



## Safeguarding Children and Young People Policy and Procedures

<b>Responsible for review of policy</b>	<b>Responsible for review of procedures</b>
Chairman, Safeguarding Services Panel	Archery GB National Lead Safeguarding Officer

<b>Change History</b>				
<b>Version</b>	<b>Sections approved</b>	<b>By</b>	<b>Date of approval</b>	<b>Next review date</b>
OPP-01-01	Policy & Procedures	Board	January 2016	January 2018

## Forewords

### Archery GB

Archery GB will comply with the Government 'Working Together to Safeguard Children 2013' – a guide to inter-agency working to safeguard and promote the welfare of children.

The long term success of archery as a sport depends on sustaining and developing the broadest possible base of participation. Part of this strategy is based on the encouragement of participation by children and young people within a safe and secure environment that protects them fully while developing their potential.

Archery GB accepts a moral responsibility to implement procedures to provide a duty of care for children and young people, to safeguard the well-being of children & young people and protect them from physical, sexual or emotional harm and from neglect and or bullying.

Archery and indeed all sports can have a very powerful and positive influence on people, especially children and young people. Archery GB can provide valuable life experiences for children and young people and has the potential to offer significant opportunities for them to develop social skills, self-esteem, confidence, teamwork and leadership qualities. Archery GB and its Board of Directors is fully committed to supporting all children and young people to fulfill their potential in the sport of archery. It is recognised that the provision of a positive environment where children and young people are protected from harm is critical to ensure the best possible outcomes for children and young people and conducive to promoting high performance. The safeguarding of the welfare of children and young people needs to be a priority for everyone involved in archery.

Archery GB is committed to providing information to educate those working with children and young people to adopt best practice to ensure the safety and welfare of everyone within the sport of archery.

This document sets out the principles and procedures to be adopted by Archery GB in its entirety. This is a working document and shall be reviewed against changes in legislation and/or governance guidance or as a result of any other significant change or event.

Mark Davies, Chairman Archery GB

### NSPCC Child Protection in Sport Unit

Sport plays a positive role in the lives of many children and young people. In addition to the obvious health benefits children can gain important social and life skills through involvement in sport. That is why it is important everyone involved in providing sport does as much as possible to create and maintain positive and safe sporting opportunities.

The Archery GB Policy and Procedures for Safeguarding Children and Young People builds on learning from both within Archery and the wider sports community. This important document sets out what everyone involved in archery should do to play their part in promoting the positive aspects of sport for children and young people and also what to do if you have a concern about a child or young person.

The NSPCC is pleased to continue to endorse the work done by Archery GB.

Anne Tiivas, Director, NSPCC Child Protection in Sport Unit

## Policy

### Introduction

The HM Government – Working Together to Safeguard Children – March 2013 covers the aspects that directly affect Archery GB.

There are legislative requirements and expectations placed on Archery GB to safeguard and promote the welfare of children and young people.

Section 11, of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children and young people

Paid and volunteer staff of Archery GB need to be aware of their responsibilities for safeguarding and promoting the welfare of children and young people, how they should respond to child protection concerns and make a referral to local authority children's social care or the police, if necessary.

A summary of "Working Together to Safeguard Children" - March 2013 can be found in the NSPCC CPSU Resource Library:

<https://thecpsu.org.uk/resource-library/2013/working-together-to-safeguard-children-2013-briefing/>

This policy applies to all areas of the United Kingdom. Separate guidance will be provided for each of the Home Nations.

### Policy Statement and Aims

Archery GB acknowledges the duty of care to safeguard and promote the welfare of all children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

A child or young person, as referred to in this document, is any person under the age of 18 (both terms may be used).

The Policy recognises that the welfare and interests of children and young people are paramount in all circumstances. The Policy aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and young people:

- have a positive and enjoyable experience of sport in a safe and child centred environment;
- are protected from abuse whilst participating in archery or outside of archery

Archery GB acknowledges that some children and young people including disabled children or those from ethnic minority communities can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. Archery GB will ensure the safety and protection of all children and young people involved with Archery GB through adherence to the Policy for Safeguarding Children and Young People, adopted by Archery GB, Archery GB Clubs, Counties and Regions.

## Procedures

### Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with children and young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's and/or young person's self-esteem when a child or young person enters the club activity. In such instances, the club activity organiser must work with the appropriate agencies to ensure the child or young person receives the required support.

### Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's and young person's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

**N.B.** It may sometimes be necessary for staff or volunteers to do things of a personal nature for children and young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the participants involved. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

### Good Practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets);
- Treating all children and young people equally, and with respect and dignity;
- Always putting the welfare of each child and young person first, before winning or achieving goals;
- Staff and volunteers maintaining safe and appropriate boundaries with children and young people;
- Building balanced relationships based on mutual trust that empower children and young people to share in the decision-making process;
- Making sport fun, enjoyable and promoting fair play;
- Ensuring that if any form of manual and/or physical support is required, it should be provided openly and appropriately. Children, young people and their parents must always be consulted and their agreement gained;
- Keeping up to date with technical skills, qualifications, insurance in sport and current Archery GB Rules and Regulations;

## Safeguarding Children and Young People Policy

- Involving Parents and Carers wherever possible. For example, encouraging them to take responsibility for their children and young people. If groups have to be supervised, always ensure Parents, Teachers, Coaches or officials work in pairs;
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur;
- Ensuring that at tournaments or residential events, adults should not enter children's or young person's rooms or invite children or young people into their rooms;
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of children and young people;
- Giving enthusiastic and constructive feedback rather than negative criticism;
- Recognising the developmental needs and capacity of children and young people - avoiding excessive training or competition and not pushing them against their will;
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment using the standard forms available (Appendix J: Form SCF 01, see [www.archerygb.org](http://www.archerygb.org));
- Keeping a written record of any injury, accident or incident that occurs, including the incident details and any treatment given using the current Accident/Incident Report Forms (Appendix K and L: Forms SCF 02 and SCF 03, see [www.archerygb.org](http://www.archerygb.org));
- Requesting written parental consent if club officials are required to transport children and young people in their cars;
- Copying parents and guardians in on any electronic or written communication with children and/or young people.

### Practices to be avoided

The following should be **avoided** except in emergencies:

- spending time alone with children and young people away from others;
- taking or dropping off a child or young person to an event or activity.

If cases arise where these situations are unavoidable, it should be with the full knowledge and consent of someone in charge in the club or the child's and/or young person's parents.

The following must **never** happen:

- engaging in rough, physical or sexually provocative games, including horseplay;
- sharing a room with a child or young person;
- allowing or engaging in any form of inappropriate touching;
- allowing children or young people to use inappropriate language or behaviour unchallenged;
- making sexually suggestive comments to a child or young person, even in fun;
- engaging in a sexual relationship with someone under the age of 18 who you are coaching;
- reducing a child or young person to tears as a form of control;
- failing to act upon and record any allegations made by a child or young person;
- doing things of a personal nature for children and young people that they can do for themselves;
- inviting or allowing children or young people to visit or stay with you at your home unsupervised.

### Responding to and reporting concerns

It is not the responsibility of anyone working within Archery GB, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Archery GB assures all staff and volunteers that it will fully support and protect anyone, who in good faith reports his or her concerns. Ensure you keep a record of your concern and how you reported it. A Safeguarding Incident Report Form must be completed and sent to the Archery GB Safeguarding Officer (Appendix M: Form SCF 04, [www.archerygb.org](http://www.archerygb.org)).

### Incidents that must be reported and recorded

If any of the following occur you should report this immediately to the appropriate officer and record the incident using the incident report form. You should also ensure the parents of the child and the young person are informed if:

- you accidentally hurt an archer;
- he/she seems distressed in any manner;
- an archer appears to be sexually aroused by your actions;
- an archer misunderstands or misinterprets something you have done.

If the child or young person is in immediate danger or they are injured contact the emergency services and report the concern to the Archery GB Safeguarding Officer.

### Reporting and dealing with concerns about poor practice

If, following consideration, the allegation is clearly about poor practice the relevant designated Club/County/Regional Safeguarding Officer will deal with it in line with the policy guidance (Appendix C: Guidance Document SCG 02, [www.archerygb.org](http://www.archerygb.org)).

If the allegation is about poor practice by the Club/County/Regional Safeguarding Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant Archery GB Officer who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

### Reporting and dealing with concerns about suspected abuse

Any suspicion that a child or young person has been abused within or outside the Archery environment, should be reported to the Club/County/Regional Safeguarding Officer, who will take such steps as considered necessary to ensure the safety of the child or young person in question and any other child or young person who may be at risk.

