

# Welfare & Safeguarding at Swansea Bowls



**While safeguarding is the responsibility of everyone within Swansea Indoor Bowls Club (led by the Board) having a Welfare & Safeguarding Officer ensures that the Club has a dedicated person with the primary responsibility for managing and reporting concerns about children or adults at risk.**

Your Officer is **Caryl Watkin** - and she plays a key role in ensuring that everyone using the facility has a safe and positive experience at Swansea Indoor Bowls club - and that everyone knows what to do and who to speak to if they have a safeguarding or discipline or conduct concern. Caryl is also key to managing lower-level Club issues and disputes, and/or flagging concerns for early intervention to prevent escalation and behaviours which prevent enjoyment of the sport.

The Club's Welfare & Safeguarding Officer also forms part of the Club Board and performs a key role in implementing good safeguarding governance at Swansea Indoor Bowls Club.

By completing training and understanding the policies and procedures, individuals can be confident that their Welfare & Safeguarding officer has the right level of knowledge for the role. This includes how to raise a concern and who to speak to within the sport.

As a Club, we are committed to ensuring that :

- All users, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status and pregnancy and maternity have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment
- Swansea Indoor Bowls will seek to ensure that our sport is inclusive and make reasonable adjustments for any protected characteristics, ability, disability, or impairment. We will also commit to continuous development, monitoring and review
- There is zero tolerance to abuse
- The rights, dignity and worth of all users will always be respected at all times
- We recognise that ability and disability can change over time, such that some individuals may be additionally vulnerable to abuse, in particular those with care and support needs
- All allegations will be taken seriously and responded to quickly in line with the Club's procedures

## **OUR CODE OF CONDUCT**

The Code of Conduct defines the Club's expectations for everyone regarding their behaviour and personal conduct whilst using the facility. The Code of Conduct also establishes that all personnel have a duty and responsibility to be aware of their own actions.

All individuals are expected to have read and to understand the code of conduct.

**Bowls should be played in accordance with the rules and spirit of the game**

EVERYONE has the right to be safe

EVERYONE has a voice – if there are concerns, it is EVERYONE'S duty to raise them

EVERYONE should abide by the Club Rules

EVERYONE should discourage unfair play

EVERYONE should recognise that performance is as important as results

EVERYONE should set a good personal example by recognising fair play and the success/performance of others

EVERYONE should refrain from making derogatory comments about another player's performance

EVERYONE should refrain from using inappropriate language and be mindful of others' sensitivities and parameters

EVERYONE should accept that bullying is not an option

EVERYONE should take personal responsibility for their actions and behaviour

### **What if I have a concern?**

If you (or anyone else) has a concern, you should share it and get advice – doing nothing is never an option. If someone is at imminent or immediate risk, you must phone the Police or Local Services immediately – following which, please contact the Club's Welfare & Safeguarding Officer (details below) for local advice and support.

### **Contact details:**

Swansea Indoor Bowls Club's Welfare & Safeguarding Officer is:

Caryl Watkin

01792 771 728

[sibc@live.co.uk](mailto:sibc@live.co.uk)

However, should you wish to speak to a Member of the Board, please click [HERE](#) for more details; or you can contact Bowls Wales at [www.bowlswales.com](http://www.bowlswales.com)

If urgent and you cannot contact Caryl or Bowls Wales you should call the Police on **101** or **999**, or the NSPCC 24-hour helpline on **0808 800 5000**.

### **Guidance and Reference**

[www.anncrafttrust.org](http://www.anncrafttrust.org)

[gov.wales/safeguarding-guidance](http://gov.wales/safeguarding-guidance)

[safeguarding.wales](http://safeguarding.wales)

**REMEMBER, SAFEGUARDING IS EVERYONE'S  
RESPONSIBILITY.**

### **ROLES AND RESPONSIBILITIES**

With the support of the Club Board, the Welfare & Safeguarding Officer has the responsibility to:

- Implement effective Child Safeguarding Policy and Child Safeguarding Procedures and keep them up-to-date
- Implement effective Adult Safeguarding Policy and Adult Safeguarding Procedures and keep them up-to-date
- Promote safeguarding at the club and encourage good practice
- Respond appropriately to safeguarding concerns
- Regularly report to the Club's Board on safeguarding matters
- Ensure that members of the club/volunteers/staff who are working with children and/or adults at risk are recruited safely and in-line with legal requirements
- Maintain records of safeguarding training attended

- Maintain records of Club coaches and officials' licences and criminal records checks
- Make sure the sports volunteers/staff, parents/carers, adults and children are aware of:
  - How to contact the Safeguarding & Welfare Officer
  - The codes of conduct for working with children/adults at risk
  - How to respond to safeguarding concerns
- Deal effectively with breaches of the codes of conduct, poor practice, or allegations of abuse
- Keep up to date with developments in safeguarding
- Attend the relevant safeguarding courses for the role of Welfare & Safeguarding Officer
- Complete a criminal record check through the relevant procedures
- Maintain confidential records of reported safeguarding concerns and action taken
- Liaise with the statutory agencies if/when required.

## **PERSON SPECIFICATION**

It is desirable for a Club Safeguarding & Welfare Officer to:

- Have an interest in safeguarding and welfare matters Be friendly and approachable with the ability to communicate well with adults and children
- Be willing to challenge opinion, where necessary, and to drive the safeguarding agenda
- Have strong listening skills and the ability to deal with sensitive situations with empathy and integrity Have an understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child or an adult at risk

- Have the confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child or an adult at risk and know when to ask for support

If you wish to make a complaint regarding a Safeguarding issue, please email [sibc@live.co.uk](mailto:sibc@live.co.uk). Your complaint will be dealt with in line with our Safeguarding procedures and our Safeguarding Complaints Procedure. Please visit the safeguarding section of our website for specific information in relation to safeguarding: <https://www.avfc.co.uk/club/safeguarding>

A concern would be classified as a safeguarding matter when it relates to either:

- Complaints regarding poor practice in children's activities or relating to children (under 18s), such as bullying,
- Complaints relating to an Adult at risk
- A concern in relation to a member of unsafe practice by Club staff, volunteers, or partners.

Contact:

Welfare & Safeguarding Officer

Caryl Watkin

01792 771 728

[sibc@live.co.uk](mailto:sibc@live.co.uk)