

# **SAFEGUARDING AND PROTECTING CHILDREN AND YOUNG PEOPLE REPORTING PROCEDURES**

REVIEWED MAY 2023



ENRICHING LIVES THROUGH ARCHERY



Start  
Archery

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## **INTRODUCTION**

The Government's guidance '[Working Together to Safeguard Children 2018](#)' states that 'safeguarding is everyone's responsibility' and sets out how individuals and organisations should work together to safeguard and promote the welfare of children. A child is defined in these procedures as a person under the age of 18.

Archery GB has developed policies, procedures, a code of conduct and systems to manage concerns or allegations of poor practice and abuse against children. Archery GB will always work in accordance with procedures as set out in the guidance.

The responsibility of everyone is to read, implement, monitor, and evaluate the safeguarding policies, procedures, and systems, so that in the event of a concern being raised a smooth process can be followed. Home nations legislation and guidance should be considered at all times for clubs in Wales, Scotland and Northern Ireland.

The jurisdiction of these reporting procedures covers the whole of Great Britain.



# RECOGNISING POOR PRACTICE

Poor practice is behaviour which contravenes the Safeguarding and Protecting Young People Policy and Reporting Procedures, Good Practice Guidance, Code of Conduct, Equality and Diversity Policy, Online Safety and Social Media Policy.

Such behaviour could be intentional or accidental:

- ▶ When insufficient care is taken to avoid injuries (e.g. by excessive training or inappropriate training for the age, maturity, experience and ability of archers)
- ▶ Allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticises archers who make a mistake)
- ▶ Allow dangerous practice such as hazing to go unreported. See our What is Abuse? guide for information on hazing
- ▶ Placing young people in potentially compromising and uncomfortable situations with adults (e.g. inappropriate use by a coach of social media with young people)
- ▶ Ignoring health and safety guidelines (e.g. allowing young people to set up targets unsupervised by adults)
- ▶ Failing to adhere to Archery GB/Club's Code of Conduct (e.g. openly verbally abusing archers, young people, coaches and judges)
- ▶ Giving continued and unnecessary preferential treatment to individuals
- ▶ Coaching with alcohol on the breath
- ▶ Smoking
- ▶ Using abusive language in front of young people
- ▶ Not paying due care and attention to participants

**Please note – this list is not exhaustive. Incidents of poor practice occur when the needs of children and young people are not afforded the necessary priority, so their welfare is compromised.**

*All members of Archery GB have a responsibility to identify and address behaviour that contravenes the above guidance and policy.*

**ARCHERY GB OFFERS ADVICE AND SUPPORT IN DEALING WITH THESE MATTERS**



# REPORTING POOR PRACTICE

## (CLUB, COUNTY AND REGIONAL LEVEL)

Allegations of poor practice should only be discussed on a “need to know” basis. Confidentially must be maintained until the outcome of the investigation is released.

Disciplinary template letters and forms are available on the Archery GB website in the governance section.

## REPORTING LOW LEVEL CONCERNS

A low-level concern is any concern that an adult has acted in a way that is in breach of the code of conduct, including inappropriate conduct outside of the archery environment. The allegation may not be considered serious enough to refer to the Archery GB National Lead Safeguarding Officer or Local Authority Designated Officer (LADO).

### Examples of low-level concerns include:

- ▶ having favourites
- ▶ singling out a child by buying gifts
- ▶ using inappropriate sexualised, intimidating or offensive language

For more examples, see the Recognising Poor Practice section.

To help prevent low-level concerns, code of conduct, behaviour policies and safeguarding policies and procedures should be implemented effectively, and appropriate action should be taken to deal with any concern, as shown in the reporting poor practice flow chart.

Safeguarding/Welfare Officers should record all low-level concerns. Records should include the details of the concern, how the concern arose, actions taken, and reviewed so that patterns of concerning behaviour can be recognised and appropriate action can be taken.

Clubs/organisations should create an environment where members are encouraged and feel confident to self-refer if they have found themselves in a situation which might be misinterpreted or they have behaved in a way that falls below professional standards.