It is important to remember the welfare of the child or young person is paramount. It is not up to you to decide whether or not the child or young person has been abused but to report concerns appropriately.

The Club/County/Regional Safeguarding Officer will refer the allegation to the Children's Social Care Services which may involve the Police. The Archery GB Safeguarding Officer must also be informed who will immediately refer this to the Archery GB Case Management Panel, who will work with the Club/County/Region Safeguarding Officer to obtain full details. The Archery GB Case Management Panel will manage this process in line with the authorities and the Archery GB Disciplinary Policy.

## Safeguarding Children and Young People Policy

The Children's Social Care Services supported by the Police will advise on contact with parents or guardians.

If the Club, County or Regional Safeguarding Officer is the subject of the suspicion or allegation, the report must be made to the appropriate Manager or in their absence, the Archery GB Safeguarding Officer.

At any time, advice may be sought from the Local Authority Designated Officer (LADO).

### Internal Enquiries and Possible Suspension

The Archery GB Case Management Panel will follow the established procedures and policies in advising the relevant officers whether an individual accused of abuse is temporarily suspended from Archery GB pending further investigations with Children's Social Care Services, LADO and the Police.

The Archery GB Case Management Panel will await the outcome from the external agencies before any decision is made in relation to progressing the case against the individual.

This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by Children Social Care Services or the Police. In such cases, the Archery GB Case Management Panel will put in place an Archery GB Disciplinary Panel, which must reach a decision based upon the available information, applying the civil standard of proof and determine any matter on the balance of probabilities. The welfare of the child and/or young person must remain of paramount importance throughout.

### Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or young person or by a member of staff who is still currently working with children and young people).

Where such an allegation is made the procedures as detailed above should be followed. This is because other children and young people, either within or outside sport, may be at risk from this person. As in accordance with Law 9(b)(iv) an individual member of the Society or a Member of an Associated Club, or a junior individual Member of the Society or a junior Member of an Associated Club shall cease to become a Member, upon Archery GB receiving a disclosure from the relevant Government Agency (where the Society is either required or allowed to obtain a disclosure from the relevant Government Agency) indicating that, or it otherwise comes to the Society's attention that, the relevant Member is disqualified from working with children, young people and vulnerable groups.

### Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information must be handled and disseminated on a **need to know** basis only. This may include the following people:

- Club Safeguarding Officer;
- Parents/Guardians of the person who is alleged to have been abused;
- Person making the allegation;
- Local Authority Designated Officer (LADO);
- Children's Social Care/Police;

## Safeguarding Children and Young People Policy

- County or Regional Safeguarding Officer and Archery GB Safeguarding Officer.

### Retention and storage

Information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act 1998 that requires personal information to be:

- adequate, relevant and not excessive for the purpose(s) for which they are held;
- accurate and where necessary kept up to date;
- not kept for longer than is necessary for its purpose(s).

### Safer Recruitment

The majority of people who want to work or volunteer with children and young people within sport are well motivated and without them sports clubs and organisations could not operate.

Unfortunately, some individuals are not appropriate to work with children and young people. To help to screen out and discourage those who are not suitable, it is essential that Archery GB and Archery GB Clubs, Counties and Regions have effective recruitment and selection procedures for staff/volunteers.

Further information: Appendix D: Guidance Document SCG 03 at [www.archerygb.org](http://www.archerygb.org)

The Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau) and Independent Safeguarding Authority (ISA), help employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

Further information: [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)

### Anti-Bullying

Sports organisations play an important role in creating a positive club ethos that challenges bullying. This can be done by empowering children and young people to understand the impact of bullying, how best to deal with it and agree standards of behaviour.

Further information: [www.thecpsu.org.uk/resource-library/](http://www.thecpsu.org.uk/resource-library/)

### Whistleblowing

It is important that members of Archery GB have the confidence to come forward to speak or act if they are unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous, illegal activity or any wrong doing within their sports organisation.

Whistleblowing can involve sharing potentially vital information about health and safety risks, environmental factors, harm of children, young people and/or vulnerable adults, covering up for someone and much more. Any of these factors should be addressed immediately, so 'blow the whistle' as early as possible to prevent any real damage being done.

