp-content/uploads/2024/09/BDA-Safeguarding-Adults-Policy-2022.pdf>

Care Act 2014 - <https://www.legislation.gov.uk/ukpga/2014/23/contents>

Care and Support Statutory Guidance - <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

Counter Terrorism and Security Act - <https://www.legislation.gov.uk/ukpga/2015/6/contents>

Data Protection Act 2018 - <https://www.legislation.gov.uk/ukpga/2018/12/contents>

Equality Act 2010 - <https://www.legislation.gov.uk/ukpga/2010/15/contents>

Human Rights Act 1998 - <https://www.legislation.gov.uk/ukpga/1998/42/contents>

Protection from Harassment Act 1997 - <https://www.legislation.gov.uk/ukpga/1997/40/contents>

Protected Characteristics - <https://www.gov.uk/discrimination-your-rights>

Support Lines

Organisation	Topic	Contact Details
Action on Elder Abuse	Prevent the abuse of older people	020 8765 7000 enquiries@elderabuse.org.uk
Ann Craft Trust	Safeguarding	0115 951 5400 Ann-Craft-Trust@nottingha.ac.uk
Anti-Bullying Alliance	Support with bullying	aba@ncb.org.uk
ASSIST	Support for families who have experienced trauma	01788 560 800 www.assisttraumacare.org.uk
Citizens Advice	Free information and advice on legal and other problems	03444 111 444 www.citizensadvice.org.uk
Karma Nirvana	Honour based abuse and forced marriage	0800 5999 247 www.karmanirvana.org.uk
LGBT Foundation	Support for LGBTQ+ issues	0300 330 0630

Men's Advice Line	Male domestic abuse	0808 801 0327
NACRO	Advice on working with those with criminal convictions	0300 123 1889 www.nacro.org.uk
Rape Crisis	Information for survivors of sexual violence and their friends and family	www.rapecrisis.org.uk
Respond	Support for victims and perpetrators of sexual abuse who have learning disabilities	0808 808 0700 services@respond.org.uk
Samaritans	Volunteers who listen when people need help	Freephone 116 123 www.samaritans.org
Stonewall	Support for LGBTQ+ issues	0800 050 2020
Stop Hate Crime	Challenges all forms of hate crime and discrimination	0800 138 1625 talk@stophateuk.org
Suzy Lamplugh Trust	Leading authority on personal safety	0208 392 1839 info@suzylamplugh.org
Victim Support	Practical advice and support for those who have suffered the effects of crime	0808 168 9111
Womens Aid	Domestic violence charity	01236 730 992