WEST WINDSOR ARCHERS

SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS POLICY

Foreword

As an Archery GB affiliated club, West Windsor Archers must adopt the Archery GB Policies and Guidelines for Safeguarding Children, Young People and Vulnerable Adults.

This policy outlines West Windsor Archers commitment to safeguarding, the club's safeguarding procedures, and the expectations of the club's coaches, club officers, and volunteers.This policy focuses on the safeguarding of children, young people and vulnerable adults; however, safeguarding is not exclusive to these members. This policy ensures the club's compliance with Archery GB policies and clarifies the expectations of the club and its members.

By upholding this policy in compliance with the Archery GB policies, West Windsor Archers adhere to the Government's Working Together to Safeguard Children 2018 – a guide to all agencies working together to protect and promote the wellbeing of children and young people.

Archery GB's Policies for Safeguarding Children, Young People and Adults can be found at https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides along with the associated guidelines.

Introduction

Following the Archery GB child protection policy (2018), West Windsor Archers must meet the legal expectations to protect and promote the wellbeing of children, young people and vulnerable adults.

The Children Act 2004 and the Care Act 2014 both emphasise the duties of a range of organisations to ensure the services provided account for safeguarding and the promotion of the wellbeing of children, young people and vulnerable adults. This policy outlines the responsibilities of all West Windsor Archers members for protecting and promoting the wellbeing of children, young people and vulnerable adults, how they should respond to concerns, and how to refer matters to external bodies if necessary.

A summary of the Government's guide of "Working Together to Safeguard Children" (revised 2023) can be found via the Government website at https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

This policy applies to all members of West Windsor Archers (full, associate and non-shooting).

Policy Statement & Aims

West Windsor Archers believe that the welfare of children, young people and adults is of paramount importance. The Club is committed to creating an environment where children, young people and adults can participate in archery free from abuse and harassment.

In this document, a child or young person refers to all persons under the age of 18 whilst a vulnerable adult refers to a person over 18 years old, who may need community care services due to their sensory impairment, disability, learning difficulties, illness, or advanced age.

This policy recognises that those working with children, young people and vulnerable adults have a moral responsibility to promote and safeguard their welfare. As such, West Windsor Archers has adopted the Archery GB policies for safeguarding children, young people and vulnerable adults.

This policy aims to ensure that regardless of age, sex, religion, beliefs, ethnic background, disability, sexuality, social situation or economic background, all children, young people and vulnerable adults:
• have the right to protection from neglect or abuse
• have a positive and enjoyable experience of archery in a safe and supportive environment.

Promoting Good Practice

Abuse of any kind can produce strong emotions in those facing such a situation. It is essential to understand these feelings but not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur in many situations, including at home, in school and in a sporting environment. Unfortunately, there are some who actively seek employment or voluntary work with children, young people and vulnerable adults in order to harm them. Coaches, Club Officers and Volunteers who have regular contact with children, young people and vulnerable adults can be important links in identifying cases where protection is needed. You should report all suspicious cases of poor practice by following the Good Practice Guidelines outlined in this document. West Windsor Archery Club also adheres to the Archery GB Code of Conduct which can be found on the Archery GB website.
https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides

Good Practice Guidelines

All members of West Windsor Archers are encouraged to behave appropriately to promote the welfare of children, young people and vulnerable adults and to reduce the risk of allegations being made. The following are common-sense examples for creating a positive culture and environment.

West Windsor Archers advocates:

- Always working in an open environment (i.e. avoiding private or unobserved situations).
- Keeping archery a fun and enjoyable sport.
- Treating all children, young people and vulnerable adults equally, with respect and dignity.
- The wellbeing of others should always be paramount to winning or achieving goals.
- Balanced relationships should be built based on trust, giving children and young people the chance to be heard in the decision-making process.
- Those working with children and young people maintaining safe and appropriate boundaries.
- Coaches, Club Officers and Volunteers should keep up to date with technical skills, qualifications, sports insurance and current Archery GB rules and regulations.
- When working with children, young people and vulnerable adults, involve parents and carers wherever possible.
- A parent or legal guardian must always accompany their children and young people to and from the Club and remain present (if there are occasions when this is not possible, the parent or guardian must check with the Coach/Committee Member that this is OK and leave any contact numbers needed to reach them).
- The responsibility for the care, good behaviour and safe conduct of the child/young person remains with the parent or guardian.
- Make sure that if juniors are taken to tournaments (i.e. without their parent and by another club member), written consent is given to the adult acting as guardian from the parent.
- If the Club takes part in a residential event/tournament, adults should not enter children's or young people's rooms, nor should they invite children or young people into their rooms. This is inappropriate.
- Members strive to be an example to children and young people at all times.
- Coaches should recognise the developmental needs and abilities of individuals, and therefore be cautious when developing a coaching strategy for children, young people and vulnerable adults.
- In all cases of electronic or written communication with children or young people, parents/guardians should always be copied in.
- Adult club members should not communicate with young people via personal social media accounts or private messaging.
- All children, young people and vulnerable adults must be listened to and have their views considered according to their maturity, age and understanding.