# RESPONDING TO CONCERNS

If you are worried about a young person or receive information which you believe puts a young person at risk, it is vital you report your concerns.

**Doing nothing is not an option.**

**There are many reasons why a person might need to report a concern, and these are some examples:**

- ▶ Something a young person has said to you (a disclosure)
- ▶ Signs or suspicions of abuse
- ▶ Allegations made against a person at club, county, regional or national level
- ▶ Allegations made about a parent, guardian or someone not working within the sport
- ▶ Allegations made against members and volunteers
- ▶ Allegations made against Archery GB staff
- ▶ Allegations made against contractors
- ▶ Bullying
- ▶ You accidentally hurt a young person
- ▶ A young person misunderstands or misinterprets something you have done
- ▶ Observation of inappropriate behaviour
- ▶ Anything which makes a young person feel uncomfortable based on inappropriate behaviour of an adult or another young person
- ▶ Changes in behaviour of a young person, indicating abuse
- ▶ Behaviour being contrary to Archery GB's Safeguarding and Protecting Young People Policy and Procedures and the Code of Conduct

**For more information about what abuse is and the different types of abuse, see our What is Abuse guide**

***It is important to note that even if an incident occurs outside of the Archery GB environment, it must still be reported to Archery GB if the adult and/or young person concerned is involved in archery. This is in accordance with standard practice in sport.***



# DEALING WITH REPORTS OF A CONCERN OR WORRY

The discovery that a member of a club or colleague may be acting inappropriately, grooming, bullying, harassing or abusing a young person will be upsetting for the person receiving the concern.

**These concerns may evolve around feelings of:**

- ▶ Doubt – is it true?
- ▶ Guilt: Should I have known?
- ▶ Did I miss something?
- ▶ Did I have my suspicions?
- ▶ Should I have said something?
- ▶ Fear: Will others or I be suspected?
- ▶ What actions should be taken?
- ▶ Confusion: What will happen?
- ▶ What will be the effect?
- ▶ Concerns: What can I do to support all those people who may need support?
- ▶ How will it affect further relationships or contact with children?
- ▶ Are their systems in place to expose future situations?

*These are natural responses but remember the safety and welfare of young people is paramount*

**A young person may have taken some time to pluck up the courage to talk to someone about their abuse, grooming or neglect and most young people will choose to talk to someone they trust. When they share that information with you, remember the following:**

- ▶ Give them your full attention
- ▶ Remember they have chosen you as a person they trust
- ▶ Keep your body language open and encouraging
- ▶ Be compassionate and understanding
- ▶ Reassure them their feelings are important
- ▶ Make it clear you are interested in what they are telling you
- ▶ Distinguish between fact and not hearsay or opinion
- ▶ Use phrases such as “you’ve shown great courage today”
- ▶ Respect pauses and don’t interrupt – let them go at their own pace
- ▶ Reflect back on what they said to check your understanding
- ▶ Use their language to show it is their experience
- ▶ Never promise a child you will keep the discussion secret. Let them know you will need to share with someone who can help



**For more information on dealing with a young person’s disclosure see the [NSPCC let children know you’re listening](#).**

*Concerns that a young person may be at risk of harm can also be received from others e.g. friends, family, colleagues and other archers.*

## TAKING APPROPRIATE ACTION

Every club, county and region must have a Welfare Officer so that concerns or allegations can be reported to them. They will:

- ▶ Support you
- ▶ Listen to you
- ▶ Take all concerns seriously
- ▶ Report immediately to Archery GB on safeguarding and anti-doping

All concerns or allegations must be reported to Archery GB's National Lead Safeguarding Officer and managed by the Case Management Panel.

- ▶ All parties including anyone under suspicion of abuse will be treated fairly
- ▶ All allegations will be treated with the strictest confidence
- ▶ Support will be provided by Archery GB

## REPORTING CONCERNS ABOUT ARCHERY GB'S NATIONAL LEAD SAFEGUARDING OFFICER

Safeguarding concerns relating to Archery GB's National Lead Safeguarding Officer (NLSO) should be reported to [complaints@archerygb.org](mailto:complaints@archerygb.org) or send a letter to the Director of Governance at Archery GB's head office marked confidential. Refer to Archery GB's Customer Complaints Policy and Procedures.



