

SAFEGUARDING AND PROTECTING CHILDREN AND YOUNG PEOPLE GOOD PRACTICE GUIDANCE

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INTRODUCTION

Following good practice guidance is essential in ensuring young people enjoy archery safely whilst also protecting them from harm. It further ensures that those working with young people avoid being the centre of allegations of poor practice and misconduct resulting in disciplinary action. Adhering to the good practices set out in this guide benefits everyone within our sport.

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.

PRINCIPLES, CULTURE AND PRACTICE

Board, trustees, contractors, commissioned service providers, staff, members, volunteers, committees, coaches, judges, young people, and parents must understand and comply with the following good practices:

ENVIRONMENT

- ▶ Make sport fun, enjoyable, safe and inclusive and it should be at the heart of everything we do, to support the best outcomes for young people
- ▶ Always work in an open environment with no private or unobserved situations. Ensure that whenever possible there is more than one adult present during activities with young people or at least that you are in sight or hearing of others
- ▶ Encourage open communication with no secrets
- ▶ Make sure that if you take mixed teams away, they should always be accompanied by a male and female member of staff. However, remember that same-sex abuse can also happen
- ▶ Adults should not enter young people's rooms or invite them into their rooms at tournaments and residential events





BEHAVIOUR

- ▶ Always adhere to the Archery GB Code of Conduct
- ▶ Treat all young people equally, and with respect and dignity
- ▶ Always put the well-being of each young person above winning or achieving goals
- ▶ Keep safe and appropriate boundaries with young people
- ▶ Remove yourself from any conflict of interest. For example; do not coach a young person if you have formed a relationship with their parent. This will avoid an allegation of grooming
- ▶ Build balanced relationships, based on mutual trust, that give young people the chance to share in the decision-making process
- ▶ Make sure that if any form of manual or physical support is needed, it should be provided openly and appropriately, the reasons must be clearly explained to the young person and their parents, and their consent gained. Be aware that any physical contact with a young person may be misinterpreted
- ▶ Respect a young person's right to personal privacy and encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like and report them
- ▶ Be aware that some young people are additionally vulnerable, this could be due to a number of factors including disability, sexual orientation, their elite status, language, culture
- ▶ Keep up to date with technical skills, qualifications, sports insurance and our current rules and regulations
- ▶ Be an excellent role model – this includes not smoking, drinking alcohol or using abusive language
- ▶ Give enthusiastic and constructive feedback rather than negative criticism
- ▶ Recognise the development needs and abilities of young people. Avoid too much training or competition, and do not push them against their will, and show how our behaviours and actions can make a difference
- ▶ You should give guidance and support to inexperienced helpers

YOU SHOULD NEVER:

- ▶ Have a sexual relationship with someone under 18 years of age
- ▶ Allow or engage in rough, physical, or sexually provocative games, including horseplay
- ▶ Share a room with a young person
- ▶ Allow or take part in any form of inappropriate touching
- ▶ Allow young people to use inappropriate language or behaviour, unchallenged
- ▶ Allow any form of bullying or bad behaviour by young people
- ▶ Make sexually suggestive comments to a young person, even in fun
- ▶ Contact a young person directly via phone call, text, email, social media, or other online platforms
- ▶ Reduce a young person to tears as a form of control
- ▶ Do things of a personal nature for young people that they can do for themselves
- ▶ Invite or allow young people to visit or stay with you at your home unsupervised
- ▶ Fail to act on and record any allegations made by a young person
- ▶ Show favouritism to any individual young person for example; buying gifts or giving compliments about their appearance
- ▶ Allow yourself to be drawn into inappropriate attention seeking behaviour or making suggestive or derogatory remarks or gestures in front of young people
- ▶ Spend time alone with young people
- ▶ Take a young person to an event or activity alone on a car journey, however short
- ▶ Take a young person home alone following an event or activity



SELF-REPORTING

If you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a record of it

Parents should be informed of the incident and it must be reported to your Welfare/Safeguarding Officer

YOU SHOULD NOT WORK COMPLETELY ALONE WITH GROUPS OF YOUNG PEOPLE. ENLIST THE SUPPORT OF OTHERS – ASSISTANTS, PARENTS/CARERS

CONFLICT OF INTEREST

The term conflict of interest refers to a situation in which an individual, who can influence a decision, has the potential to exploit that position to benefit personally, for a friend, family member or another connection at the expense of the club/organisation's best interests. In archery clubs and organisations, committees need to think of the conflict of roles or responsibilities.

Failing to deal with a conflict of interest is unethical and can cause reputational damage to the club/organisation and the sport. Complaints and concerns which are not managed appropriately because of conflicts can escalate and involve the County Association, Regional Association and in some cases Archery GB.

Examples may include:

- ▶ The Club Secretary is in a relationship with the Club Chair and a concern is received by the Chair relating to the conduct of the Secretary
- ▶ A club member is asked to mediate in a dispute between two parties, one of whom is a close work colleague
- ▶ A coach selects his daughter to a team despite her not meeting the selection criteria
- ▶ A complaint about the conduct of a coach is received by the Club Chair. The Club Chair is also the County Chair and in a relationship with the coach
- ▶ The Welfare Officer receives a concern about the behaviour of a member of the club, who is also their daughter

AVOIDING AND MANAGING CONFLICTS OF INTEREST

Avoiding the situation is the best strategy and the key is declaring any potential or actual conflicts of interest up front, so that appropriate action can be taken to remove that conflict. The other option is to retain your position but remove yourself from any discussions and meetings where a conflict may exist.

