



## Safeguarding Policy – Children and Young People

<b>Responsible for review of policy</b>	<b>Responsible for review of procedures</b>
Chairman, Safeguarding Strategic Advisory Group	Archery GB National Lead Safeguarding Officer

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## **Foreword - Archery GB**

We, Archery GB, will keep to the Government's 'Working Together to Safeguard Children 2013' – a guide to agencies working together to safeguard (protect) and promote the well-being of children.

The long-term success of archery as a sport depends on maintaining and developing the widest possible range of people involved. Part of this strategy is based on encouraging children and young people to take part within a safe and secure environment that protects them fully while developing their potential.

We have a moral responsibility to put procedures in place to:

- provide a duty of care for children and young people;
- protect the well-being of children and young people; and
- protect children from physical, sexual or emotional harm, neglect and bullying.

Archery, and indeed all sports, can have a very powerful and positive influence on people, especially children and young people. We can provide valuable life experiences for children and young people, and can offer significant opportunities for them to develop social skills, self-esteem, confidence, and teamwork and leadership qualities. We and our Board of Directors are fully committed to supporting all children and young people to achieve their potential in archery. We understand that providing a positive environment where children and young people are protected from harm is vital for making sure we provide the best possible outcomes for children and young people. Protecting the well-being of children and young people needs to be a priority for everyone involved in archery.

We are committed to providing information to educate people working with children and young people about best practice, to make sure everyone within the sport of archery is safe and their well-being is protected.

This document sets out the principles and procedures we follow. We will review it when necessary to reflect changes in laws or governance guidance, or any other significant change or event.

Mark Davies, Chairman Archery GB

## **Foreword - NSPCC Child Protection in Sport Unit**

Sport plays a positive role in the lives of many children and young people. As well as the obvious health benefits, children can gain important social and life skills by being involved 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.

This policy builds on learning from both within archery and the wider sports community, and 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. It also tells you 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

We must meet legal requirements and expectations to protect and promote the well-being of children and young people.

Section 11 of the Children Act 2004 places duties on a range of organisations and people to make sure the services they provide, and any services that they contract out to others, take account of the need to safeguard and promote the well-being of children and young people.

Our staff and volunteers need to know about their responsibilities for protecting and promoting the well-being of children and young people, how they should respond to child-protection concerns, and how to refer matters to social services or the police if necessary.

You can find a summary of the government guide ‘Working Together to Safeguard Children’ – March 2013 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 countries making up the United Kingdom. We will provide separate guidance for each home country where appropriate.

### Policy statement and aims

We accept the duty of care to protect and promote the well-being of all children and young people and are committed to making sure safeguarding practice reflects our legal responsibilities, government guidance and best practice.

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

This policy recognises that the well-being and interests of children and young people should be the priority in all circumstances. The policy aims to make sure that no matter what age, sex, religion or beliefs, ethnic background, disability, sexuality, social situation or economic background, all children and young people:

- have a positive and enjoyable experience of sport in a safe and child-centred environment; and
- are protected from abuse while taking part in archery or outside of archery.

We realise that some children and young people, including disabled children or those from ethnic-minority communities, can be particularly vulnerable to abuse, and we accept responsibility for taking reasonable and appropriate steps to make sure they are protected. We will protect the safety of all children and young people involved with us by keeping to this policy.

## Procedures

### Promoting good practice

Child abuse, particularly sexual abuse, can produce 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 take place in many situations, including at home, in school and in a sporting environment. Some people will actively look for 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. You should report all suspicious cases of poor practice by following the guidelines in this document.

If a child is abused outside the sporting environment, sport can play a crucial role in improving their self-esteem. In these instances, the club's activity organiser must work with the appropriate agencies to make sure the child or young person receives the support they need.

### Good-practice guidelines

All staff should be encouraged to behave appropriately to promote children's and young people's welfare and reduce the risk of allegations being made. The following are common-sense examples of how to create a positive culture and climate.

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 very young or disabled. These tasks should only be carried out with the full understanding and permission of parents and the children involved. Avoid taking on responsibility for tasks you are not appropriately trained for.

### Good practice

You should do the following.