Members of West Windsor Archers are asked to avoid taking on responsibility for tasks you are not appropriately trained for, particularly if they are of a personal nature for children, young people and vulnerable adults. All tasks involving children and young people should only be carried out with the full understanding and permission of the parents and children concerned.

Unless it is an emergency, West Windsor Archers club members should avoid spending time alone with children, young people and vulnerable adults. This is to protect both you and the child/young person/vulnerable adult. If a situation such as this cannot be avoided, permission needs to be gained from the individual's parent or guardian.

The following is **never** allowed:

- Taking part in rough, physical or sexually provocative games.
- Sharing a room with a child or young person (unless they are your offspring).
- Allowing or taking part in any form of inappropriate touching (if you see this, stop it and report it immediately).
- Make sexually suggestive comments to a child or young person, even if it is "just for fun".
- Have a sexual relationship with someone under the age of 18 within the club if you are a member of the Club's Committee or a Coach.
- Reduce another person to tears.
- Fail to act on and record any allegations made to you by a child, young person or vulnerable adult.
- Invite or allow children or young people to visit or stay with you away from the Club unsupervised.

Responding To & Reporting Concerns

It is not the responsibility of any one at West Windsor Archers to decide whether abuse has taken place. **It is the responsibility of child protection experts (i.e. Social Services or the police) to determine whether abuse has taken place. However, it is everyone's responsibility to report any concerns.**

West Windsor Archers fully supports all those who report their genuine concerns. Although the Club's Safeguarding Officer will keep a record of any concerns reported, please also make sure you keep a personal record of your concern and how you reported it.

Any matters that give rise to concern of children or young people's welfare (e.g. poor practice or abuse) will be taken seriously and responded to in an appropriate and timely manner by the Club's Safeguarding Officer.

Incidents that MUST be Reported & Recorded

If any of the following take place, you should report this immediately to the Club's Safeguarding Officer and record the incident using the appropriate incident report form. You should also ensure the parents/guardians/carers are informed if:

- You accidentally hurt a child/young person/vulnerable adult
- They appear to be distressed in any way
- They have misunderstood or misinterpreted something you have done.

If a child, young person or vulnerable adult is in immediate danger or is seriously injured, you should contact the emergency services immediately on 999. Following this, report the concern to the Club's Safeguarding Officer. Contact details for the Club's Safeguarding Officer can be found on the Club Notice Board and on the final page of this document.

Reporting & Dealing with Concerns about Poor Practice

If the concern is clearly about poor practice within the club, please report this to the Club's Safeguarding Officer who will deal with it in line with the Archery GB policy guidance.

If the concern is about the Safeguarding Officer's poor practice, or if you feel a matter has been handled inadequately and there are still concerns, please report your concerns to the Club's Chairperson. The Chairperson will then follow the Archery GB guidance policy, reporting it to the relevant Archery GB officer.

Reporting & Dealing with Concerns about Suspected Abuse

Any concern or suspicion that a child, young person or vulnerable adult has been abused should be reported to the Club's Safeguarding Officer who will take any steps needed to make sure the individual (or any other person who may be at risk) is safe.

The wellbeing of the child, young person or vulnerable adult is paramount. It is not up to you or any one at West Windsor Archers to decide whether abuse has taken place. As stated previously, it is the responsibility of child protection experts (i.e. Social Services or the police) to determine whether abuse has taken place, however, it is everyone's responsibility to report any concerns appropriately.

The Club's Safeguarding Officer will follow the Archery GB guidelines for reporting Concerns About Suspected Abuse (2018). A copy of this can be found on the Archery GB website https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides

Disclosure of Potential Previous Abuse

When abuse happens, it may take some time for the person who has been abused to recognise they have been affected. As such, disclosure of events that may have been abuse may be made some time after the event (e.g. by an adult who was abused as a child or young person).

If this type of disclosure is made, the procedures outlined above should be followed. This is because other children, young people or vulnerable adults (either within or outside of archery) may be at risk from the potential perpetrator.

In line with Archery GB regulations, a member of West Windsor Archers (full or associate) will have their membership terminated if information is received by Archery GB from the relevant government agency indicating the member is guilty of abuse. This will also apply if Archery GB is informed that the relevant member is disqualified from working with children, young people and vulnerable adults.