To always ensure integrity, each person must make decisions that are unbiased and ethical when undertaking their responsibilities at their club and organisation. Committees should manage potential conflicts.



Examples may include:

- ▶ A policy which outlines the responsibility of all club officials to disclose any conflicts, and how potential conflicts will be identified and handled
- ▶ Take time at the start of committee meetings to check if anyone has any new conflicts to disclose or update
- ▶ Have a complaints process which allows for the removal of conflict of interest to ensure fairness for the complainant and respondent
- ▶ Excluding a committee member with a personal connection from related meetings or decision-making processes
- ▶ Record conflicts of interest summarising any current or potential conflicts your committee members may have. Include the actions taken when a conflict is identified

POSITIONS OF TRUST

Although young people aged 16 to 17 have reached the age of consent for sexual activity, they could be vulnerable to sexual abuse by those they trust. All adults who work with young people in the archery community are in a position of trust which has been invested in them by parents, the sport, and the young person.

Positions of Trust is a legal term which refers to an adult who is involved in coaching, teaching, training, supervising, instructing or being in sole charge of young people. As of 28 June 2022, the Sexual Offences Act 2003 was extended in England and Wales to include these roles, thereby making it illegal for an adult in a position of trust to have a sexual relationship with a person under the age of 18.

The Position of Trust roles do not have to be formally qualified or licensed and the legislation applies to online and face-to-face activities because sexual abuse can be contact or non-contact, in person and online. Abuse of a position of trust contravenes Archery GB's Code of Conduct and Safeguarding Children and Young People Policy.



Positions of trust in archery will include:

- ▶ coaches at all levels (whether formerly qualified or not)
 - ▶ experienced archers leading coaching sessions
 - ▶ freelance coaches
 - ▶ judges
 - ▶ team managers
 - ▶ mentors
 - ▶ chaperones
 - ▶ committee members
 - ▶ welfare officers
- (this list is not exhaustive)

If you have a concern, you should always report it to the police and Archery GB's National Lead Safeguarding Officer

Any concern of grooming of a young person (including their parents and family) by a someone in a position of trust must be reported

See Protecting Children from Grooming Guidance document

Inappropriate or criminal sexual behaviour committed by young people may result in disciplinary action as well as being investigated under local authority safeguarding procedures for children and young people who sexually abuse.

All those within the archery community have a duty of care to raise concerns about the behaviour of any member, which may be harmful to the young person in their care, without prejudice to their own position.

INAPPROPRIATE OR ILLEGAL BEHAVIOUR WILL BE REFERRED TO THE LOCAL AUTHORITY DESIGNATED OFFICER (LADO)/SCOTTISH LOCAL AUTHORITY CHILD PROTECTION COMMITTEES (CPC)/POLICE/CHILDREN'S SOCIAL CARE FOR INVESTIGATION AND WILL LEAD TO SUSPENSION FROM ARCHERY GB MEMBERSHIP WHILST EXTERNAL/INTERNAL INVESTIGATIONS ARE ONGOING - REFER TO ARCHERY GB'S DISCIPLINARY POLICY AND PROCEDURES.

INVOLVING JUNIORS AND THEIR PARENTS

Involving young people and their parents in decision making, planning, and hearing what they have to say are positive steps to creating a safe and open club culture. Young people have a right to be involved and to have a say on decisions that directly affect them. Parents play an essential part too by encouraging and supporting their child and can often become club volunteers when a club engages with them. Below are a few tips on involving juniors and parents.

- ▶ Add posters to the clubhouse with the Club Welfare/Safeguarding Officer contact details
- ▶ Include a Safeguarding area on website home pages
- ▶ Provide parents with the safeguarding policy and code of conduct when their young person joins
- ▶ Inform parents about reporting processes, to raise, discuss or report concerns. Provide this information yearly or sooner if contact details change
- ▶ Advise parents of training opportunities such as free safeguarding webinars and podcasts and signpost them to the Archery GB Parents and Carers Safeguarding Guide
- ▶ Involve juniors. The importance of ensuring that young people have a voice and are heard. Ask for their opinions/feedback. What worked well with an activity and what could be improved, engage with, and encourage them to have a voice through newsletters, questionnaires, webinars, and podcasts
- ▶ Involve parents wherever possible. For example, encourage them to take responsibility for their young people. If groups must be supervised, always make sure parents, coaches or officials work in pairs
- ▶ Have regular pre-activity/training session chats with members, reminding them of the safeguarding policies, code of conduct, and who the welfare officer is
- ▶ Obtain parents written permission to act 'in loco parentis' (where you take on parental responsibility for a young person while they are in your care) if a young person needs emergency first aid or other medical treatment. You can use the Accident Report Form
- ▶ Keep a written record of any injury, accident or incident that happens, including the incident details and any treatment given, using the Accident Report Form
- ▶ Encourage parents to speak to the Welfare Officer if they have a concern
- ▶ Make everyone aware of the online reporting form available from the home page quick links
- ▶ Copy parents in on any electronic or written communication with young people

For more information on involving young people see [CPSU guidance](#)



YOUNG PEOPLE WITH ADDITIONAL VULNERABILITY

The following young people may be additionally vulnerable:

- ▶ deaf and disabled participants
- ▶ young athletes from diverse ethnic communities
- ▶ those who do not speak English as a first language
- ▶ elite athletes
- ▶ LGBT+

Refer to Archery GB's Equality and Diversity Policy to see the 9 protected characteristics outlined in the Equality Act 2010.