## EMERGENCY RESPONSE

If the child is in danger or injured you must **call the emergency services on 999** and inform them it is a child protection matter. The police and children's social services will decide if abuse has taken place. You are not responsible for making that decision.

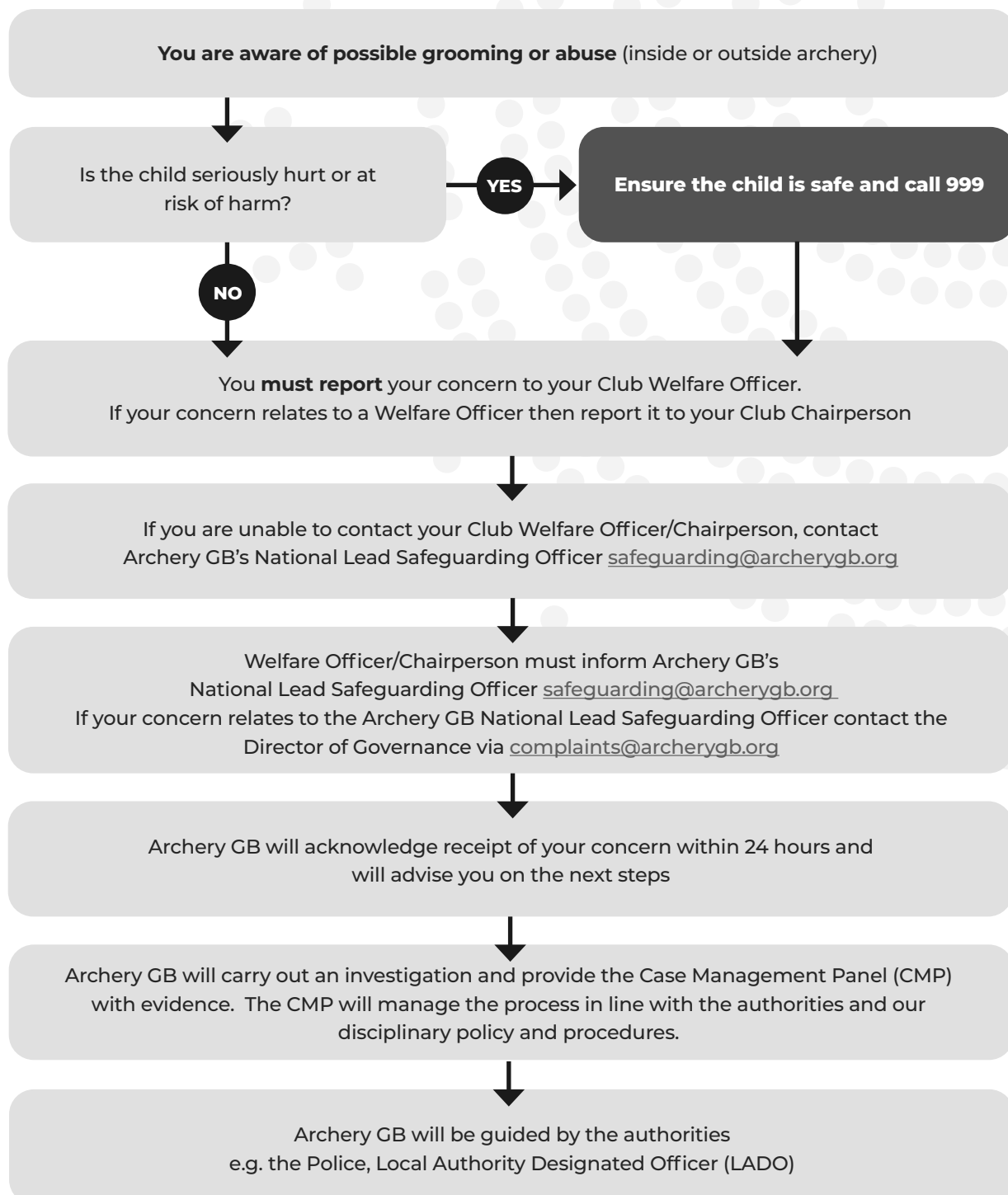




# REPORTING CONCERNS OF GROOMING OR ABUSE (BOTH INSIDE OR OUTSIDE ARCHERY)

Where a child is considered to be at risk of harm, consent to share concerns with appropriate agencies is not required, it is considered good practice to discuss these actions with the parent/carer or legal guardian but should not be done when this may place the child at risk of further harm or there are suspicions of fabricated induced illness.

**DO NOT DELAY REPORTING YOUR CONCERNS -  
CONFIDENTIALITY MUST BE MAINTAINED AT ALL TIMES**



## NON-RECENT ABUSE

Any type of abuse that has taken place over one year before an individual has reported it, is referred to as non-recent abuse. Allegations of non-recent abuse may include:

- ▶ An adult making an allegation of abuse when they were under 18
- ▶ A young person making an allegation of abuse that occurred at least one year before being reported
- ▶ An individual reporting an allegation on behalf of another young person or adult

## REPORTING NON-RECENT ABUSE

Individuals reporting their own experience of non-recent abuse or individual's wishing to report on behalf of another person, can use the online safeguarding report form. This is available on the Archery GB website by clicking on 'Safeguarding' on the home page and then 'Report a concern'. This online reporting method also has an option to submit anonymously.

Clubs/organisations who receive reports of non-recent abuse should pass on this information within 24 hours to Archery GB's National Lead Safeguarding Officer, who will seek to obtain the following information:

- a. Name and contact number of the person making the allegation (unless they wish to remain anonymous)
- b. Name and location of individual who the allegation is about
- c. Name of any other victims involved
- d. Date and time when the abuse happened
- e. Key information about the nature of the non-recent abuse
- f. If possible establish if the alleged perpetrator is still working with young people
- g. Establish whether other agencies are involved

### SUPPORT FOR SURVIVORS OF NON-RECENT ABUSE



National Lead Safeguarding Officer:  
01952 602792  
[safeguarding@archerygb.org](mailto:safeguarding@archerygb.org)

The Police: 101