- Always work in an open environment (for example, avoid private or unobserved situations and encourage open communication with no secrets).
- Treat all children and young people equally, and with respect and dignity.
- Always put the well-being of each child and young person above winning or achieving goals.
- Keep safe and appropriate boundaries with children and young people.
- Build balanced relationships, based on mutual trust, that give children and young people the chance to share in the decision-making process.
- Make sport fun and enjoyable, and promote fair play.
- Make sure that if any form of manual or physical support is needed, it should be provided openly and appropriately. Children, young people and their parents must always be consulted and you need to get their agreement.
- Keep up to date with technical skills, qualifications, sports insurance and our current rules and regulations.

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- Involve parents and carers wherever possible. For example, encourage them to take responsibility for their children. If groups have to be supervised, always make sure parents, teachers, coaches or officials work in pairs.
- Make sure that if you take mixed teams away, they should always be accompanied by a male and female member of staff. However, remember that same-sex abuse can also happen.
- Make sure that at tournaments or residential events, adults should not enter children's or young people's rooms or invite children or young people into their rooms.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of children and young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the development needs and abilities of children and young people. Avoid too much training or competition, and do not push them against their will.
- Get parents' written permission to act 'in loco parentis' (where you take on parental responsibility for a child while they are in your care) if a child or young person needs emergency first aid or other medical treatment. You can use the standard forms available (appendix J: Form SCF 01, see [www.archerygb.org](http://www.archerygb.org)).
- Keep a written record of any injury, accident or incident that happens, including the incident details and any treatment given, using the current accident and incident report forms (appendix K and L: Forms SCF 02 and SCF 03, see [www.archerygb.org](http://www.archerygb.org)).
- Ask for parents' written permission if you have to transport children and young people in your car.
- Copy parents and guardians in on any electronic or written communication with children or young people.

### Practices to be avoided

Unless it is an emergency, you should avoid:

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

If these situations cannot be avoided, you need permission from someone in charge in the club or from the child's or young person's parents.

### Never do the following.

- Take part in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child or young person.
- Allow or take part in any form of inappropriate touching.
- Allow children or young people to use inappropriate language or behaviour.
- Make sexually suggestive comments to a child or young person, even if just for fun.
- Have a sexual relationship with someone under 18 who you are coaching.
- Reduce a child or young person to tears as a form of control.
- Fail to act on and record any allegations made by a child or young person.
- Do things of a personal nature for children and young people if they can do it themselves.
- Invite or allow 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 any one person working within Archery GB, in a paid or unpaid position, 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.

We fully support and protect all staff and volunteers who reports their genuine concerns. Make sure you keep a record of your concern and how you reported it. You must fill in a safeguarding incident report form (appendix M: Form SCF 04, [www.archerygb.org](http://www.archerygb.org)) and send it to our Safeguarding Officer.

### Incidents that must be reported and recorded

If any of the following take place, you should report this immediately to the appropriate officer and record the incident using the incident report form. You should also make sure the parents of the child or the young person are told if:

- you accidentally hurt a child;
- they seem distressed in any way;
- they appear to be sexually aroused by your actions; or
- they misunderstand or misinterpret something you have done.

If the child or young person is in immediate danger or is injured, contact the emergency services and report the concern to our Safeguarding Officer.

### Reporting and dealing with concerns about poor practice

If the allegation is clearly about poor practice, the relevant designated club, county or 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 a safeguarding officer's poor practice, or if the matter has been handled inadequately and there are still concerns, it should be reported to the relevant Archery GB officer. They will decide how to deal with the allegation and whether or not to begin disciplinary proceedings.

### Reporting and dealing with concerns about suspected abuse

You should report any suspicion that a child or young person has been abused to your club, county or regional safeguarding officer. They will take any steps needed to make sure the child or young person (and any other child or young person who may be at risk) is safe.

It is important to remember that the well-being of the child or young person is your most important concern. It is not up to you to decide whether or not the child or young person has been abused, only to report your concerns appropriately.

The safeguarding officer will refer the allegation to the Children's Social Care Services, which may then involve the police. You must also tell our safeguarding officer, who will immediately refer this to our Case Management Panel. They will work with the club, county or region safeguarding officer to get full details. The Case Management Panel will manage this process in line with the authorities and our disciplinary policy.

Social services, supported by the police, will give advice on contact with parents or guardians.

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If the club, county or regional safeguarding officer is suspected of being involved in the abuse or poor practice, you must report the matter to the appropriate manager or our safeguarding officer.

You can ask for advice from the Local Authority Designated Officer (LADO) at any time.