YOUNG PEOPLE WITH DISABILITIES

According to the NSPCC disabled young people are 3 times more likely to be abused than other children. Many things contribute to this include:

- ▶ Poor practice resulting from not understanding the care and support the young person needs
- ▶ Attitudes and assumptions about disability
- ▶ Lack of awareness and the belief that disabled young people are not abused
- ▶ Factors linked to the impairment i.e., it may be harder to communicate or avoid the abuser if the young person depends on them
- ▶ Targeting by abusers who may believe they are less likely to tell or be believed
- ▶ Increased likelihood of social isolation
- ▶ Fewer outside contacts than other young people
- ▶ Dependency on others for practical assistance in daily living
- ▶ Impaired capacity to resist, avoid or understand abuse
- ▶ Impaired capacity to tell others what is happening

Some young people may experience multiple challenges and difficulties. This could be due to family circumstances, poverty, discrimination, disability, family problems with mental health, domestic violence or substance and alcohol use. The more challenges facing a young person the greater their vulnerability.

This guidance is inclusive, and the same actions should be taken regardless of the needs and background of the young person.

Archery GB recognises, however, that some young people are disadvantaged by their experiences and would want to highlight the following:

Because of this clubs may need to put extra safeguards in place. Best practice to build safeguards include:

- ▶ Making sure everyone working with the young person understands what the impairment means for them
- ▶ Talking to the young person and parents to understand the young person's needs
- ▶ Making sure there is a plan to meet additional needs and that this is clear and shared with those who work with the young person
- ▶ Listening to what the young person says and communicates by their behaviour as well as their words or signs
- ▶ Making sure the young person knows who to go to and how to do so if they are worried about anything
- ▶ Observing carefully and getting to know the young person and understanding how they respond to different experiences
- ▶ Reviewing the young person's involvement regularly to help them get the most from archery
- ▶ Looking for the young person's abilities not their disabilities

SAFEGUARDING AND INCLUSION OF DEAF AND DISABLED YOUNG PEOPLE

Many deaf and disabled young people already enjoy the benefits of sports and activities – whether shooting for fun or competing at National or International level. However, we know that many thousands of other keen, willing, and able young disabled people are prevented from doing so because of negative misconceptions about them, or because they are not given access to opportunities, facilities or support from appropriately trained coaches and staff.

Why are deaf and disabled young people more vulnerable to abuse?

- ▶ Deaf and disabled young people may be more vulnerable and at greater risk of all forms of abuse. Young people with disabilities have the same rights to protection as any other person and it is important for those in archery to ensure that they are aware of the individual needs and additional vulnerabilities of the young people they work with

The presence of multiple disabilities increases the risk of both abuse and neglect. Some of the common factors that can lead to increase vulnerability include:

- ▶ Communication Barriers – young people with speech and language communication needs may make it more difficult to tell others what is happening when attempting to share their concerns
- ▶ Increased likelihood of social isolation – deaf and disabled young people may have less contact with other people outside of their family meaning that they may have fewer people to provide support
- ▶ Dependency on others – young people with disabilities may rely on parents and it can be difficult to disclose abuse if their abuser is someone close to them
- ▶ Misunderstanding the signs of abuse – signs and indicators of abuse can be misinterpreted by others due to the nature of the young person's disability
- ▶ Access to support – deaf and disabled young people are not always able to successfully access education around keeping safe; this may result in those young people not understanding or being aware of abusive situations
- ▶ Their vulnerability to bullying
- ▶ Being viewed as a 'safe target' for abusers
- ▶ Their relative powerlessness physically, psychologically, and socially and the opportunities this can present for grooming by potential abusers
- ▶ Disabled young people are less likely to be heard or listened to



All those working with deaf and disabled young people should:

- ▶ Become familiar with the different impairment needs through disability equality training or local disability specific groups
 - ▶ Have safeguarding training outlining how and why deaf and disabled young people are additionally vulnerable to abuse and what steps can be taken to address this
 - ▶ Complete a risk assessment and consider the implications for coaching methods; use of language, appropriate communication and additional support is provided for the activity
 - ▶ Ensure access to safeguarding information for the young person
 - ▶ Be clear about how the coach (and the disabled young person) should bring any concerns to the attention of the Club Welfare/Safeguarding Officer
- ▶ Fully understand and work to the Club's Safeguarding Policies and Procedures and Code of Conduct
 - ▶ Ensure the young people in their care is aware of behaviour that will not be tolerated – reference: Code of Conduct, Archery GB Policies and Procedures, i.e., Safeguarding Policy and Anti-Bullying Policy
 - ▶ Ensure appropriate supervision of the group both during activities and at other times (such as in changing rooms)

Deaf and disabled children in sport checklist CPSU (thecpsu.org.uk)

The CPSU has a video resource entitled: 'Including deaf and disabled young people in sport'



WHAT MAKES YOUNG ELITE ATHLETES VULNERABLE:

Archery GB is committed to ensuring elite archers have an athlete focused programme which ensures they can train and compete in a safe environment. We acknowledge that athletes could be at higher risk of abuse or inappropriate behaviour because of areas of vulnerability such as:

- ▶ More intense, dependant relationship with coach
- ▶ Higher stakes – for a young person and family
- ▶ More away, overnight trips and travel abroad
- ▶ Less family and social / other support network
- ▶ Relatively isolated
- ▶ High level of trust placed with coaches and staff

For more information see [Safeguarding Elite Athletes guidance](#)

SUPPORTING LESBIAN, GAY, BISEXUAL AND TRANSGENDER YOUNG PEOPLE (LGBT+)

LGBT+ stands for 'Lesbian, Gay, Bisexual and trans. The '+' represents a wide variety of terms relating to sexualities and gender identities, such as asexual, intersex and non-binary. A glossary of terms is available on the [Stonewall](#) website.

