

## FOREWORDS

### ARCHERY GB

*“The long term success of archery as a sport depends upon sustaining and developing the broadest possible base of participation. Part of this strategy is based upon the encouragement of participation by children, young people and vulnerable adults 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, young people and vulnerable adults, to safeguard the well being of children, young people and vulnerable adults 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, young people and vulnerable adults. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, self-confidence, leadership and teamwork.

Archery GB is committed to providing information to educate those working with children, young people and vulnerable adults 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, as with all Archery GB policies, is a working document and thus shall be reviewed against governance changes, laws and government acts.

Lynne Evans MBE  
Chairman

### 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.

Working together with Archery GB the NSPCC Child Protection in Sport Unit has been supporting the wide range of safeguarding developments that have been put in place in recent years. This is the second edition of the sports safeguarding policy and builds on the learning from both within Archery and the wider sports community. This knowledge and experience within sport is widely recognised and we are seen by both Government and many key international bodies as leaders in this field.

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 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

## LEGISLATION AND GUIDANCE

Archery GB is mindful of its obligations under various statutes, including:

- The Children Acts 1989 and 2004
- The Protection of Children Act (PoCA) 1999
- Relevant Legislation to Safeguard Children through Recruitment, Staff and Volunteers
- Standards for Safeguarding and Protecting Children in Sport 2003 and 2006
- Home Office Safe from Harm: A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales
- DFES Working Together to Safeguard Children
- The United Nations Convention on the Rights of the Child
- The Criminal Justice and Court Services Act 2000
- The Police Act 1997
- The Data Protection Acts 1984 and 1998 (UK Wide)
- Criminal Records Bureau
- Central Registered Body Scotland
- The Rehabilitation of Offenders Act (NI Order) 1974 (UK Wide)
- The Sex Offenders Act 1997
- The Sexual Offences (Amendments) Act 2000 (UK Wide)
- The Care Standards Act 2000 (This does not apply to Northern Ireland)
- The Health and Safety at Work Act 1974
- The Human Rights Act 1998 and 2000
- The Regulation of Care (Scotland) Act 2001
- Protection of Children (Scotland) Act 2003
- Safeguarding Vulnerable Groups Act 2006 (Parliament has established a statutory body to take the decisions on who should be barred – the Independent Safeguarding Authority (ISA))
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

## ACKNOWLEDGEMENTS

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## ARCHERY GB DISCLAIMER FOR SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

The information in this publication is intended for use in relation to Archery GB only, and as such should not be considered as providing policies, guidelines or information covering any specific situation.

Archery GB does not accept any liability to any person relating to any use of, or reliance upon, the material contained in the publication.

# THE POLICY

## 1.0 INTRODUCTION

As a National Governing Body of Sport Archery GB takes its responsibilities to children and young people who participate in archery at all levels seriously, to create an environment to be healthy, stay safe, enjoy and achieve, make a positive contribution and to achieve economic wellbeing which is the outcomes for Every Child Matters – Change for Children. This policy, together with the good practice guidelines clarifies what is expected of all Archery GB members.

(Refer to: [http://www.everychildmatters.gov.uk/children website](http://www.everychildmatters.gov.uk/childrenwebsite))

In order to comply with the differences in legislation relating to safeguarding children, young people and vulnerable adults in different parts of the United Kingdom it has been necessary, to compile separate policies. This policy currently refers to England, Wales and Northern Ireland.

## 1.1 TERMINOLOGY

### (Child/Children)/(Young Person/Young People)

- Refers to all children/young people under the age of 18 years for the purposes of this Policy.

### (Coaches)

- Refers to persons who have a current Archery GB Coaching Certificate.

### (Parents)

- Those that have parental rights and responsibilities in relation to children and young people. For the purposes of these guidelines it also covers carers, legal guardians and others who have the primary responsibility for the care of children and young people.

### (Vulnerable Adult) – Is any person aged 18 or over

- 'A vulnerable adult may be elderly, physically and/or mentally disabled or have learning difficulties. A person who is, or may be in need of community care services by reason of their disability, age or illness'.

## 1.2 PRINCIPLES

The Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults is based upon the following fundamental principles:

### Children and Young People

- Whilst dealing with children and young people, their welfare is and always must be the paramount consideration.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation, have the right to protection from abuse or neglect.
- The rights, dignity and worth of every child and young person must always be respected.
- All children and young people, must be listened to and have their views considered according to their age, maturity and understanding.
- All children and young people, have a right to participate in archery in an enjoyable and safe environment.

- All incidents/suspicions of abuse, poor practice and allegations will be taken seriously and responded to in a timely and appropriate manner.
- To work in partnership with other organisations, children, young people and parents.
- We recognise the statutory responsibility of the Children's Social Care Services to ensure the welfare of children and young people.

