

# **SAFEGUARDING AND PROTECTING CHILDREN AND YOUNG PEOPLE POLICY**

REVIEWED MAY 2023



ENRICHING LIVES THROUGH ARCHERY



Start  
Archery

# **SAFEGUARDING AND PROTECTING CHILDREN AND YOUNG PEOPLE POLICY**



## **INTRODUCTION**

Archery GB is fully committed to supporting all children and young people to achieve their potential in archery and to providing information to educate people about best practice. We understand that providing a positive environment where children and young people are protected from harm is vital for making sure we give them the best possible outcomes. Protecting the well-being of under 18's needs to be a priority for everyone involved in archery.



**Archery GB Chair  
Mark Briegal**

## **FOREWORD BY MICHELLE NORTH, NSPCC CPSU SERVICE HEAD**

Sport and physical activity play a positive role in the lives of many children and young people. As well as the obvious health benefits, it has the power to do so much more - children can gain important social and life skills by being involved in sport along with bringing communities together. For children and young people to enjoy a lifelong love of sport it is key that they feel safe taking part and have fun. 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 from other sectors 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's Child Protection in Sport Unit is pleased to continue to endorse the work done by Archery GB.



## **DEFINITION OF A CHILD**

A child or young person as defined in this policy is a person under the age of 18. Archery GB has no minimum age for a child joining the sport. However, before joining Archery GB, a risk assessment should be carried out to ensure the child can fully understand instructions to ensure safety rules are adhered to. Safety of all participants should not be compromised.

## **PURPOSE OF POLICY**

**Everyone involved in archery in a paid or voluntary capacity, including contractors and commissioned service providers must abide by Archery GB's Safeguarding and Protecting Children and Young People Policy, Procedures, Code of Conduct and guidance relating to young people including:**

- ▶ The recruitment of persons working with young people and the use of the Disclosure and Barring Service (DBS), Access NI, and Protecting Vulnerable Groups (PVG) checks in recruitment and employment.
- ▶ Anti-bullying
- ▶ Taking and the use of photographic and recorded images of young people
- ▶ Communication with and supervision of young people
- ▶ Online and social media guidance
- ▶ Planning events, competitions, tours

This policy has been produced to promote the safety and welfare of young people and protect them from harm. It builds on learning from both within archery, the wider sports community and from other sectors. It sets out the commitments made by Archery GB and what everyone involved in archery should do to play their part in promoting the positive aspects of the sport. Archery GB works collaboratively with Sport England, and the NSPCC Child Protection in Sport Unit (CPSU) to ensure that we safeguard at every level.

Safeguarding is the responsibility of everyone within Archery GB, this includes the board, staff, volunteers, coaches, officials, clubs, counties, regions, home nations, members, contractors, and commissioned service providers.

For safeguards to be effective across the sport we recognise the need for proactive leadership from our Senior Management Teams, i.e., the Board, CEO, Chairs, Trustees and Committees.

