

Notice of the Company of Sixty & Company of Sixty Field Archers Limited Annual General Meeting

The Annual General Meeting of Company of Sixty Field Archers and Company of Sixty Field Archers Limited will take place:

Venue: At the Club woods at Woodlands Park, Oxshott, Surrey
Date : Saturday 26 April 2014.
Time: The meeting will commence at 10.00am
Catering: Tea and coffee available.

Only fully paid up members of the club will be eligible to vote on proposals. Only proposals notified in advance of the AGM will be entitled to be considered. Proposals made late or under AOB will only be tabled at the Chairman's discretion. Those proposing and seconding a proposal both need to be present at the AGM. All committee positions are open for election, but members wishing to stand for committee positions must be proposed (by themselves or another member) and seconded by a member.

Agenda

1. Agreement of minutes of AGM 2013 (see below)
2. Reports from Committee members, including Treasurer's Report
3. Approval of Annual Accounts to 31/12/2013
4. Current committee stands down
5. Election of new committee/Ltd Company Officers
6. Discussion and voting of formal proposals
7. Catering
- 8 Coaching/New Members
9. Any Other Business

1. The minutes of last year's AGM to be approved are attached.

3. Draft Accounts to December 31 2013 are attached.

4/5. The current Club Officers are:

Club Secretary	Nick Cox
Asst Secretary	John Pryke
Treasurer	Geoff Taylor
Target Face Officer	Mike Hobbs
Membership Secretary	Bob Dysart*
3D Officer	Simon Willard
Woods Marshal	Ken Jones*
Newsletter and Publicity	Geoff Court*
Events Officer	Andrea Beddard
Course Officer	Vacant*

*** NB indicates positions which the Club will need a new volunteer to fill for 2014. Please contact Nick Cox or John Pryke if you can help**

The Current Officers of Company of Sixty Field Archers Limited are:

Director	Mike Hobbs
Company Secretary	Nick Cox

6: Formal Proposals :

1. That Company of Sixty adopt (i) a formal Child and Vulnerable Adult Protection Policy and (ii) a formal Anti-bullying policy and develop, implement and publicise to members associated procedures.

A discussion draft of the proposed policies is attached to this notice.

Proposed: Nick Cox Seconded: Mike Hobbs

2. That the Constitution of Company of Sixty Field Archers be amended as follows:

Paragraph 4D : Delete and replace with :*”All newcomers wishing to join the Club must first attend a friendly shoot or club day or as a Temporary Member with an experienced Company member or complete a coaching course with a Club Coach. Membership is subject to approval by the committee, it delegates or club coach”.*

Paragraph 4I : Delete: *“in the month of January each year”* Replace with: *“before the end of April each year”*

Paragraph 4G: Add: *“The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution or breach the conditions of the Club’s Licence to be conducted in accordance with the Club Disciplinary Procedure.*

Paragraph 5A: Add *“Unless to fill a vacancy names of nominees to the committee shall be notified to the Club Secretary at least 7 days before the AGM. The committee has the right to co-opt a member on to the committee to fill a vacancy until the next AGM”*

Paragraph 5B: Delete and replace with *“The Committee may discuss and transact Club affairs and convene meetings by email or other electronic means and shall meet for such purpose as and when required but not less than bi-annually”*

New Paragraphs: Add

5C The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

5D The Committee will have power to appoint sub-committees as necessary and appoint advisers to the Committee as necessary to fulfil its business.

8) Club Disciplinary Procedure

All complaints regarding the behavior of members/officers should be submitted in writing to the Club Secretary who will convene a Disciplinary Committee consisting of three Committee members including the Club Secretary, Treasurer and Membership Secretary.

The Disciplinary Committee will meet 'in camera' to hear complaints within 30 days of a complaint being lodged. The committee has the power as it sees fit to undertake investigations and to take appropriate disciplinary action including the suspension or termination of membership, if the complaint is upheld.

The outcome of a disciplinary hearing will be notified in writing to the person who lodged the complaint and the member(s) against whom the complaint was made within 30 days of the hearing.

There will be the right of appeal following disciplinary action being notified. The appeal must be lodged with the Club Secretary within 7 days of initial outcome being notified. The appeal panel of the committee will consider the appeal within 30 days of the Club Secretary receiving the appeal.