NSPCC: 0808 800 5000  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

The NAPAC (National Association for People Abused in Childhood):  
0808 8010 331  
[www.napac.org.uk](http://www.napac.org.uk)

# CASE MANAGEMENT PANEL

**The purpose of the Case Management Panel (CMP) is to provide a source of independent advice and expertise on cases of safeguarding and misconduct to Archery GB board of directors and to keep Archery GB's Disciplinary Policy and Procedures under review. The CMP oversee all procedures and rules relating to case management and ensures all safeguarding and misconduct cases referred to them are managed appropriately in accordance Archery GB's Disciplinary Policy and Procedures.**

The CMP comprises of a minimum of three people, with the exact membership determined by the nature of the case and availability of members. Members can include:

1. Independent Chair
2. Lead Safeguarding Officer
3. Senior officer – various
4. Regional development leads
5. Club/ welfare officer representative
6. Legal advisor
7. External safeguarding advisor/practitioner (Sport Resolutions)
8. Any other person required by the CMP to provide their professional input

CMP will:

- ▶ Decide whether a case can be managed internally at a local level or involves external statutory agencies
- ▶ Ensure that statutory agencies are promptly notified where a case raises concerns about suspected or actual harm to a child or young person or adult, and to follow advice provided
- ▶ Carry out risk assessments to determine the nature and extent of the case investigation
- ▶ Determine whether there is a case to answer
- ▶ Agree case decisions and ensure they are implemented, monitored, reviewed, and updated on a regular and timely basis. For example, whether the level of misconduct can be addressed as a Fast Track case, or the matter requires to be set down for a Disciplinary Panel hearing
- ▶ Review the likely level of sanction of a member in Fast Track cases
- ▶ Advise on positive disclosures and referrals of individuals to the Disclosure and Barring Service
- ▶ Consider the learning from case outcomes to determine any regional patterns or themes and advise the board of directors on the effectiveness of Archery GB's policies and practices



## WHAT IS A LOW-LEVEL CONCERN?

Low-level concerns may involve actions, words or physical gestures that could reasonably be perceived to cause another person distress or discomfort. The behaviour does not have to take place face to face and may include written, telephone or social media contact.