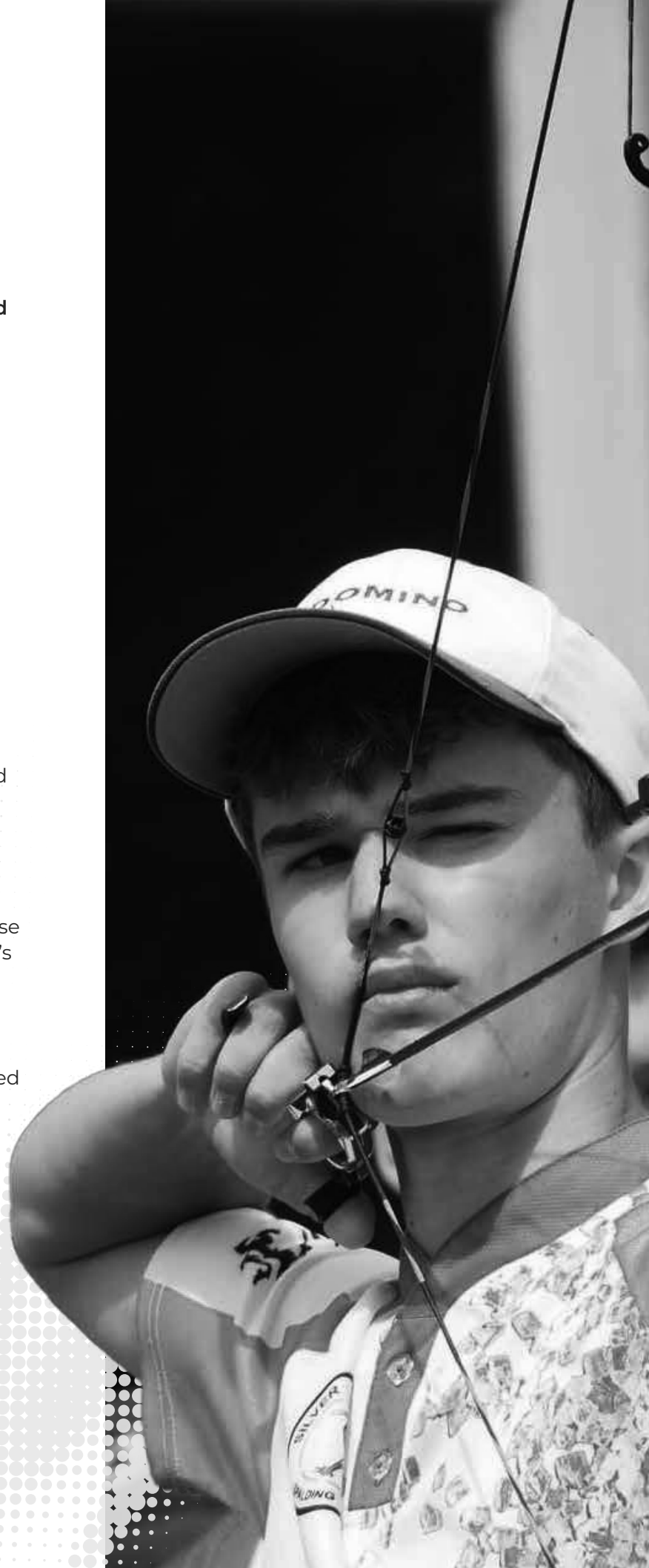


## RESPONSIBILITIES

Everyone involved in archery in a paid or voluntary capacity, must abide by Archery GB's Safeguarding and Protecting Children and Young People Policy, Procedures, Code of Conduct and guidance relating to young people. This includes contractors and commissioned service providers.

### Affiliated clubs and organisations must:

- ▶ Understand safeguarding is everyone's responsibility
- ▶ Abide by and disseminate Archery GB's safeguarding policies, procedures, and guidance
- ▶ Abide by and disseminate Archery GB's code of conduct
- ▶ Abide by and disseminate Archery GB's Photography and Filming Children and Young People Policy
- ▶ Ensure the Welfare Officer has completed specialist training and vetting checks. This specialist role must be known to all members and Archery GB
- ▶ Follow Archery GB's Safer Recruitment Policy including vetting checks for all those in regulated activity. Refer to Archery GB's safeguarding policies and vetting check web pages
- ▶ Ensure safeguarding training is updated every 3 years by those working in regulated activity
- ▶ Follow Archery GB's Safeguarding Reporting Procedures where there are concerns relating to the safety of young people. Refer to our Report a Concern web page



## LEGAL REQUIREMENT AND GOVERNMENT GUIDANCE

In order to safeguard and protect young people in our sport, Archery GB will act in accordance with the following legislation and guidance;

- ▶ **The Children's Act 2004**  
(England and Wales)
- ▶ **The Children and Young People Act 2014**  
(Scotland)
- ▶ **The Children (NI) Order 1995**  
(Northern Ireland) enshrines the key principle that the welfare of children is paramount.
- ▶ **Equality Act 2010**  
Protects children and young people from discrimination, harassment, and victimisation.
- ▶ **Article 19 of the United Nations Convention on the Rights of the Child**  
provides the right for all children to be safe from violence.
- ▶ **The framework for safeguarding children in England is set out in the statutory Working Together to Safeguard Children 2018:** A guide to inter-agency working to safeguard and promote the welfare of children (HM Government).