The appeal hearing shall be chaired by the President (or in default another long-standing/Senior Committee Member Disciplinary Committee) and shall include at least three committee members and may at the request of the Disciplinary Panel or the Member include up to three more non-committee members of not less than three years standing. Members of the Disciplinary Committee involved in the initial decision shall not participate in the decision of the appeal panel. The decision of the appeal panel is final.

Procedures adopted shall seek to ensure fairness to all parties but shall be at the discretion of the Disciplinary Panel and appeal panel as appropriate.

3. That Article 7 of the Articles of Association of Company of Sixty Fields Archers Limited be amended as follows:

Delete the final sentence which reads: "Once at least in every year the accounts of the Club shall be examined , and the correctness thereof and of the balance sheet ascertained by one or more auditor or auditors qualified to act as auditor under the Companies Act 1985"

Proposed: Nick Cox Seconded : J Pryke

4. That Maggie Bremner would like to stand for the vacant posts of Woodland Marshal and Child Protection Officer.

Proposed A Beddard seconded R Almond

Item 1: Last year's Minutes to be approved.

Company of 60 Field Archers
AGM 2 March 2013
Minutes

Venue: Club Hut, Woodlands Park, Oxshott

Meeting called to order 10:35am

Present: Committee: Nick Cox, John Pryke, Bob Dysart, Mike Hobbs,
Andrea Beddard, Geoff Taylor, Geoff Court, Ken Jones,
Simon Willard

Members: G Plunkett, P. Plunkett, A. Smith, G Tierney, R. Stafford, D. Downer, K. Carter, R. Carter,
B.Newman, J. Holland, P. Fearn, S. Brown, P. Chenery, S. Highfield, L. Bennett

Nick Cox was appointed Chairman of the meeting.

Minutes taken by: Jill Taylor

Agenda

1. Agreement of minutes of AGM 2012
2. Report from Committee Members, including Treasurer's Report
3. Current committee stands down
4. Election of new committee/Ltd Company Officers
5. Discussion and voting of formal proposals
6. Any other business

1. Agreement of minutes of AGM 2012

The minutes of the 2012 AGM were formally approved by the meeting without comment.

2. Reports from Committee Members, including Treasurer's Report

Club Secretary's Report (Nick Cox)

NC reported it has been difficult year for the club.

19 3Ds were stolen in July when the container was broken into. It was fortunate that the front gate was locked (otherwise insurers would have refused insurance) but had been lifted off its hinges. NC thanked Mike Hobbs and John Pryke who came down to liaise with the police, Mick Court who loaned and installed a security chain and welded bolts onto gate hinges Richard Pelham who welded on the new container lock cover and Rob Traynor who applied paint. NC spent a lot of time liaising with loss adjusters and secured a reasonably good payout and through a contact acquired 15 new Eleven targets of roughly comparable sizes at a considerable discount from retail price. Courtesy of Theo P we had them transported to the club for free in a Rymans delivery van which was met and unloaded by Ron Almond. The upshot is that the position has been largely restored without too great a loss.

The main problem has been the extended forestry works which began at the end of June and were more intrusive and took far longer than they should have done. We were particularly unlucky in that:

- (i) the wettest summer on record meant that the heavy machinery damaged the ground and was required to use felled limbs as a roadway;
- (ii) management of the brash clearing, timber removal and repairs to roads was not tightly managed (NC noted thanks to Paul Fearn and Ron Almond for coming down at short notice to mark out lanes to clear, but noted that the job was not completed by TCE). Timber stacks left by the roadway for six months caused flooding and erosion of the track during the heavy rain. NC had been making frequent contact to try to move this along.