LGB&T come from all socio-economic backgrounds, religions, faiths, ethnicities, and cultures. However, LGB&T people remain largely invisible across sports. This lack of visibility, as well as the misapprehensions about LGB&T people, contribute to an environment of homophobia and transphobia in sport. This can potentially cause LGB&T young people to feel excluded, isolated, or undervalued.

We, therefore, have a role to play in dispelling myths about LGB&T people, challenging homophobia, and transphobia when they occur, and creating an archery environment where everyone feels included. It is important to remember that many young people may realise they are lesbian, gay, bisexual, or transgender at different stages of their lives; so, if a young person seems to identify in a certain way, it does not mean they will remain that way in the future. It is also worth remembering that when young people come out or identify a wish to reassign their current gender, it is often the first time they have told anyone, and how they do that will often be in response to the way they think others will react. Let them decide how they feel and what, if any, identity, they feel they have and be supportive.

Every young person has the right to be treated with dignity and respect; this includes all young

people who are openly lesbian, gay, bisexual or transgender or are thought to be. A club culture that permits casual use of homophobic or transphobic language makes it all easier for members to suffer name calling and bullying.

This can impact on a young person's sense of belonging, self-esteem, and achievement.

LGB&T young people have the same needs as any other young person. They will enjoy, achieve, and stay safe if they

- ▶ Feel able to be themselves
- ▶ Feel valued for who they are
- ▶ Feel included and part of a community
- ▶ Have access to resources and information relevant to them
- ▶ Feel safe and supported
- ▶ Feel they have people to talk to if things are not going so well

FURTHER INFORMATION:

Archery GB has policies and guidance on:

- ▶ Equality
- ▶ Transgender
- ▶ Elite Athletes

[Advice to young people from elite athletes CPSU \(thecpsu.org.uk\)](#)

[Safeguarding talented and elite athletes CPSU \(thecpsu.org.uk\)](#)

Following this simple guidance will allow young people to feel respected and safe

DO

Treat everyone with respect.

Be positive when young people come out and know what to say; offer them reassurance, listen and be supportive – direct them to where they can get further advice and guidance.

Protect young people from bullying; all young people have the right to grow up free from fear of bullying and that includes those young people who are lesbian, gay, bisexual or transgender.

Promote your sessions and activities inclusive to all by creating zero tolerance for homophobic and transphobic bullying.

Tackle homophobia and transphobia in the same way as other forms of discrimination.

Let young people know that they can talk to your Welfare/Safeguarding Officer and their privacy will be respected.

DO NOT

Make assumptions, it is impossible to tell whether a young person is lesbian, gay, bisexual or transgender by the way they act, talk, dress or by who their friends are.

Do not discuss a young person's sexual orientation with their parents without the young person's permission.

Allow name calling and bullying behaviour to go unchallenged.

Allow gender stereotypes to go unchallenged.

***LGBT+ young people in sport
Child Protection in Sport Unit
(thecpsu.org.uk)***



DIVERSE ETHNIC COMMUNITIES

Some young people from diverse ethnic communities may be more vulnerable to abuse because of:

- ▶ Experiencing racism and racist attitudes
- ▶ Being ignored by people in authority
- ▶ Afraid of further abuse if they challenge others
- ▶ Subjected to myths, e.g., all people of a particular culture are good with or hit their young people
- ▶ Wanting to fit in and not make a fuss
- ▶ Language difficulties or parents lack of awareness about services
- ▶ Discrimination

There are also traditional practices which are potentially harmful to young people, for example:

- ▶ Female genital mutilation (FGM)
- ▶ Forced marriage
- ▶ Honour violence
- ▶ Breast flattening/ironing

If you have concerns about a young person being at risk, whether inside or outside the archery environment, you **MUST ACT**. If you believe the young person is in danger you **must call 999**.

The NSPCC helpline (0808 800 5000) can provide guidance and advice and you must follow the Archery GB reporting procedures, when reporting any safeguarding concerns.

RADICALISATION

Radicalisation shares similarities with other forms of exploitation and grooming, it is therefore a safeguarding issue which Archery GB Clubs/Associations must be aware of. We recognise that this may pose a risk to those participating in our activities and visiting our ranges, so we must consider these factors when implementing safeguards to protect young people.

CONTEXTUAL SAFEGUARDING

Contextual safeguarding focuses on the places and spaces where abuse occurs and recognises young people are influenced by environments and people outside of their family in school, college, local community, in their peer groups or online.

Adolescents spend more time socialising away from their families, consequently their social networks – and any possible harm associated with them become more significant. Some of the harm is committed by their peers.