The guidance applies explicitly to sports organisations and to anyone working within these organisations whether paid or a volunteer. It also highlights that both UK Sport and Sport England make it a condition of funding that National Sports Governing Bodies implement standards for safeguarding children in sport, developed in partnership with the NSPCC Child Protection in Sport Unit (CPSU). Archery GB is assessed yearly by the CPSU to ensure the standards are being met.



## POLICY OBJECTIVES AND ARCHERY GB'S ROLE

For clarity, a young person is defined as meaning a person under the age of 18. Where reference is made to parents, this includes carers and guardians. Archery GB acknowledges the Duty of Care to safeguard and promote the welfare of young people in the sport of archery.

### Archery GB's policy objectives:

- ▶ **Promote** as the National Governing Body, we will publicise and promote within archery the Safeguarding and Protecting Policy, Reporting Procedures, Good Practice Guidance and Code of Conduct.
- ▶ **Support** we will provide access to appropriate advice and support through Archery GB Staff in the Welfare and Safeguarding Team and ensuring that concerns relating to the safety and welfare of young people in archery are taken seriously and acted upon swiftly and appropriately. See Archery GB's Reporting Procedures
- ▶ **Collaborate** we recognise the roles, responsibilities, and expertise of the statutory agencies in safeguarding young people, and work with these agencies when determining whether young people have, or may have been harmed, or abused or are at risk of harm.
- ▶ **Action** we will directly challenge conduct within Archery GB that is or may be harmful to young people. We may, therefore, instigate proceedings under our Disciplinary Policy and Procedures where concerns or complaints are raised (by sources internal or external to Archery GB).
- ▶ **Recruitment** we will encourage and support everyone to recognise and regard as essential the effective and safe recruitment of all individuals working with young people to prevent the employment/ deployment of unsuitable individuals.
- ▶ **Responsibilities** we will ensure everyone understands their responsibilities by implementing the policy and procedures, and report concerns relating to the welfare of a young person.
- ▶ **Learning** we will signpost appropriate learning and training opportunities to recognise, identify and respond to child safeguarding concerns.
- ▶ **Accountability** Archery GB's safeguarding policies, procedures and code of conduct are mandatory for everyone involved in Archery GB. Failure to comply will be addressed without delay through the organisation's Disciplinary Policy and Procedures.
- ▶ **Monitoring** this policy and other relevant safeguarding procedures and guidance will be reviewed every 2-3 years or:
  - a. when there are changes in government legislation and guidance
  - b. as required by local safeguarding partnership, UK Sport or home country sports councils
  - c. as a result of any significant change or event.



## **ROLE OF ARCHERY GB'S NATIONAL LEAD SAFEGUARDING OFFICER**

**Our National Lead Safeguarding Officer (NLSO) is a key role in managing, developing and establishing Archery GB's approach to safeguarding which is line managed by the Director of Finance, Business Operations and Governance. Both roles have a direct and open communication link to the Chief Executive.**

**The main duties and responsibilities of the NLSO are:**

- ▶ Working with others within Archery GB to create a positive, child-centred environment within our sport
- ▶ Providing guidance and support to Archery GB staff, volunteers, clubs, counties and regions on safeguarding matters
- ▶ Line managing Safeguarding and Governance Officer role
- ▶ Providing safeguarding inductions for new staff
- ▶ Dealing with reports of concerns about young people
- ▶ Supporting the case management panel with safeguarding cases and vetting checks containing disclosures
- ▶ Keeping the Globacol case management recording system up-to-date
- ▶ Managing referrals to children's social-care services, police and local authority designated officer (LADO)
- ▶ Managing referrals to the Disclosure and Barring Service
- ▶ Central point of contact for internal and external individuals and agencies
- ▶ Representing Archery GB at external meetings related to safeguarding
- ▶ Co-ordinating reviews and dissemination of Archery GB's policies, procedures and guidance
- ▶ Providing advice on Archery GB's training needs and the development of its training strategy
- ▶ Playing a lead role in maintaining and reviewing Archery GB's safeguarding action plan
- ▶ Ensuring safeguarding standards are met, maintained and reviewed on a yearly basis in readiness for the yearly Child Protection in Sport Unit (CPSU) assessment
- ▶ Keeping own knowledge and skills up-to-date



## GENERAL PRINCIPLES

The following general principles regarding safeguarding and protecting young people should be applied by everyone within Archery GB