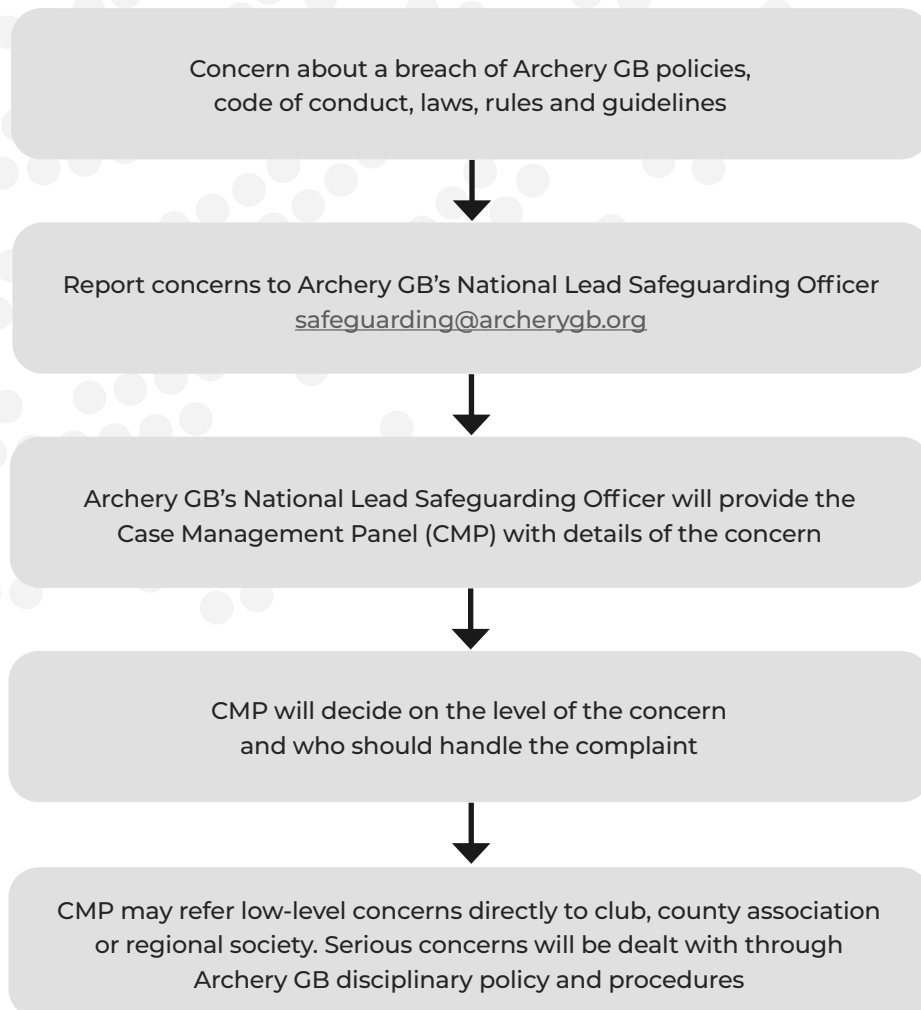
Low-level concerns can take many forms which disregard Archery GB's Values and Codes of Conduct including:

- ▶ Being overly friendly
- ▶ Having favourites
- ▶ Engaging with a child or young person on a one-to-one basis in a secluded area or behind closed doors
- ▶ Humiliating a child or young person

See Archery GB's Low Level Concerns Policy and Procedures, available in the resources section of the [safeguarding policies and guides](#) web page



# REPORTING POOR PRACTICE FLOWCHART



## PROVIDING SUPPORT

It is important to support those people involved in allegations. Whatever action you may have to take, and even if the authorities are involved, do not lose sight of the person or persons at the centre of the concern. Allegations can affect many people including friends and families, and they may need some help.