Abuse could arise from: peer on peer and relationship abuse, gang violence, knife crime, sexual assaults, bullying, sexual exploitation, radicalisation, trafficking, modern slavery, criminal/sexual exploitation, online abuse and grooming.

IDENTIFYING NEED AND RISK

Understanding your environment and local area can help identify places and spaces where abuse can take place.

WORK WITH YOUR COMMUNITY

By working together with others in your local area as well as parents, families, and local residents to help keep children safe, and take action when they are not. For example, set up schemes to help parents and families understand more about staying safe online. This could include things like how to set up parental controls. There may be schemes already in place in your local area that partner with others to help keep young people safe. For example, programmes that help bus and taxi driver recognise the signs that young people are at risk of child sexual exploitation.

SAFEGUARDING TRAINING

WELFARE/SAFEGUARDING OFFICER

Safeguarding training is mandatory for this role because it is not only essential in being able to fulfil the role it provides the person responsible for safeguarding the confidence and skills to be able to deal with worries, concerns and respond appropriately. Safeguarding legislation and government guidance changes rapidly, therefore training should be renewed every 3 years.

Firstly, basic training should be completed and must consist of a tutor led course which usually lasts 3 hours and can be done either face-to-face or online. Following basic training, a specialist training workshop for safeguarding roles in a sports setting should be completed.

Nation	Course Providers	Basic Training	Specialist Training
England and Wales	UK Coaching Sport Structures Active Partnerships	Safeguarding in Sport	Time to Listen (TTL)
Scotland	Sport Scotland	Child Well-being and Protection in Sport (CWPS)	Child Well-being and Protection Officer (CWPO)
Northern Ireland	Sport NI Local Authority Sports Development Officer	Safeguarding Children and Young People	Designated Safeguarding Children Officer (DSCO)

COMMITTEE CHAIRS

The Chair has overall responsibility for the club and should work with the Welfare Officer to ensure safeguards are in place for young people. To gain an understanding of safeguarding, club Chairs and can complete basic training.

Nation	Course Providers	Basic Training
England and Wales	UK Coaching Sport Structures Active Partnerships	Safeguarding and Protecting Children Workshops (SPC)
Scotland	Sport Scotland	Child Well-being and Protection in Sport Courses (CWPS)
Northern Ireland	Sport NI Local Authority Sports Development Officer	Safeguarding Children and Young People



COACHES (LICENSED OR UNLICENSED)

It is mandatory for all Archery GB coaches (whether qualified or not and whether licenced or unlicensed) to complete safeguarding training. Training should be tutor led and renewed every 3 years to ensure safeguarding skills and knowledge are up to date. Unlicensed coaches e.g., experienced archers working in a coaching capacity must also complete safeguarding training. This applies to those responsible for coaching sessions and who regularly coach, not those people who help occasionally e.g. at a beginners course or have a go.

An existing coach in England and Wales can renew safeguarding training via the eLearning

version of the Safeguarding and Protecting Children Workshop (SPC), providing previous training was tutor led and completed 3 years previous. They can then continue to alternate between eLearning and face-to-face/online classroom for each licence renewal.

A version of the tutor led Safeguarding and Protecting Children Workshop (SPC) is available for young coaches aged 16-18 in an online classroom format.

Contact Archery GB's safeguarding team for information about training for young volunteers aged between 13 and 15.

Nation	Course	Course Providers
England and Wales	Safeguarding and Protecting Children Workshop	Archery UK Sport Structures UK Coaching
Scotland	Child Wellbeing and Protection in Sport (CWPS)	Sport Scotland
Northern Ireland	Sport NI Local Authority Sports Development Officer	Sport NI

CONTINUAL PROFESSIONAL DEVELOPMENT (CPD)

Everyone who has previously received safeguarding training can benefit from additional training. CPD may consist of webinars, podcasts face-to-face or online courses. They can enhance learning or may be required for roles requiring specialised knowledge and skills.

These are some examples:

- ▶ [Keeping Deaf and Disabled Children in Sport Safe](#)
- ▶ [Safeguarding Adults](#)
- ▶ [Online Safety](#)



SAFER RECRUITMENT

The intentions of most people who work with children in archery are good. However, as part of archery's commitment to provide a safe and enjoyable environment, sound recruitment and selection procedures are essential. When Club/Organisation Committees recruit new members, they must take all reasonable steps to ensure unsuitable people are prevented from working with young people, whether in a paid or voluntary role. Archery GB's Safer Recruitment Policy should be adhered to.



SUPERVISION OF YOUNG PEOPLE

Principles that underpin good practice for supervision of young people:

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity are suitable to do so. **For example:** -

- a. they have undertaken an appropriate recruitment and selection process. This may include a DBS/PVG/Access NI check (depending on the role)
- b. they have insurance appropriate to the activity
- c. they have adopted and are implementing code of conduct
- d. they have an appropriate qualification for the activity
- e. they understand their responsibility to safeguard young people
- f. they undertake training appropriate to the role they are doing

Leadership, coaching and officiating awards create opportunities for young people to develop their coaching or technical skills and sense of responsibility. However, this should not result in these young people being given full or lead responsibility for managing groups of children. Under 18 coaches or officials should be in addition to those appropriate adults with responsibility for supervising the activity. Archery GB Clubs and Associations duty of care and Safeguarding and Protecting Children and

Young People policy extend to all under 18s, whether they are participants, coaches or officials.

Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity for example following an accident.

In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.