NC is aware that members have not regular updates and that shooting was disrupted this year. However, reliable information was not being provided to NC and thus there was nothing accurate that he could report over the Summer/Autumn. Information was passed on when it was obtained. The following is the latest news from NC's meeting in late February with TCE:

- The Forest Manager has been replaced
- Some clearing work will take place in the Xmas tree plantation in the summer, but it is unlikely that we will be visited again for another 10 to 12 years.
- Rent for this year has been reduced from £2800 to only £1000 by TCE (ex VAT).
- NC has agreed another 5 year licence for the club at a reduced rent of £2500 (ex VAT).
- TCE will reinstate the main track shortly with crushed concrete and scalplings where necessary.
- Damaged drainage to the track will be reinstated, and additional drainage channels dug at the two main crossroads and along the track by the plantation gate. Life Member Barry Newman, who supervised the original drainage plan for the woods, has agreed to liaise with TCE contractor to locate the drainage in the best place. We should then have much better vehicle access to deliver targets round the course but (Simon !) we will have to keep off the roads as much as practicable for the first 12 months to let them settle.
- TCE we give us use of the big excavator to lift the sunken brash mats and clear some more lanes. Mike Hobbs and John Pryke have offered to mark the desired clearance lanes on site. Aside from these 'motorways' individual paths and target sites will need to be cleared by hand – this will require a much higher attendance at work parties over the coming year.
- Subject to prior notice to TCE, we are allowed to carry out controlled burning of brash and wood waste, so some of the large unsightly piles can be burned away.
- We have permission to build a fire pit outside the hut and encouragement to invest in the site – so we plan to install a fire pit, benches, shelters and improve the practice area.
- When the above is finished – with members' help the sooner it will be done - we will have fantastic, clear, light and spacious woods to play in over the long term

Other items:

- We have invested in some foam skins and wood and built several new Superbutts. (thanks to Chris Smith, Mick and Geoff Court, Jeremy Hopes, NC and John Pettett)
- The practice area is much improved and larger (thanks to NC, Bob Dysart and Paul Chenery). Thanks to all who turned out to help with first couple – bit of a learning curve. Need offer today to cut up bit more foam strip to size so we can complete butt in the container and clear space.
- The experiment with new laminated black ethafoam targets has been successful - easier to carry, more durable and portable better appearance – and these will be purchased in future. The Club has bought some jute mesh to dress the butts and has foam 'roofs' to keep the rain off. Course layers/helpers should 'dress' the butts as a matter of normal practice in future.
- New way markers and signage have been provided by Theo Paphitis and Mick Court.
- Thanks to Jill and Geoff Taylor for organising the catering at the last two shoots. Member
- Paul Fearn has produced at favourable cost 20 stunning new 2D's.
A discussion followed about expenditure on 2Ds vs 3Ds. It was agreed that a good stock of 3Ds is necessary to attract visitors to shoots, but that Pauls 2Ds provided an excellent and cost effective alternative to, in particular, the larger 3Ds.

Asst. Secretary (John Pryke)

Nothing to report

Treasurer's Report (Geoff Taylor)

The Club finances reflected the difficult year. Accounts show a paper profit of £3,912.60 but this is due to the insurance payout of £3892.85. Revenues were reduced by cancellation of two open shoots due to the forestry disruption. The Committee nevertheless continued to invest in club infrastructure, in particular the purchase of new target boss materials to replace older bosses. Membership revenue slightly lower in 2012 than record 2011 but signs for next year are encouraging. After provisions for this year's and the following year's rent and insurance costs we had, at Y/E December 31 2012, £11604.16 cash in the bank. Total assets including fixed assets currently stand at approx. £19,500. So, with a prudent eye of future expenditure, we are well placed to move forward this year to increase our future revenues.

The 2012 accounts were formally approved by the meeting.

Membership Secretary (Bob Dysart)

There were 138 members at year end. 47 Members have already renewed to date with another 7 waiting to be processed. We also currently have 9 Life Members. Bob requested that members get their forms in as soon as

possible. Bob said he is happy to show prospective new members round the woods -potential new members can email him directly to arrange. Thanks to Yvonne Morley who has generated upwards of £100 through visitor fees.

3D Officer (Simon Willard)

Nothing to report

Woods Marshall (Ken Jones)

Ken noted that the felt on the roof of the Gents toilet was leaking and kindly offered to repair this.

Newsletter & Publicity Officer (Geoff Court)

Geoff apologized for the lack of newsletter output, but explained that as a result of the lack of shoots and disruption to the woods there has been little positive news to impart. He would produce a club newsletter following the AGM. Geoff has offered to update the website design and host a test version for approval before going live. Neither Twitter nor Facebook accounts have been very active. But it was noted that as younger members join and start to attend shoots they will be increasingly useful tools. It was decided to keep them live.

