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**Sussex County Bowls - Action Plan 2020**

This action plan is intended to identify areas in need of improvement in order to

to provide a safe and welcoming environment for children and adults at risk.

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| **Check List**  **Are the following in place?** | **Yes** | **No** | **Action Required** | **By**  **Whom** | **By When** |
| **Club Safeguarding Officer** |  |  |  |  |  |
| **Child Protection Policy** |  |  |  |  |  |
| **Adults at Risk Policy** |  |  |  |  |  |
| **Recruitment Policy**  **(staff, coaches & volunteers)** |  |  |  |  |  |
| **Health and Safety Policy** |  |  |  |  |  |
| **Equity Policy** |  |  |  |  |  |
| **Photography and Video Recording Policy** |  |  |  |  |  |
| **Anti-bullying Policy** |  |  |  |  |  |
| **“Whistle-blowing” Policy** |  |  |  |  |  |
| **Relevant Player Profile Forms** |  |  |  |  |  |
| **Guidelines on transportation of young people’** |  |  |  |  |  |
| **Guidelines on the supervision of children & adults at risk** |  |  |  |  |  |
| **Established a late collection/pick up procedure** |  |  |  |  |  |
| **Codes of Conduct**  **(parents/coaches/children)** |  |  |  |  |  |
| **Adopted the NGB Disciplinary Procedures or the club has its**  **own** |  |  |  |  |  |
| **Undertaken a Risk Assessment both for adults and juniors** |  |  |  |  |  |
| **Made parents aware of the Child**  **Protection Policies and**  **Procedures** |  |  |  |  |  |
| **Ensure all club members, coaches and volunteers have access to appropriate training** |  |  |  |  |  |
| **Relevant contact details for all key people/agencies are displayed on the Club noticeboard**   * **Bowls England Safeguarding Officer** * **County Safeguarding Officer** * **Club Safeguarding Officer** * **Local Child Social Care** * **Local Adult Social Care** * **Local Police** * **NSPCC** |  |  |  |  |  |

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**Safeguarding Induction Process for Clubs**

* Place copies of all Safeguarding documents onto the Club noticeboard.
* Have as an agenda item for discussion at every Club Committee Meeting.
* Agree the process for raising the awareness of Safeguarding to all club members, including coaches, volunteers, paid staff, parents of young children and those Under 18 members.
* On renewal of membership each year members sign the Code of Conduct relevant to them i.e. code of Conduct for Children.
* Club to review the Action Plan to check they have all the procedures and processes in place.
* These procedures and processes to be reviewed annually.

**Raising the Awareness**

* Provide coaches with copies of the Policy and Guidelines.
* Bring parents of those Under 18 together to share information and in particular to hand out copies of the flow charts which identify what needs to be done if there are concerns.
* Ensure the relevant people with a responsibility for Safeguarding attend appropriate training.