Keep regular contact with the victim, parents, and the person against whom the allegation is made to check their wellbeing.

**NSPCC**



Child Protection in Sport Unit

**childline**

ONLINE, ON THE PHONE, ANYTIME

**SAMARITANS**



**activity alliance** | disability inclusion sport



www.bullying.co.uk



Acceptance without exception

Ensure that there is someone to whom they can turn to for support and signpost to charities such as [NSPCC](#), [CPSU](#), [Childline](#), [Samaritans](#).

Depending on the type of allegation, there are specialist charities who can support with mental health, bullying and harassment such as [Mind](#), [Activity Alliance](#), [Stonewall](#), [Bullying UK](#).

## WHISTLEBLOWING

Quite often, individuals who raise concerns do not perceive themselves to be 'whistle blowers'. Raising a concern or "blowing the whistle" is vital for identifying risks to young people. It can be used as an early-warning system or when it is recognised that appropriate actions have not been taken. This approach or policy is adopted in many different walks of life.

**In a safeguarding context, whistleblowing may arise due to:**

- ▶ doping
- ▶ conflicts of interest
- ▶ misuse of confidential / insider information
- ▶ health and safety
- ▶ discrimination
- ▶ abuse
- ▶ bullying

Any adult or young person with concerns about a colleague's conduct towards a young person can email: [safeguarding@archerygb.org](mailto:safeguarding@archerygb.org) or report via our Report a Concern link.

**Alternatively, concerns can be reported:**

- ▶ direct to the local police or Children's Social Care Services or
- ▶ NSPCC Helpline on 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Anyone who refers their concerns will be supported and in doing so, knowing that their concerns will be treated seriously and managed sensitively and appropriately. All information received and discussed will be treated in the strictest confidence and only shared with those individuals who will be able to manage and resolve the situation. It may be necessary to seek advice or inform the statutory agencies, e.g. Children's Services and the police. The Whistleblowing Policy should only be followed if the person raising the concern feels unable to follow the standard reporting procedures.

*The Archery GB Whistleblowing Policy and Procedures can be obtained from [www.archerygb.org](http://www.archerygb.org)*

# 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 welfare officer
- ▶ parents (unless they are the suspected abuser)
- ▶ the person making the allegation
- ▶ local authority designated officer (LADO)
- ▶ social services
- ▶ the police
- ▶ the county or regional welfare officer
- ▶ Archery GB national lead safeguarding officer



## INFORMATION SHARING

GDPR, Data Protection Act 2018, and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately. Relevant personal information can be shared lawfully if it keeps a young person safe from harm and protects their well-being. Some information relating to the well-being of a young person may be sensitive and personal.

Below are the 7 golden rules to information sharing:

- 1. Remember that the General Data Protection Regulations (GDPR), Data Protection Act 2018 and human rights law are not barriers** to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
- 2. Be open and honest with the individual** (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3. Seek advice from other practitioners** if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
- 4. Share with informed consent where appropriate** and, where possible, respect the wishes of those who do not consent to having their information shared. You may still share information without consent if, in your judgement, there is lawful basis to do so, such as where safety may be at risk.
- 5. Consider safety and well-being:** Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
- 6. Necessary, proportionate, relevant, adequate, accurate, timely and secure:** Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7. Keep a record of your decision and the reasons for it** – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.





## **INFORMATION RECORDING**

Case recording is vital in safeguarding because it supports continuity of care, risk assessment, risk management, decision making, and actions taken.

Poor practice concerns should be recorded as well as serious abuse. This is because frequent poor practice incidents can escalate into more serious situations. Any concerns about the safety of a young person should be recorded and should include all relevant details whether or not the concerns are shared with any other agencies.

