

## WEST LONDON BOWLING CLUB

### SAFEGUARDING POLICY

Approved by Committee 13 September 2022

#### Statement of Intent

It is the policy of WLBC to safeguard the welfare of all children, young people and vulnerable adults by protecting them from all forms of abuse including physical, emotional and sexual harm.

This organisation is committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of WLBC's activities. Personnel should at all times show respect and understanding for individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of WLBC.

#### Guidelines for all WLBC Volunteers and members

ATTITUDES – Volunteers and members should be committed to:

- treating children, young people and vulnerable adults with respect and dignity;
- always listening to what a person is saying;
- valuing each person's contribution
- encouraging and praising people.

SETTING AN EXAMPLE – Volunteers and members should endeavour to:

- provide an example, which we would wish others to follow;
- use appropriate language and challenge any inappropriate language;
- respect people's right to privacy.

ONE TO ONE CONTACT – Volunteers and members should:

- not spend excessive amounts of time alone with children or other vulnerable people, away from others
- if privacy is needed, ensure that other Volunteers and members are informed of the meeting and its whereabouts

PHYSICAL CONTACT – Volunteers and members should never:

- engage in sexually provocative or rough physical games, including horseplay;
- do things of a personal nature for a child, a young person or a vulnerable adult that they can do for themselves.

GENERAL – Volunteers and members should

- be aware that someone might misinterpret our actions no matter how well-intentioned;
- never draw any conclusions about others without checking the facts;
- never allow ourselves to be drawn into inappropriate attention-seeking situations;
- never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child, a young person, or a vulnerable adult, even in fun.

RELATIONSHIPS – Volunteers and members who are involved in relationships with other volunteers and members should ensure that their personal relationships do not affect their role within WLBC

#### SHARING INFORMATION ABOUT SAFEGUARDING AND GOOD PRACTICE

Good communication is essential in any organisation. In WLBC every effort will be made to assure that, should individuals have concerns, they will be listened to and taken seriously.

It is the responsibility of the committee to ensure that information is available to, and exchanged between all those involved in this organisation and its activities. Some information is confidential and should only be shared on a strictly need-to-know basis.

#### Parents

Parents or people with parental responsibility are ultimately responsible for their children's welfare at all times.

#### Record-keeping

All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet. Only the designated Persons will have access to these files.