Key Factors to Assess include:

- ▶ Age of young people
- ▶ Additional supervision/support needs of some or all participants (for example due to disability)
- ▶ Competence/experience of participants for the specific activity
- ▶ Nature of activity
- ▶ Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

SUPERVISION RATIOS

Based on NSPCC guidance these are the recommended **minimum** supervision adult to child ratio's.

Regardless of the overall ratios, there must be a minimum of 2 adults supervising

Age of Young Person	Number of Adults	Number of Young People
Under 8	1	6
9-12 year olds	1	8
13-18 year olds	1	10



PARENTS AS SUPERVISORS DURING GROUP ACTIVITIES

Although Archery GB encourages parents to accompany young people to activities, we do not recommend those planning or providing activities include parents or carers in supervision calculations, unless they are acting in a formal volunteering or other capacity during the activity. In these circumstances, this should mean that those parents meet all appropriate requirements in terms of:

- ▶ appropriate background checks
- ▶ clarity about their role
- ▶ who has overall responsibility for the group
- ▶ what is acceptable practice

TOILET SUPERVISION

When there are groups of both boys and girls there should be at least one male and one female responsible adult supervising visits to the toilet. **Adults who have not previously volunteered and have not had the necessary vetting checks should not be left alone with children or take them to the toilet unaccompanied.**

In larger groups of young people, encourage groups to take a comfort break together with one responsible adult while the other adult(s) supervise the remaining young people.

CHANGING ROOMS

- ▶ Young people aged 10 and under must be supervised at all times in changing rooms by two adults of the same gender as the young people
- ▶ Adults working with young teams, including volunteers, coaches, officials or staff, should not change or shower at the same time when using the same facility as young people
- ▶ Mixed gender teams must have access to separate male and female changing rooms (or arrange to use them at different times)
- ▶ If young people shoot for adult teams, they and their parents must be informed of the club's policy on changing arrangements
- ▶ If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home
- ▶ If you have young leaders (under 18) involved in running sessions for other young people it is not appropriate for them to change together (they are in a position of trust), make alternative arrangements for them for changing (i.e. before or after other young people or change at home)
- ▶ If your club or organisation has disabled young people, involve them and their parents in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required
- ▶ If adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club

YOUNG PEOPLE'S ONLINE AND MOBILE SAFETY

The internet is a big part of a young person's life but being online can bring potential risks. These may include forming relationships with adults in a position of trust, online abuse and harassment, grooming, exploitation, bullying, sexting, and observing inappropriate content and images.


Young archers can access helpful tips on staying safe online from the Archery GB Young People's Guide on the Archery GB website www.archerygb.org




SOCIAL MEDIA AND MESSAGING APPS

Archery GB recognises the use of social networking sites and apps to allow people to engage, connect and disseminate information virally to a network of individuals.

Whilst these technologies provide exciting opportunities, if they are misused, they can have negative consequences. It is therefore important for anyone who has a position of trust to consider their use of social networking sites and instant messaging apps such as WhatsApp and Messenger. Please also refer to the Archery GB Online and Social Media Policy. **The following is some guidance to consider when using social media networking sites and apps:**

 DO
Engage with young people and their parents through your club social networking page
Set up your club/organisation as a 'Page' rather than a personal profile and protect yourself, your privacy and confidential information
Consider the age of the people you will be interacting with (minimum age is 13 on most sites)
Involve parents in communication with young people. Get written parent permission before access to view your club social media platforms is given to under 18's
Ensure only a limited number of people know log in details i.e. Administrator/ Welfare Officer
Be clear what the site is or is not being used for
Promote positive communication and add a profanity filter. Place the CEOP , 'Report Abuse' app on your web site and links to their advice page ThinkUKnow.co.uk
Ensure your members are aware of your club/ organisation reporting procedures and provide links to online safety advice e.g. Net Aware and Childline
Include good practice in your Code of Conduct
Review comments and posts and be consistent in dealing with inappropriate use. Always act in accordance with Archery GB's safeguarding policies, procedures, code of conduct and good practice guidelines
Appoint an appropriate adult to monitor the content of the website/social networking areas and make sure everyone knows who is responsible for this and how to contact them

 DO NOT
Do not use a personal social network site or app to engage with junior members
Accept friend or follower requests on your personal account if: <ul style="list-style-type: none"> ▶ You are in a position of trust in respect of that young person ▶ You hold a position of trust in the club ▶ Your contact with the young person is through the Club and consent from the parent has not been given
Post information that you do not want everyone seeing.
Use social networking to abuse or criticise another club or organisation member
Use inappropriate language or humour or link to unsuitable content
Use photographs of young people without gaining written consent from their parents
Host young people's details where they can be seen or used by others to contact them. Any details hosted should only be done with written parental consent
Post details of individuals which may lead to them being identified e.g. school/class/year, profiles detailing personal information, etc.
Post or host items which may be considered to be hurtful, insulting, offensive, abusive, threatening, racist or discriminatory or otherwise may cause offence or harm to another or might incite such behaviour in others