Events Officer (Andrea Beddard)

Due to the work in our woods during the summer and autumn, we were only able to put on two shoots. The report on the 13 May spring shoot has already been published in the September/October edition of the NFAS magazine and the members results were posted on the website. The December Mince Pie shoot was attended by 65 archers and had a friendly festive air and Mince pies and Mulled Wine in lieu of medals, this went down well as no one wanted to hang around once they had finished shooting.

Currently only visitors can shoot for medals at our opens. Andrea and Alex Smith will be trialling the idea of a competition so that Co60 members could compete against each other regardless of bow style using a multiplier which compensates for different bow styles which has been developed by Alex Smith. Simon W has donated 2 Trophies for us to shoot for. We will be using it at our first shoot in 2013 to see how it works out.

Andrea noted thanks to all the members who gave up their time to help put our shoots on, particularly Ron, Rob Simon and Mike for course laying; Geoff, Jill and Lorraine for catering; and Alex for cutting paths around the course and draining floods from road.

Putting on a good shoot is great fun but we do need helpers, and I know some of you would like to reopen some more of your favourite bits in the woods, so come on down, even if it's only for a couple of hours to lend a hand with us on the odd work party when we make changes to the course, the day before to put out the 3Ds and on the day as Marshals and to help bring the 3Ds back in. If you can help, please let me, Nick, Mike, Simon or Ken know.

3. Ltd. Company Officers and Committee Members stand down.

All Ltd. Company Officers and committee members stood down for re-election.

4. Re-election of Company Officers and Committee members

Company of Sixty Field Archers Limited:

Mike Hobbs stood again as Company Director. Proposed by Nick Cox, seconded by Barry Newman and approved unanimously.

Nick Cox stood again as Company Secretary. Proposed by Mike Hobbs, seconded by Geoff Taylor and approved unanimously.

Company of Sixty Committee

Geoff Taylor agreed to stand again as Treasurer. Proposed by Nick Cox and seconded by Bob Dysart. Approved unanimously.

Mike Hobbs agreed to stand again as Target officer. Proposed by Bob Dysart and seconded by John Pryke. Elected unanimously

Simon Willard agreed to remain as 3D Officer. Proposed by Mike Hobbs, seconded by Paul Chenery and elected unanimously.

Ken Jones agreed to stay on as Woods Marshall. Proposed by Sandra Highfield and seconded by Bob Dysart. Elected unanimously.

Geoff Court agreed to remain as Publicity Officer. Proposed by Andrea Beddard and seconded by R. Stafford. Elected unanimously.

Andrea Beddard agreed to stand again as Events Officer and was proposed by Nick Cox and seconded by Geoff Taylor. Elected unanimously.

John Pryke agreed to stand again as Asst Secretary. Proposed by Nick Cox and seconded by Bob Dysart. Approved unanimously.

Nick Cox stood again as Club Secretary. Proposed by Mike Hobbs, seconded by John Pryke. Elected unanimously.

Geoff Taylor suggested that a Committee position be created as Catering Officer since this was an integral part of the Club's Open Shoots. This proposal was approved unanimously. Jill Taylor was proposed by Nick Cox for the position and was seconded by John Pryke. Elected unanimously.

It was also agreed that a new post of Course Officer should be created so to be responsible for organising the setting of courses for each open shoot. No one present offered themselves for this position so it will remain vacant for the time being and will be advertised in the newsletter and website etc.

5. Discussion and Voting of Formal proposals

No formal proposals had been received in time for consideration

6. Any other Business

Geoff Taylor proposed a change the gate key. Nick Cox agreed in light of the theft of 3Ds and the issue of keys to the forestry contractors which may not be returned. He recalled that although the cost would be in the region of £500 a change of lock in the past had tended to increase numbers of members renewing so the cost is offset. It was agreed that a good date for a key handover would be at the forthcoming Open Shoot in May.

Linda Bennett said that she is willing to help the events officer as and when required. Offer of help gratefully received

The meeting formally concluded at 12:00.

