



Safeguarding and DBS briefing Document – October 2024

Safeguarding Briefing Document

Safeguarding is a vital process that needs to be in place to protect all people (adults and children) in the sport from harm, abuse and neglect. Bowls is working hard to ensure that every environment that offers participation in the sport follows the highest standards of safeguarding for everyone, from the youngest bowlers to the older, the committee members, coaches, reception staff, Green Keepers, cleaners, volunteers and more. Everyone has their part to play in keeping people safe in our clubs whether it be others or themselves.

The main aim of the sport is to provide safe, enjoyable activities to everyone. It is to improve recruitment to clubs and to retain current members. In normal times, approximately **25% of adults can be seen as vulnerable at any one point in time** for a variety of different reasons. For example, 1-4 women will be the subject of a form of Domestic Abuse in their lives. It is now more important than ever that **all coaches and Club Safeguarding Officers have a strong understanding of safeguarding**.

In April 2021 bowls made attending a Safeguarding Awareness module and completing a DBS check mandatory for all coaches. to gain a Safeguarding certificate and a DBS check. It is also strongly recommended that all Club Safeguarding Officers attend a Safeguarding Officers Training module and complete a DBS check in line with the National Governing Body guidance for the club.

1. All coaches must have attended a recognised Safeguarding Awareness module within 12 months of certification (coaches may also attend other recognised courses such as UK Coaching, Active Sports Partnerships, other sports)
2. The module needs to be repeated every 3 years
3. All Club Safeguarding Officers should attend the Safeguarding Officers Training course
4. **DBS checks:**
 - I. All new coaches will have **6 weeks after certification** (to allow for processing time) to apply for their DBS check via their NGB/Coach Bowls
 - II. ALL coaches are recommended to **apply for the DBS Update Service** within 28 days of receiving their DBS certification. (<http://www.gov.uk/dbs-update-service>)

Safeguarding Queries: Any queries regarding safeguarding issues in a club should initially be referred to the relevant National Governing Body.

Disclosure and Barring Service (DBS) – Guidance for Bowls Coaches:

Bowls England (**BE**), British Crown Green Bowling Association (**BCGBA**), English Indoor Bowling Association Ltd (**EIBA Ltd**) and English Short Mat Bowling Association (**ESMBA**) provide a criminal record checking service to all affiliated members. This guidance note is issued to confirm the process to be followed by **coaches** who require a DBS check from the above date.

1. Why do I need a DBS Check?

Coaches in clubs have access to working with children and vulnerable adults on a regular basis. Coaches are often the first point of contact for new members. By obtaining a fresh Bowls Disclosure the club and its members have a renewed assurance that all relevant issues have been examined.

Coach Bowls recommends that **all coaches** apply for the **enhanced** check via Coach Bowls (for Bowls England or EIBA coaches) or their NGB (BGCBA or ESMBA coaches).



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- **Enhanced:** Shows filtered convictions, cautions, warnings, and reprimands that are held on the police national computer, plus some additional discretionary information.

2a. Application Request: Online Disclosure (Bowls England and EIBA coaches only)



Any Coach Bowls member from a Bowls England or EIBA affiliated club should contact **Coach Bowls** with your Full Name, role within your club and e-mail address as per details below:

Contact	Contact Telephone	E mail
Adam Durnin	07458 301497	adam.durnin@coachbowls.org

You will be sent an activation e-mail to register for the online service. Once you have set up with a password you can sign in and complete the Online Disclosure.

Before you begin

If you have any of the following documents which are listed below, it is mandatory that you supply this information when prompted.

- National Insurance number
- Valid Driving Licence
- Valid passport
- Valid National ID Card



The application process

There are five steps to complete online. At the end of each step you have the option to save and complete at another time. The five steps are:

1. About You
2. Contact Details
3. Verification Documents
4. Summary
5. Confirmation

ID Verification Service Form

When you have completed all the steps, print out the ID verification service form and take to a Post Office for verification (no need to photocopy your documents). Know Your People will provide information on Post Office to visit. The Post Office will check your originals against the ID verification paperwork and then upload on their system.

The cost of the Online Disclosure system (which includes VAT) is:

Volunteers

- Payment of £21.38 to 'Know Your People' – This covers your DBS check and the Post Office Verification

The applicant is responsible for all costs relevant to the verification process





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More information

For further assistance please go to: <https://www.onlinedisclosures.co.uk/contact-support/online-support/> where you will find [Step-by-Step Instructions](#) together with 'Frequently Asked Questions' from Applicants. Online Disclosures is part of GB Group and is the largest criminal record checking provider in the UK.

2b. Application Request: Paper Based Disclosure (BCGBA and ESMBA coaches)

Any applicant requiring a paper-based application form should contact their NGB with their Full Name, Address, Club and position you hold within the Club to:

<p>British Crown Green Bowling Association Email: safeguarding@bcgba.org.uk</p> 	<p>English Short Mat Bowling Association Myrtle Cottage, Woolland, Dorset, DT11 0ES.</p> 
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NB: Guidance on completing the application form can be provided to all applicants directly from the Governing Body.

Verification of identification documents:

All applicants must have their identity confirmed as part of the process. Applicants may choose to use the Post Office® Identity Document Checking Service or to send relevant documents directly to service used by the relevant NGB

The cost of the paper-based application form is:

Volunteers

- Enhanced Disclosure £12
- Crown Post Office check and uploading £12.75

NB: Should you choose to send documents via your NGB, it is recommended that they be sent by Royal Mail Special Delivery and that a prepaid Special Delivery envelope is enclosed for the safe return of documents.

Definition of a volunteer can be found at www.gov.uk/db Payment is required for each application; and the information on this will be provided by each NGB.

3. Obtaining a DBS Check

Coach Bowls recommends that all DBS checks are conducted via the applicants' NGB (Coach Bowls will provide all links and information directly for Bowls England or EIBA coaches), which means clubs can be sure that the correct checks have been taken and that all relevant information regarding the applicant for the position applied for is received.

By using this process, Coach Bowls, the NGBs and their affiliated Clubs and Counties can act appropriately if they receive any information regarding the applicant.



The Safeguarding Bowls Panel (comprised of representatives for all the codes in bowls) are aware that some clubs may be offered free DBS Disclosure services by other organisations. No NGB will be held responsible for any club or county that chooses to use the services of another third-party provider or to rely on a disclosure not issued through the respective NGB process. However, where disclosures are processed by alternate providers, the Coach **MUST** apply for the DBS Update Service within 28 Days of receiving their Disclosure and input this number on to their membership account with Coach BOWLS.

➤ Applying for the DBS Update Service

Any coach can apply for this service, but it is mandatory for any coach who has their disclosure processed by a 'non-bowls' organisation. The service reduces the need to apply for multiple disclosures when you are working / volunteering with different organisations.

This service allows Coach BOWLS or the NGB's to carry out a quick online Status check to see if an individual's disclosure is up to date, saving you both time and money.

You will need your application reference number (called 'form ref'). DBS must receive the application within 28 days. If you already have your DBS certificate you need your certificate number and MUST register for the Update Service within 30 days of the certificate being issued. If you have not registered for this and have a current DBS check, unfortunately you will need a new check carried out.

You can register at <http://www.gov.uk/dbs-update-service>

9. Safeguarding Policies:

It is advised that **ALL** clubs have a safeguarding policy and procedures in place, available for all members to read. The Safeguarding Bowls Panel has provided a number of templates to help you complete this <https://bowlsdevelopmentalliance.com/safeguarding>

The full Safeguarding Policy for Bowls can be downloaded from this page.