### Adults who work with Children and Young People

- All adults who work with children and young people have a right to be treated with respect and dignity irrespective of their gender, disability, 'race', sexual orientation, marital status, age, religious or political belief and offending background.
- All adults who work with children and young people have a right to know what Archery GB expects of them in terms of their responsibilities and conduct towards others.
- All adults who work with children and young people have a right to fair and just treatment whenever a concern is raised about them including their conduct towards others.

### Parents

- Parents have a right to expect that Archery GB Clubs, to which they entrust their children and young people, provide appropriate care and protection for them.
- It is the right of a parent to be able to check how well a club is run, for the sake of the child's or young person's safety and the parent's peace of mind.

## 1.3 RESPONSIBILITIES

It is important the following responsibilities are adhered to:

- Under the Government Guidance "Working Together to Safeguard Children" 2006 Archery GB has a responsibility to safeguard children and young people from abuse and neglect.  
*(Refer to Every Child Matters Website) <http://www.everychildmatters.gov.uk>*
- Archery GB has a duty of care to safeguard all children and young people involved in archery.  
*(Refer to Section Two – Appendix 'A' - Duty of Care Guidelines)*
- Any matters giving rise to concern of children or young people's welfare e.g. abuse, poor practice and allegations must be taken seriously and responded to in a timely and appropriate manner.
- Confidentiality must be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000.
- To work in partnership with the Police, Children's Social Care Services and local Safeguarding Children's Boards (LSCB's) in accordance with their procedures. This is essential to enable these organisations to carry out their statutory duties to investigate concerns and protect all children, young people and vulnerable adults.
- It is the responsibility of the child protection external experts, i.e. Children's Social Care Services/Police, to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

- Recruitment of staff, volunteers and external professionals is undertaken according to the guidelines for good practice and recruitment procedures contained in this policy to safeguard and protect children and young people from abuse and themselves against allegations.  
(Refer to Section Two – Promoting Good Practice and Section Five - Recruitment and Training)

## 1.4 IMPLEMENTING THE POLICY

The purpose of the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults implementation is the first step to safeguard the welfare of children and young people within Archery GB. The policy has to be put “into practice” i.e. implemented, to become effective. All Archery GB Clubs must implement this policy – this is a mandatory policy.

Effective implementation will:

- Promote a consistent response to all child protection matters
- Help maximise child safety and protection whilst in the care of Archery GB Clubs
- Reassure staff and volunteers by increasing their confidence to engage in activities with children and young people
- Reduce the risk of litigation against the Archery GB Club/Archery GB

### Assent:

All members involved in archery at every level must agree to abide by the Archery GB Policy For Safeguarding Children, Young People and Vulnerable Adults.

A copy of the policy is available to:

- All Archery GB Club Secretaries who must ensure that the policy is accessible to all members of the club including, child protection officers, officials, coaches, direct members, children, young people, vulnerable adults and parents
- County and Regional Officials/Child Protection Officers
- Board of Directors
- Operations Committee Chairman
- National Committee Chairmen
- Archery GB Child Protection Steering Group
- Archery GB Case Management Referral Panel
- Disciplinary Panel
- Appeals Panel
- Archery GB Staff

A copy of the policy is also available on the Archery GB Website [www.archerygb.org](http://www.archerygb.org)

## 1.5 ACTIONS TAKEN BY ARCHERY GB

- Archery GB has appointed a Child Protection Officer (CPO) who has been designated as the national contact for child protection. The Home Countries have a designated person in place with a responsibility for child protection.
- Archery GB has updated the Safeguarding Policy for Children, Young People and Vulnerable Adults. This is mandatory for all Clubs to implement.
- Archery GB has highly recommended that all Clubs, Counties and Regions have a CPO appointed.
- Archery GB has developed the Child Protection Steering Group to review and update the policy for Safeguarding Children, Young People and Vulnerable Adults and for any other child protection issue that is put forward by the Archery GB membership that needs to be reviewed.

- Archery GB maintains confidential records of all complaints, concerns and sanctions against the Archery GB Clubs/Members.
- Archery GB is a Registered Body with the Criminal Records Bureau (England and Wales) and the Central Registered Body (Scotland) and facilitates a disclosure service on behalf of the Archery GB Clubs and employers to prevent unsuitable people from working within Archery GB.
- Archery GB has launched Club Mark. This is a nationally recognised accreditation scheme for National Governing Bodies of Sport, a sporting kite mark. Club Mark is a cross-sport recognition of sports clubs that are committed to providing a safe, effective, child-friendly environment. Designed to be recognised by parents, Local Authorities and Schools as a quality mark that clubs of all National Governing Bodies can achieve. *(Refer to the Archery GB Web Site <http://www.archerygb.org> - click Development – Archery GB Club Mark for further information)*
- Archery GB has developed a Case Management Referral Panel to ensure all child protection related cases are appropriately managed.

## 1.6 MONITORING PROCEDURES

The Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children and young people.
- Following any issues or concerns raised about the protection of children and young people within Archery GB.
- Any other circumstances that may arise.