Co. of 60 Committee Members 2013

Club Secretary	Nick Cox	ncco60@gmail.com 07950049526
Asst. Club Secretary	John Pryke	johnwpryke@ntlworld.com 01372720627
Treasurer	Geoff Taylor	ghtco60@gmail.com 07712189266
Events Officer	Andrea Beddard	abeddardco60@gmail.com 07432030880
Membership Officer	Bob Dysart	bdysartco60@gmail.com 0208 9415387
Publicity Officer	Geoff Court	geoffcourtco60@gmail.com 07912360810
3D Officer	Simon Willard	simonwillard@ymail.com 07711959251
Target Officer	Mike Hobbs	mhobbsco60@gmail.com 01483 429271
Woods Marshall	Ken Jones	bagginssss@ymail.com 07957103963
Catering Officer	Jill Taylor	jftco60@gmail.com 07961899966
Course Officer	TBA	TBA

Company of Sixty Field Archers Limited Company Officers

Director: Mike Hobbs

Secretary: Nick Cox

Signed

Nick Cox
Club Secretary
Company Secretary Company of Sixty Field Archers Limited

Item 3

Annual Accounts to 31 December 2013

Income

Membership	£6,945.50
Day Visitors	£242.50
Key Deposits	£210.00
Shoot Entry Fees	£2,403.00
Patches etc	£15.00
Catering	£1,837.58
Transfer from Petty Cash	£828.45
Deposit a/c interest	£2.08
Total Income	£12,484.11

Expenditure

Rent	£1,200.00
Insurance	£978.67
Stationery & Postage	£181.48
3D Targets	£2,310.00
Target Materials	£4,055.49
Catering	£978.55
Gas Bottles	£25.49
Key Deposit Refunds	£30.00
Waste Disposal	£108.64
Miscellaneous	£1068.22
Total Expenditure	£10,936.54

Total Annual Surplus **£1,547.57**

Cash Assets as at 31.12.13

Cash in current a/c	£10,566.82
Cash in deposit a/c	£6,203.57
Cash held by Treasurer	£357.77
Cash held by Secretary	£375.55
Cash held by Events Officer	£20.00
Total Cash Assets	£17,523.71

Provision for Rent 2013-2014 £2,500.00
Provision for 2014 Insurance £1,522.00

Closing Balance **£13,501.71**

[DRAFT] Children and Vulnerable Adults Protection Policy

Policy Statement

Company of Sixty Field Archers acknowledges its duty of care to safeguard and promote the welfare of children.

The welfare and interests of children are paramount in all circumstances and the Club is committed to safeguarding practices which reflects statutory responsibilities, government guidance and best practice and NFAS requirements.

Aims

The Club aims to ensure that:-

all children have a positive and enjoyable experience of sport at Company of Sixty in a safe and child-centred environment

all children are protected from abuse whilst participating in field archery or outside of that activity.

Our aims apply to children regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background. The club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

And that our practices and procedures will:

promote and prioritise the safety and wellbeing of children and young people

ensure everyone involved with children understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

ensure that appropriate action is taken in the event of incidents/concerns of abuse and that support is provided to the individual/s who raise or disclose the concern and information is available to those affected by it

ensure that confidential and accurate records of all safeguarding concerns are maintained and securely stored

adopt procedures to guard against the deployment of unsuitable individuals in interactions with children

ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted to everyone involved in Company of Sixty Field Archers. Compliance with the policy and procedures is mandatory. Non-compliance will be investigated and addressed promptly and may ultimately result dismissal or exclusion from the Club and the NFAS.

Monitoring

The policy will be reviewed at least every three years, and following any significant change or event including changes in legislation, government guidance or the requirements of Surrey Safeguarding Children Board or the NFAS.

[DRAFT] Child Protection: Code of Practice¹
Members, Assistants and Coaches

Understanding:-

Child abuse, particularly sexual abuse, can arouse strong emotions. Do not allow these to interfere with your judgement about the appropriate action to take.

Some individuals will actively seek to volunteer to work with young people in order to harm them.

Abuse can occur within many situations including the home and school as well as the archery environment. When a child enters the club activity having been subjected to child abuse outside the sporting environment, our sport can play a crucial role in improving the child's self-esteem.

The coach, official or volunteer will be an important link in identifying cases where a child may need protection. All suspicious cases of poor practice should be reported following the Club reporting guidelines.