For further information please refer to the Archery GB Whistle Blowing Policy. Additional information on Whistleblowing can be found on the NSPCC CPSU website:

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)



### **Use of Photographic/Filming Equipment at sporting events**

Parents and Carers often want to be able to celebrate the achievements of their children and young people when taking part in archery by taking photographs or videos. Archery GB and Archery GB Clubs, Counties and Regions may also want to take photographs to promote their activities and increase participation.

To ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere, Archery GB recommends that appropriate and proportionate safeguards should be in place.

The Archery GB guidance document and consent form for photographing/filming children and young people in sport are appendices to this policy:

(Appendix F: Guidance Document SCG 05 and Appendix N: Form SCF 05).

The NSPCC CPSU also provides guidance [www.thecpsu.org.uk](http://www.thecpsu.org.uk).

### **Social Media/Online Safety**

Online technology has advanced and changed the way people communicate and interact on a daily basis. Sports organisations, coaches and others involved in providing activities for children and young people are increasingly using the internet and social media to promote sport and communicate.

Although these new forms of digital media and communication can provide benefits for those involved, they also pose potential safeguarding risks to children and young people.

Visit the NSPCC CPSU Resource library for more information on online safety:

[www.thecpsu.org.uk/resource-library/](http://www.thecpsu.org.uk/resource-library/)

The Archery GB E-Safety and use of Social Media Policy can be found at [www.archerygb.org](http://www.archerygb.org)

### **Training**

Currently, there are no formal qualifications specifically for safeguarding and protecting children in sport.

However, training developed by sports and other organisations is available to strengthen the skills and knowledge of the sporting workforce to safeguard children and young people.

For training information and information about choosing the right training, visit the NSPCC CPSU website [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Elite athletes**

A number of researchers over the years have highlighted the particular vulnerability of those young people who are participating in elite level sport.

The NSPCC Child Protection in Sport Unit has produced a briefing paper to assist governing bodies, coaches and parents to consider the impact and pressure being placed on young elite athletes and what is acceptable practice within their sport.

Further information can be found on the NSPCC CPSU website: [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

## Safeguarding Children and Young People Policy

### Events

It is important that when organising events, activities and competitions sports' organisations ensure they meet the safeguarding responsibilities for the event and take steps to promote the wellbeing of all participants and other young people involved e.g. volunteers, officials.

The CPSU has a number of resources to assist organisations when planning events. These can be found in the CPSU Resource Library at: [www.thecpsu.org.uk/resource-library/](http://www.thecpsu.org.uk/resource-library/).

### Monitoring

The policy will be reviewed:

- In line with the Archery GB Policy review cycle;
- In accordance with changes in legislation and/or government guidance;
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils;
- As a result of any other significant change or event.

### Other relevant Archery GB Policies

The following is a list of other relevant Archery GB Policies/Codes of Conduct associated with the Policy for Safeguarding Children and Young People:

- E-Safety and use of Social Media Policy;
- Social Media (performance) Policy;
- Public Social Media Policy;
- Whistle Blowing Policy;
- Equality Policy;
- Data Protection Policy;
- Disciplinary Policy;
- Codes of Conduct:
  - Adult Archers;
  - Young Archers;
  - Spectators, Parents and Carers.
  - Coaches, Leaders and Officials;

## Appendices:

### Safeguarding Children and Young People Guidance Documents (SCGs)

A:	SCG 01(a)	Duty of Care (England and Wales)
B:	SCG 01(b)	Duty of Care (Northern Ireland)
C:	SCG 02	Reporting and Dealing with Concerns about Poor Practice
D:	SCG 03	Safe Recruitment and Selection Procedures
E:	SCG 04	Abuse of Position of Trust in Sport
	Annex A:	Case Examples
	Annex B:	Research
	Annex C:	Legislation
	Annex D:	Further Information and Support
F:	SCG 05	Photographing and Filming Children and Young People in Sport
G:	SCG 06	Texting and Email Messaging
H:	SCG 07	Away Trips and Hosting

### Safeguarding Children and Young People Forms (SCFs)

J:	SCF 01	Consent Form
K:	SCF 02	Accident Report Form
L:	SCF 03	Incident Report Form
M:	SCF 04	Safeguarding Incident Report Form
N:	SCF 05	Photography & Filming Consent Form

### Safeguarding Children and Young People Flow Diagrams (SCFDs)

P:	SCFD 01	Concerns about Possible Abuse
Q:	SCFD 02	Concerns about Possible Poor Practice