### Internal enquiries and possible suspension

Our Case Management Panel will follow the set procedures and policies when telling the relevant officers whether someone accused of abuse is temporarily suspended from Archery GB during further investigations with social services, LADO and the police.

The panel will wait for the outcome from the external agencies before any decision is made about taking the case against the person forward.

This may be a difficult decision, particularly if there is not enough evidence to justify any action by social services or the police. In these cases, the Case Management Panel will put in place an Archery GB Disciplinary Panel, which must reach a decision based on the available information, and decide on any matter on the balance of probabilities. The well-being of the child or young person must remain the most important concern throughout.

### Allegations of previous abuse

Allegations of abuse may be made some time after the event (for example, 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).

If this type of allegation is made, you should follow the procedures shown above. This is because other children and young people, either within or outside sport, may be at risk from this person. In line with our regulations, a member of Archery GB, a member of an associated club, a junior member of Archery GB, or a junior member of an associated club, will stop being a member if we receive information from the relevant government agency indicating the member is guilty of abuse. This will also apply if we are told that the relevant member is disqualified from working with children, young people and vulnerable groups.

### Confidentiality

You should make every effort to make sure that confidentiality is maintained for everyone concerned. Information must be handled and passed on only to those who need it. This may include the following people.

- Club safeguarding officer
- Parents or guardians of the person who is alleged to have been abused
- The person making the allegation
- Local Authority Designated Officer (LADO)
- Social services
- The police
- The county or regional safeguarding officer
- Our Safeguarding Officer

### **Storing information**

We will store information securely with limited access for certain people, in line with current data-protection legislation. We will make sure that personal information is:

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

### **Safer recruitment**

Most 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 people are not appropriate to work with children and young people. To help screen out and discourage those who are not suitable, it is essential that we and our clubs, counties and regions have effective recruitment and selection procedures for staff and volunteers.

For more information, see appendix D: Guidance Document SCG 03 at [www.archerygb.org](http://www.archerygb.org).

The Disclosure and Barring Service (DBS) (previously the 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.

For more information, see [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 environment that challenges bullying. This can be done by giving children and young people the power to understand the effect of bullying and how best to deal with it, and agree standards of behaviour.

For more information, see [www.thecpsu.org.uk/resource-library/](http://www.thecpsu.org.uk/resource-library/).

### **Whistle-blowing**

It is important that you have the confidence to come forward to speak or act if you are unhappy with anything.

Whistle-blowing happens when a person raises a concern about a dangerous, illegal activity or any wrongdoing within their sports organisation.

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

For more information, please see our Whistleblowing policy. You can find more information on whistleblowing on the NSPCC CPSU website at [www.thecpsu.org.uk](http://www.thecpsu.org.uk).

### **Using photographic and filming equipment at sporting events**

Parents and carers often want to be able to celebrate the achievements of their children when taking part in archery by taking photographs or videos. We and our clubs may also want to take photographs to promote our activities and increase involvement in the sport.

To make sure that all necessary steps are taken to protect children and young people from the inappropriate use of their images, we recommend that appropriate and proportionate protection is in place.

See our guidance document and permission form for photographing or filming children and young people in sport (appendix F: Guidance Document SCG 05 and appendix N: Form SCF 05).

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

### **Social media and 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 possible risks to children and young people.

Visit the NSPCC CPSU Resource library at [www.thecpsu.org.uk/resource-library/](http://www.thecpsu.org.uk/resource-library/) for more information on online safety.

You can find our E-Safety and use of Social Media Policy at [www.archerygb.org](http://www.archerygb.org).

### **Training**

Currently, there are no formal qualifications specifically for 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 protect children and young people.

For training information and information about choosing the right training, visit the NSPCC CPSU website at [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 taking part in elite-level sport.

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

You can find more information on the NSPCC CPSU website at [www.thecpsu.org.uk](http://www.thecpsu.org.uk).

### Events

It is important that when organising events, activities and competitions, sporting organisations should meet the safeguarding responsibilities for the event and take steps to promote the well-being of everyone taking part and other young people involved (for example, volunteers and officials).

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

### Monitoring

We will review this policy:

- as part of our policy review cycle;
- in line with changes in the law or government guidance;
- as required by the Local Safeguarding Children Board, UK Sport or home country sports councils; and
- as a result of any other significant change or event.

### Other relevant policies

The following is a list of other relevant policies and codes of conduct associated with this policy.

- 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

Plain English Campaign's Crystal Mark does not apply to the appendices above.