**REMEMBER:
THINK BEFORE
YOU POST
WHAT IS ILLEGAL
OFFLINE IS
ALSO ILLEGAL
ONLINE!**


TRANSPORTATION/COLLECTION OF YOUNG PEOPLE

- ▶ Coaches and club/organisation staff are responsible for young people in their care
- ▶ It is the responsibility of parents to transport their young person to and from the club. It is not the coach's or volunteer's responsibility to transport young people to and from the club
- ▶ The club/organisation should provide a timetable of activities at the beginning of a season and notify parents of any changes to this timetable in writing where practically possible
- ▶ The club/organisation must obtain emergency contact numbers for parents
- ▶ The club/organisation must adopt and publicise a late collection policy (see below)
- ▶ The club/organisation should provide parents with a contact number which may be used if the parent will be late to collect their young person
- ▶ The club must ask parents to supply contact details and information about their young person e.g. medical details

LATE COLLECTION

If a parent is late to collect their young person, the club/organisation should follow these simple steps

 DO
Attempt to contact the parent
Check the club contact number for any information regarding the young person
Wait with the young person at the club/venue with other volunteers/staff/parents
Remind parents of the policy relating to late collection
If parents remain uncontactable, report the situation to the Police or Local Authority Children's Social Care Department (Social Services)
Liaise with your Club Welfare Officer

 DO NOT
Take the young person home alone
Take the young person to a different location
Send the young person home with another person without permission
Ask the young person to wait in a vehicle or the venue with you alone

VIDEO CALLS WITH UNDER 18S

Video streaming and online video calls are great platforms for delivering online sessions to young people. People delivering sessions online should continue to apply the principles of Archery GB's code of conduct and remember that they are in a position of trust.

These dos and don'ts outline how to keep everyone safe whilst providing online activities.

 DO	 DO NOT
Ensure software and devices (not just the video conferencing software) are up to date to improve security	Allow anyone to join the call. Check you know who is joining every time
Check privacy settings and use a strong password	Download software without ensuring it is from a trusted source
Send communication for under 18s to parents	Contact an under 18 directly
Obtain the acceptance of under 18s to participate from parents	Seek the acceptance of participation directly from an under 18
Provide parents and participants with information about the session outlining what it is for, who will be involved and how long it will last	Arrange an online session without having an educational and supportive purpose
Seek permission from participants and parents if you wish to record the session	Record the session without seeking permission from participants and parents prior to the start of the session
Ensure you have parental consent for under 18s prior to the session	Arrange the session without parental consent. No consent – no access
Try to have another coach or club official with you	Use public hotspots or networks
Risk assess the session	Use inappropriate language or gestures. See Archery GB's code of conduct
Work with groups and ensure you are being inclusive	Discriminate a person from attending a session because of a protected characteristic
Wear appropriate clothing	Accept participants to the session if they are not appropriately dressed. Ensure this is explained when providing pre-session information
Keep sessions in an open environment	Host sessions from a bedroom
Keep the setting for the background in a neutral area and avoid anything inappropriate being seen or heard	Have a blurred or obscured background
Try to ensure other members of the household are not in view when running your session	Allow an under 18 into the session without parent supervision
Keep recordings securely encrypted or encoded with protected password	Share recordings on a platform which can be accessed by anyone outside Archery GB. This could create the potential risk of hacking by child sex offenders



EVENTS

It is important that when organising events, activities and competitions, organisations must meet the safeguarding responsibilities and take steps to promote the well-being of everyone taking part and other young people involved. [Safe sport events, activities and competitions | CPSU \(thecpsu.org.uk\)](https://www.thecpsu.org.uk).

There are situations such as training camps, residential tournaments, and tours where adults are placed in positions of trust. The expectations of adults in positions of trust may vary dependent on the activity, i.e. Coach or Team Manager at an inter-club event compared to the responsibilities of the Coach and Team Manager at a competition being held outside England which requires extensive travel arrangements and residential planning.

Make sure that if you take mixed teams away, they are always be accompanied by a male and female adult who have gone through a vetting check (DBS/Access NI or PVG).

Archery GB's Guidelines for the Role of Chaperone is available from the Resource Centre on the safeguarding web page.

CHILD PROTECTION IN SPORT UNIT GUIDANCE

1. A safe recruitment process to recruit all staff and volunteers involved in the event, activity, competition, or tour
2. Appointing a named person to lead the event, activity, competition or tour and someone with lead responsibility for safeguarding
3. Detail how all staff and volunteers will be deployed, including ratios of adults to young people and male/female ratios
4. Provide a detailed Welfare/Safeguarding plan, which outlines the expectations of everyone involved and how the plan will be implemented. It should include some key information; how participants register to take part; how a safe environment for young people is ensured; and athletes who need chaperoning
5. Complete a risk assessment of the facilities, surroundings and accommodation that are being used, highlighting areas of concern. Ensure the environment will be safe for young people
6. Obtain written parental consent for young people joining the event, activity, competition, or tour. This should include medical, dietary, photography and emergency contact details. Refer to Archery GB's Consent Form SCF 01
7. Code of Conduct are clear guidelines regarding the behaviour expectations of everyone involved, these are published and agreed (this includes adults and young people). The code should say how social media will be used for the duration of the event, activity, competition, or tour. It should also clearly state the sanctions that will be imposed if the Code of Conduct is breached. This can be part of the overarching Welfare Plan
8. A detailed programme providing details for young people and parent of the event, activity, competition, or tour, this includes information regarding appropriate clothing/kit
9. The club/organisation must receive permission from parents for young people to participate in all competitions and away fixtures/events