Confidentiality & Storing Information

In the case of concerns, confidentiality will be upheld in line with the Archery GB guidelines, the Data Protection Act 2018 and the Human Rights Act 1998. The Club will make every effort to ensure that information is only handed to those who need it.

Coaches, Club Officers & Volunteers

West Windsor Archers strives for its Coaches, Club Officers and Volunteers with children, young people and vulnerable adults to be well motivated towards fostering a fun and safe environment for archery.

To ensure that the Club remains safe, the following is expected of those active within West Windsor Archers:

- Coaches must complete an Archery GB recognised Children's Safeguarding in Sport course every three years.
- All active Coaches at West Windsor Archers must obtain a valid Enhanced Disclosure and Barring Service (DBS) check.
- The Club's Safeguarding Officer will hold a valid Enhanced DBS check.
- The Club's Safeguarding Officer must complete a Children's Safeguarding in Sport course, to be renewed every three years.
- All Club Officers and Volunteers will be aware of the Club's safeguarding policies and will endeavour to uphold these.

For more information on the Disclosure and Barring Service (formerly known as the Criminal Records Bureau), see www.gov.uk/government/organisations/disclosure-and-barring-service

Anti-Bullying

West Windsor Archers does not tolerate the bullying of any Member by another Member. Bullying can include:

Physical: e.g. pushing, hitting, slapping or kicking (in some cases, this may constitute as assault).

Verbal: e.g. racist remarks, threats, homophobic remarks, spreading rumours, teasing, name calling, ridicule or humiliation.

Emotional: e.g. unfriendliness, excluding behaviour, tormenting (both emotionally and physically), sending hurtful messages, ridiculing, humiliating, or threatening gestures.

Harassment: e.g. using abusive or insulting behaviour with the intent to cause distress or alarm.

Sexual: e.g. unwanted physical contact, sexually abusive comments or inappropriate language.

Cyber: e.g. misuse of online chat forums, abusive or threatening communication via text messaging or calls.

Sports organisations play an integral 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 the best way to deal with it.

More information on bullying can be found here:
https://nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/

Whistleblowing

It is essential that all members of West Windsor Archers have the confidence to come forward to speak or act if you are unhappy with anything.

Whistleblowing is when an individual raises a concern about wrongdoing, dangerous or illegal activity within their organisation. This can involve sharing potentially vital information (e.g. health and safety risks, environmental factors, harm of children, young people and vulnerable adults, covering up for poor practice, etc.). Any of these factors should be dealt with immediately. West Windsor Archers encourages its members to ‘blow the whistle’ on any malpractice within the club as early as possible.

More information and advice with regards to whistleblowing can be found here: https://nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-adviceline

Photography & Filming

Photographs and videos are great ways to celebrate achievements within archery, and we want all our members to feel comfortable with the use of photography and videos at West Windsor Archers.

At club events members and spectators will be made aware if photographs are being taken. Please speak to whomever is taking pictures at that event if you do not wish for yourself and/or the person you are responsible for to be included.

Photography and videos are often used as a coaching aid. Coaches will always ask the archer's permission before proceeding to film/photograph an archer. If the archer is under 18, after obtaining the archer's consent, the coach will ask the parent/guardian for permission. All photography and film captured during coaching sessions will be shared with the archer depicted. If copies are to be sent directly to the archer (who is under 18), a parent/guardian must be copied in.

Social Media & Online Safety

The online world has advanced and changed the way people interact and communicate on a regular basis. At West Windsor Archer, we too are using the internet and social media to promote both archery and the club. Although digital media and communication is extremely beneficial for those involved, it does not come without risks, especially to children, young people, and vulnerable adults.

More information on how to keep safe online can be found here: https://nspcc.org.uk/keepingchildren-safe/online-safety/.

You can also find Archery GB's "E-Safety and Use of Social Media Policy" on the Archery GB website: https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides

Further Information

If you are concerned about a child, young person or vulnerable adult's safety or welfare please speak with the Club's Safeguarding Officer. They will follow the Archery GB Policy for Safeguarding Children, Young People and Adults which can be found at: https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides

The Club's Safeguarding Officer is: Yvonne Clements
Email: safeguarding@wwa.org.uk

If you think a child, young person or vulnerable adult is being abused or neglected outside of the club environment, you should report your concerns immediately to the Local Authority.

If you are seriously concerned about a child, young person or vulnerable adult's immediate safety, always dial 999 and report your concerns to the police.

Please remember that ALL adult club members have a safeguarding responsibility and must report anything of concern that they may witness to the Club's Safeguarding Officer.

For further advice for adults concerned about children and young people, the NSPCC provides a free 24-hour service on 0808 800 5000. For children and young people seeking advice, ChildLine provides a service on 0800 1111.

DO NOT DELAY IN REPORTING A CONCERN!