



Policy and procedures for safeguarding children, young people and vulnerable adults

Policy

Warlingham Archery Club (the "Club") believes that when dealing with children, young people and vulnerable adults their welfare must always be of paramount importance. We are committed to providing an environment where children, young people and vulnerable adults can participate in archery free from harassment and abuse. All people working with children, young people and vulnerable adults have a moral responsibility to safeguard and promote their welfare.

This Club is therefore adopting the Archery GB "Policy for Safeguarding Children, Young People and Vulnerable Adults" to ensure peace of mind for Club members, adults, parents, guardians, children, young people and vulnerable adults. This includes procedures for spotting and reporting any instances of abuse.¹

Principles

1. When dealing with children, young people and vulnerable adults, their welfare is paramount, as defined in the legislation of The Children Act 1989 (England & Wales). **A child or young person, as referred to in this document, is any person under the age of 18 (both terms may be used).**
2. All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse or neglect.
3. The rights, dignity and worth of every child, young person and vulnerable adult should always be respected.

Under the Government guide "Working Together to Safeguard Children" all organisations have a responsibility to protect children and young people from abuse and neglect.

All incidents of suspicion, poor practice and allegations should be taken seriously and responded to swiftly and appropriately.

Confidentiality should be upheld in line with the Data Protection Act 1998 (and the General Data Protection Regulations 2016) and Human Rights Act 1998.



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Specific Procedures

Application

It is the requirement of the Club that a parent/guardian/carer remains present at all times to supervise their child and in accordance with Archery GB Policy Guidelines, the responsibility for the care of that child remains with the parent/guardian/carer. Since children are constantly under the supervision of their parent/guardian/carer, Club members are not in a position to take advantage of any significant access.

Child Protection Officer (CPO)

The Club's CPO has an up-to-date Enhanced Certificate from the Disclosure and Barring Service (e-DBS). The CPO has a seat on the Club's Management Committee.

The Club's CPO must understand the requirements and procedures outlined in Archery GBs "Safeguarding Children and Young People: policy and procedures".¹

Coaches

All qualified coaches are e-DBS checked and regularly complete an approved Safeguarding Course as required to obtain and retain the Archery GB coaching qualification. Copies of these certificates shall be sent to the Club CPO as evidence of validity.

Coaches must understand the requirements and procedures outlined in Archery GBs "Safeguarding Children and Young People: policy and procedures".¹

Club Management Committee

The Club Management Committee must be aware of the requirements and procedures outlined in Archery GBs "Safeguarding Children and Young People: policy and procedures".¹

Use of photographic/filming equipment

The Club only permits photographs, video or other images of children to be taken with the consent of the parent/guardian/carer and child. We will take all steps to ensure that these images are used solely for the purpose they are intended (i.e. Club website, Club newsletter, etc.). The use and storage of photographs/films will be subject to relevant statutory data protection requirements. If you become aware that these images are being used inappropriately you should inform Club's CPO immediately.

Zero Tolerance of Bullying

The Club has a zero tolerance policy to bullying by any Club member or visitor (e.g. parent, guardian, carer, spectator) to the Club. All members have the right to be free from any form of intimidation, verbal or physical assault or any behaviour likely to cause harm or distress. Any bullying should be reported immediately to the Club's CPO.



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Reporting concerns

It is not the responsibility of anyone working within the Club to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer (CPO or Club management committee member) or the appropriate authorities.

A record of your concern and how you reported it must be kept. A Safeguarding Incident Report Form must be completed and sent, via the CPO for the County of Surrey Archery Association (CSAA), to the Archery GB Safeguarding Officer (and others, as appropriate).¹ This reference has incident report forms. The retention period is the same as described below.

Records

Records of all individual's Safeguarding Training certificates and their certificates from the Disclosure and Barring Service shall be kept for as long as is required by legislation, national guidelines and/or insurance specification.

The record period is currently 25 years.²

Records are kept securely on a shared drive hosted by 'DropBox'™ to which all Club Directors have access.

¹ "Safeguarding Children and Young People: policy and procedures". Archery GB, as amended. Website: <http://www.archerygb.org/about-us-structure-safeguard/safeguard/policy-guidance/>

² Insurance Policy. Zurich Insurance Ltd. 2019.