The information recorded and retained should include – but is not necessarily limited to:

- ▶ The date and time of any alleged incident, details of the parties involved and any witnesses
- ▶ An account of what was said or done and by whom. This should be concise
- ▶ Evidence including statements, reports, photographs, video or other media
- ▶ A record of any decision-making by any agency or by Archery GB in respect of how it dealt with the allegation or incident
- ▶ Information supplied by a third party or agency e.g. Police, Local Authority Designated Officer (LADO) or children's social services
- ▶ Any further inquiries, action taken, any judgement and decision making by the Case Management Panel, Disciplinary Panel, Panel Hearing

## **INFORMATION STORAGE**

Archery GB will retain data relating to child protection issues indefinitely. The normally accepted period of 6 years for the retention of data does not apply to child protection cases because of the need to balance the protection of a young person against the rights of the person whose data is being retained. In each case the reasons for retaining the data must be recorded on the file.

These reasons may be because of the nature of the data or the interests at stake e.g. where the data relates to the behaviour of a person who has or may be working with young people, where this has harmed, or may have harmed, a young person, suspicion that a criminal offence against, or related to, a young person; may have been committed or behaved towards a young person in a way that indicates their unsuitability to work with children.

When storing information, Archery GB will:

- ▶ Record information received from any third party or agency. The person(s) providing the data will be advised that the record will be retained
- ▶ Data relating to individuals shall be filed in a case file on our Globacol secure case management platform. Access to the data will be limited to those who need to have access to it and a log kept of those who have had access, when, whether any copies of the data have been made and the reasons for the access and copies having been made
- ▶ Records will be kept securely with electronic records encrypted or encoded with a protected password
- ▶ All case records including low level concerns will be checked and reviewed yearly

Archery GB's Data Protection Policy and Procedures can be found in the Regulations and Laws section of the Governance web page.

## **OTHER RELEVANT POLICIES**

The following is a list of other relevant policies, guidance and the code of conduct associated with this procedure:

- ▶ safeguarding and protecting children and young people policy
- ▶ whistle blowing policy
- ▶ equality policy
- ▶ anti-bullying policy
- ▶ online safety and social media policy
- ▶ data protection policy
- ▶ disciplinary policy and procedures
- ▶ managing challenging behaviour guidance
- ▶ protecting children from grooming guidance
- ▶ elite athletes guidance
- ▶ away trips and hosting guidance
- ▶ code of conduct
- ▶ low Level concerns policy and procedures
- ▶ disciplinary policy and procedures



# USEFUL CONTACTS

## Archery GB National Lead Safeguarding Officer

Tel No: 01952 602792

Email: [safeguarding@archerygb.org](mailto:safeguarding@archerygb.org)

## Archery GB Safeguarding and Governance Officer

Tel No: 01952 602793

Email: [safeguarding@archerygb.org](mailto:safeguarding@archerygb.org)

## Archery GB Membership Services Support

Tel No: 01952 951706

Email: [dbms@archerygb.org](mailto:dbms@archerygb.org)

## Childline

Tel No: 0800 1111

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

**childline**

ONLINE, ON THE PHONE, ANYTIME

## NSPCC

Tel No: 0808 800 5000

(24 hr helpline)

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

**NSPCC**

## NSPCC Child Protection in Sport Unit

Tel No: 0116 366 5580

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

<https://thecpsu.org.uk>



Child Protection in Sport Unit

## Samaritans

Freephone 126 123

Email: [jo@samaritans.org](mailto:jo@samaritans.org)

<https://www.samaritans.org>

**SAMARITANS**

## Mind

Tel No: 0300 123 3393

Email: [info@mind.org.uk](mailto:info@mind.org.uk)

<https://www.mind.org.uk>



## Stonewall (Support for LGBT+)

Freephone 0800 0502020

<https://www.stonewall.org.uk/help-and-advice>



## Bullying UK

Helpline 0808 800 2222

Email: [askus@familylives.org.uk](mailto:askus@familylives.org.uk)

<https://www.bullying.co.uk>



## Child Exploitation and Online Protection Centre (CEOP)

<https://www.ceop.police.uk/Safety-Centre/>





Archery GB, Lilleshall National Sport & Conferencing Centre, Newport, Shropshire, TF10 9AT  
Tel: 01952 677 888 | [www.archerygb.org](http://www.archerygb.org)



**@archerygb**



**Archery GB**



**archerygbofficial**

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