DURING THE EVENT

- 1.** Regular reference to the Welfare Plan as the key document to the running of the event, activity, competition or tour and modelling of good safeguarding practice
- 2.** Promotion of the reporting procedures for responding to and reporting concerns that are identified. Participants and their families should be informed how to report concerns
- 3.** Implementation of the event, activity, competition, or tour schedule, ensuring young people have access to regular breaks, intake of liquid and food in relation to the length of the day and intensity of the event
- 4.** Ensure young people are always supervised, preferably by at least two adults
- 5.** Young people should be aware of where to access first aid and/or medical personnel and withdraw from the event if injured
- 6.** Establish the fire and emergency procedures for all aspects of the event, activity, competition, or tour
- 7.** Increased awareness of young people with additional vulnerabilities and their engagement in the event, activity, competition, or tour

AWAY TRIPS AND HOSTING (TRAVEL AND OVERNIGHT STAYS)

Travelling to away fixtures is a regular event for many clubs and teams. Trips may vary from short journeys across town to another local team or involve more complicated arrangements involving overnight stays and events overseas, but even what may appear as the most straightforward of trips will require some level of planning.

- 1.** The Welfare Plan provides practical guidance for travel and overnight stays based around the information gathered through the risk assessment
- 2.** Residential facilities are adequate for the age and number of young people and there is a separate sleeping facility for supervising adults
- 3.** Facilities for showering (if shared) must be carefully managed with separate time slots for young people and adults, this should form part of the best practice behaviour detailed in the Code of Conduct
- 4.** Check access to other facilities including bars (room mini bars), fitness suites, internet, television, and the package of channels that can be accessed
- 5.** Establish clear arrangements for meals, arrivals, and departures

Archery GB teams representing the UK regularly train and compete away from the home training facility. It is therefore important to refer to the following hyperlink is followed to ensure young people are safe from abuse and harm.

[CPSU overnight trips and international travel checklist](#)



USING PHOTOGRAPHIC AND FILMING EQUIPMENT

Positive images of young people enjoying archery are essential to promote the sport and healthy lifestyle. Parents often want to be able to celebrate the achievements of their young person when taking part in archery by taking photographs or videos. Archery GB and our clubs, counties and regions may also want to take photographs to promote our activities and increase involvement in the sport.

Archery GB is committed to ensuring that all necessary steps are taken to protect young people from the inappropriate or uninformed use of their images in resources and media publications, on the internet and elsewhere.

A clear statement should be written, publicised and promoted for all archery activities, which includes 'the interests and welfare of young people taking part in archery is paramount.

Refer to our Photography and Filming Children and Young People in Sport guidance and our Photography and Filming Consent Form.



The 10 Golden Rules when filming and recording young people:

1. think carefully before using any images showing young people on your website, social media or other publications
2. have the young person's and their parents' consent to use their image. Use the template consent form. No consent. No photo!
3. if a young person is named, avoid using their photograph. If a photograph is used, avoid naming the young person unless:
 - a. it is necessary because they are an elite athlete
 - b. it is in the best interests of the young person
 - c. the young person and parents have consented
4. NEVER publish personal details such as telephone number or address
5. ensure those featured are appropriately dressed
6. represent a broad range of young people in the shot rather than focus on individuals.
7. choose images that present the activity in a positive light
8. focus on the activity rather than a particular young person
9. avoid images and camera angles that may be more prone to misinterpretation or misuse than others
10. comply with regulations on retention, safe storage and confidentiality

OTHER RELEVANT POLICIES

- ▶ Safeguarding Elite Athletes Policy
- ▶ Online and Social Media Policy
- ▶ Anti-bullying Policy
- ▶ Whistle Blowing Policy
- ▶ Equality and Diversity Policy
- ▶ Data Protection Policy
- ▶ Disciplinary Policy and Procedures
- ▶ Safe Recruitment and Selection Procedures
- ▶ Lower-Level Concerns Policy and Procedures

OTHER RELEVANT GUIDANCE

- ▶ Text and Email Messaging Guidance
- ▶ Protecting Children from Grooming Guidance



USEFUL CONTACTS

**Archery GB National Lead
Safeguarding Officer**

Anne Rook

Tel No: 01952 602792

Email: anne.rook@archerygb.org

**Archery GB Safeguarding and
Governance Officer**

Karen Hodgkiss

Tel No: 01952 602793

Email: karen.hodgkiss@archerygb.org

Archery GB DBS Officer
Andrea Holmes

Tel No: 01952 951706

Email: dbs@archerygb.org

Childline

Tel No: 0800 1111

www.childline.org.uk

childline

ONLINE, ON THE PHONE, ANYTIME

NSPCC

Tel No: 0808 800 5000

(24 hr helpline)

www.nspcc.org.uk

NSPCC

**NSPCC Child Protection in
Sport Unit**

Tel No: 0116 366 5580

Email: cpsu@nspcc.org.uk

<https://thecpsu.org.uk>



USEFUL WEBSITES

National charity for disabled people in
sport and activity

www.activityalliance.org.uk

Information and support for LGBT
communities

www.stonewall.org.uk/help-and-advice

Promoting ethnic diversity in sport
and physical activity

www.sportingequals.org.uk

Net Aware is an NSPCC internet
safety advice site

www.net-aware.org.uk

Childnet charity provides online advice
and support to children

www.childnet.com





Archery GB, Lilleshall National Sport & Conferencing Centre, Newport, Shropshire, TF10 9AT

Tel: 01952 677 888 | www.archerygb.org



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