

EAC Safeguarding Children Policy and Procedures

Terminology

- EAC: Evesham Archery Club (and Evesham Junior Archery Club)
- CPO: child protection officer
- Child: any person under the age of 18 (the term “young person” may also be used)
- Parent: parent, guardian or carer of a child

Statement and Aims

Evesham Archery Club and Evesham Junior Archery Club (collectively referred to as “EAC” or “we” in this document) acknowledge the duty of care to safeguard and promote the welfare of all children and young people and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

EAC recognises that the welfare and interests of children and young people are paramount in all circumstances. We aim to ensure that regardless of age, gender, 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;
- are protected from abuse whilst participating in archery or outside 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 the responsibility to take reasonable and appropriate steps to ensure their welfare.

We follow the ArcheryGB *Safeguarding Children and Young People Policy* – a copy is available on the ArcheryGB website.

The following pages are a summary of the ArcheryGB policy.

Contact information

EAC Safeguarding/Child Protection Officer: Cathy Davies, cpo@eveshamarcheryclub.com

ArcheryGB Safeguarding/Child Protection Officer: Anne Rook, **01952 602792**, anne.rook@archerygb.org

NSPCC: **0808 800 5000**, www.nspcc.org.uk, help@nspcc.org.uk

Childline UK: **0800 1111**, www.childline.org.uk

Police: **999** (emergency) or **101**

Worcestershire Safeguarding team:

- During office hours (Mon-Thur, 9am-5pm, (Fri, 9am- 4.30pm): Family Front Door on **01905 822666**
- Outside office hours: Emergency Duty Team on **01905 768020**

Worcestershire Local Authority Designated Officers (LADO): **01905 846221**,

LADO@worcschildrenfirst.org.uk

Good Practice

All members should be encouraged to demonstrate exemplary behaviour in order to promote children's and young persons' welfare and reduce the likelihood of allegations being made:

- Always work in an open environment, avoiding private or unobserved situations, and encourage open communication with no secrets and maintain safe and appropriate boundaries with children. Wherever possible, avoid one-on-one situations by ensuring two adults are always present
- Treat all children equally, with respect and dignity
- Put the well-being of each child first – this is more important than winning or achieving goals
- Build balanced relationships based on trust that give children the chance to share in the decision-making process
- Make sport fun and enjoyable, and promote fair play
- If any manual/physical support or contact is required (eg when coaching), ensure it is provided openly and appropriately. Both the child and his/her parent(s) must be consulted and their agreement obtained.
- Recognise the developmental needs and abilities of the child – don't push them against their will and avoid excessive training or competitions
- Involve parents/carers wherever possible
- Keep up to date with Archery GB rules and regulations, technical skills, qualifications and insurance
- Be an excellent role model – this includes not drinking or smoking in the presence of children
- Give positive, constructive feedback and avoid negative criticism
- Secure parental consent in writing to act in *loco parentis* if the need arises eg to administer emergency first aid and/or medical treatment (see Archery GB form SCF01)
- Keep a written record of any injury, accident or incident that occurs, including the incident details and any treatment given, using the Archery GB accident/incident report forms SCF02 and SCF03
- Copy parents in on any electronic or written communication with children/young people. Electronic communication (including social media) should only be used to communicate with a group, never with an individual child
- Obtain the parent's permission before photographing/filming a child for club purposes (eg publicity material, training video) and explain how the images will be used
- Maintain an attitude of "**it could happen here**"

Poor Practice

The following must never happen:

- Reducing a child to tears as a form of control
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in any form of inappropriate touching
- Allowing children/young people to use inappropriate language or behaviour unchallenged
- Making sexually suggestive comments to a child, even in fun
- Doing things of a personal nature for a child that they can do for themselves
- Engaging in a sexual relationship with someone under 18 who you are coaching (abuse of "position of trust")
- Inviting or allowing a child to visit or stay at your home unsupervised by their parent/carer
- Failing to record and act upon any allegation made by a child

Responding to and reporting concerns

The following should ALWAYS be reported to the club's CPO and recorded on ArcheryGB's incident form

- You accidentally hurt a child/young person
- He/she seems distressed in any manner
- A child/young person appears to be sexually aroused by your actions
- A child/young person misunderstands or misinterprets something you have done

The parents of the child should also be informed.

If the child is in immediate danger or they are injured, contact the emergency services and report the concern to the Archery GB CPO.

Allegations of poor practice should be reported to EAC's CPO. If the allegation is about poor practice by the CPO, or if the matter has been handled inadequately and concerns remain, it should be reported to the Archery GB CPO who will advise on further steps.

Any allegation or concern that a child has been abused within or outside the archery environment should be reported immediately to EAC's CPO. This includes allegations of abuse that may be made some time after the event took place. **THE WELL-BEING OF THE CHILD IS PARAMOUNT:** it is not up to you to decide whether abuse has occurred, but to report concerns appropriately. You MUST NOT question the child – simply record the child's words (or the words of the adult making the allegation), sign and date the record and pass the information immediately to the CPO. DO NOT promise to "keep the matter secret" but explain that you will only tell someone who can help the child.

The CPO will refer the allegation to the Worcestershire Safeguarding team and to the ArcheryGB Safeguarding Officer.

If the child is at immediate risk of harm, the CPO will report the allegation to the police on **999**.

If the allegation involves an adult who works with children, the CPO will report the allegation to the Worcestershire Local Authority Designated Officers (LADO).

The CPO will also report all allegations to the Archery GB CPO.

If the allegation is about the club's CPO, it should be reported immediately to Archery GB's CPO.

Every effort will be made to ensure confidentiality is maintained for all concerned. Information will be handled and disseminated on a "need to know" basis only.

Safer recruitment

EAC will follow Archery GB's guidelines on safer recruitment. Any member who is engaged in a "regulated activity" with children will be required to undergo an enhanced Disclosure and Barring Service (DBS) check. Archery GB policy is that DBS checks should be renewed every 3 years. (Within EAC, only coaching falls within the definition of a "regulated activity".) The club's CPO is also required to undergo an ArcheryGB DBS check, renewable in line with the ArcheryGB policy.

The CPO and club secretary will maintain a register of members who hold a current Archery GB DBS certificate.