- ▶ The safety and welfare of children and young people is paramount.
- ▶ The views and opinions of young people are sought, considered, and integrated into all aspects of archery.
- ▶ All young people, regardless of age, disability, gender reassignment, race (including ethnic origin, nationality and colour), religion or belief, sex (gender) and sexual orientation have the right to be protected from harm.
- ▶ It is recognised that some young people have additional vulnerability, which may be due to disability, language, sexual orientation, culture or the fact that they perform in an elite environment. It is therefore important to raise awareness of additional risks and address particular needs, as required – refer to Good Practice.
- ▶ The rights, dignity and worth of all young people should always be respected.
- ▶ Safeguarding is everyone’s responsibility, but the child protection experts would determine whether or not abuse has taken place. However, everyone should report their concerns.
- ▶ Statutory agencies have a role in safeguarding young people and information should be shared with them as appropriate.
- ▶ This policy is only effective when archery works in partnership to support the implementation, monitor and evaluate its progress.
- ▶ The policy, procedures, code of conduct and good practice relating to the safeguarding and protecting of young people need to be:
  - a. applied in relation to activities for young people
  - b. applied where young people may be involved in working with adults e.g. when judges and coaches under 18 years of age work alongside adults





## ADDITIONAL GUIDANCE

### All affiliated clubs and associations must:

1. Adopt, implement, actively promote, and monitor Archery GB's Safeguarding and Protecting Children and Young People Policy, reporting procedures, good practice guidance and Code of Conduct.
2. Follow Archery GB's guidance on recruitment to roles that involve working with young people, including the use of DBS, PVG and Access NI checks to ensure compliance with relevant legislation. Refer to our safer recruitment policy available from the safeguarding policies and guides web pages.
3. Provide appropriate learning opportunities to all those who work with young people in archery.
4. Actively disseminate this information to their members.
5. Where appropriate take action to deal with minor issues or concerns at a local level, including challenging poor practice in relation to safeguarding of young people.
6. Seek advice from Archery GB when dealing with issues or concerns that are more complex than first perceived.
7. Follow Archery GB reporting procedures where there are concerns relating to the safety or welfare of young people.

## ADDITIONAL INFORMATION

Archery GB policies, regulations and guidance can be found at <https://archerygb.org/about/safeguarding>  
<https://archerygb.org/about/governance>

- ▶ Safeguarding Reporting Procedures
- ▶ Disciplinary Policy and Procedures
- ▶ Safe Recruitment and Selection Procedures
- ▶ Online Safety and Social Media Policy
- ▶ Text and Email Messaging Guidance
- ▶ Good Practice Guidance
- ▶ Away Trips and Hosting Guidance
- ▶ Code of Conduct
- ▶ Anti-Bullying Guidance
- ▶ Protecting Children from Grooming Guidance
- ▶ Photography and Filming Children and Young People in Sport
- ▶ Low Level Concerns Policy and Procedures



## STATUTORY AGENCIES

There are a number of agencies that have a statutory role to play in the safeguarding and protection of children, these include:

### England and Wales - Local Safeguarding Children Board (LSCB)

An agency with statutory power under the Children Act 2004. LSCB's are the key statutory mechanism for agreeing how the relevant organisations in each local area will cooperate to safeguard and promote the welfare of children in the locality.

### The Police

The police uphold the law, prevent crime and disorder and protect citizens.

### Northern Ireland - The Safeguarding Board for Northern Ireland (SBNI)

The board co-ordinates and ensures the effectiveness of work to protect and promote the welfare of children, and includes representatives from health, social care, the police, the probation board, youth justice, education, district councils and the NSPCC.

### Children's Social Care

Children's Social Care have a duty to provide services to children 'in need' and a duty to make enquiries where a child is likely to be or is suffering from significant harm.

### Scotland - Child Protection Committees (CPC)

Child Protection Committees (CPCs) are responsible for multi-agency child protection policy, procedure, guidance and practice. Within each local authority, CPCs work with local agencies, such as children's social work, health services and the police, to protect children.

### NSPCC

The NSPCC hold statutory responsibility under the Children Act 2004, to develop practice and guidance and provide a mechanism for organisations to work together.





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**Archery GB**



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