Good practice guidelines

- *Demonstrate exemplary behaviour: you are a role model for children, your standards of behaviour will promote a positive culture and climate for activities, promote the child's general welfare and reduce the risk of misunderstanding and the likelihood of allegations being made or concerns expressed.*
- *No alcohol or smoking*
- *Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).*
- *Treating all young people/vulnerable adults equally, and with respect and dignity.*
- *Prioritise welfare of each young person/vulnerable adult first, above winning or achieving goals.*
- *Maintain a safe and appropriate emotional distance (e.g. it is not appropriate for coaches or volunteers to have an intimate relationship with a child).*
- *Build relationships based on mutual trust and empowering children to share in the decision-making process;*
- *If any form of manual/physical support is required, it should be provided openly, with consent and consultation with the parent and the child and in accordance with the Club's Guidance*
- *Keep up to date with technical skills, qualifications and insurance.*
- *Ensure parents/carers take responsibility for and supervise their children at the range.*
- *Always ensure parents, coaches, assistants or officials work in pairs.*
- *Make archery fun: give positive and constructive feedback, avoid negativity and criticism and promote safety and welfare over winning and over-training.*
- *Obtain parental consent in writing to act in loco parentis (i.e. as a shoot guardian) if the need arises to administer emergency first aid and/or other medical treatment, or travel in a vehicle (e.g. to hospital).*
- *Keep a written record of any injury that occurs, (NFAS-IRF001) along with the details of any treatment given.*

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are

¹ Adapted from the NFAS Child Protection Codes of Practice

unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- *Avoid spending time alone with children away from others*
- *Avoid taking or dropping off a child to an event or activity*

Unacceptable Practices

You should never:

- *Engage in rough, physical or sexually provocative games, including horseplay*
- *Allow or engage in any form of inappropriate touching: see the Club Coaching Course Physical Contact Guidelines*
- *Make sexually suggestive comments to a child, even in fun*
- *Allow children to use inappropriate language unchallenged*
- *Reduce a child to tears as a form of control*
- *Allow bullying to persist or occur without addressing it: see Club Anti-bullying Policy*
- *Fail to act upon and record any allegations made by a child*
- *Do things of a personal nature for children or disabled adults, that they can do for themselves*
- *Invite or allow children/vulnerable adults to stay with you at your home unsupervised*
- *Make direct contact with children or VAs by email phone or text*

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children/vulnerable adults, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the archers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the Club's Designated Child Protection Officer or (if the Officer him/herself is affected) to the Club Secretary and record the incident. You should also ensure the parents of the child are informed:

- *If you accidentally hurt an archer.*
- *If he/she seems distressed in any manner.*
- *If he/she appears to be sexually aroused by your actions.*
- *If he/she misunderstands or misinterprets something you have done.*

What to do if I see or receive a report of a matter of concern?

If you have had reported to you by a child or parent any matter of concern you must:-

- 1) *Complete an incident report form, if possible with the person expressing the concern*

- 2) Explain, particularly if the reporter is a child, that you that you are taking the concern seriously but cannot promise not to tell anyone.
- 3) Brief and provide your incident report form to the Designated Child Protection Officer.

If you yourself witness a matter of concern, you must complete an incident report form and contact the Designated Child Protection Officer.

Club Child Protection Officer [##DETAILS##CONTACTS#]

What happens then ?

If the concern is about poor practice or non-compliance with the Club's policies and good practice guidelines:

- If, following consideration, the allegation is clearly only about poor practice; the Club Child Protection Officer will deal with it as a misconduct issue.
- If the allegation is about poor practice by the Organisation/Club Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the Club Secretary [DETAILS#] who will decide if the concern relates to safety, coaching proficiency, child protection etc and if judged appropriate will report to the relevant NFAS official who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

If the concern is about suspected abuse:

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported promptly to the Club Child Protection Officer, who will immediately take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Club Child Protection Officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department. If your report suggests that sharing these concerns with parents puts the child at risk of significant or further harm the Club Child Protection Officer will seek and follow advice from Social Services"
- The Organisation/Club Child Protection Officer should also notify the Club Secretary who will in turn notify the NFAS Child Protection Advisor who will deal with any media enquiries.
- If the Club Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the Club Secretary directly or in his/her absence the NFAS Child Protection Advisor who will refer the allegation to Social Services.
- If the Club Child Protection Officer is not available, the person being told of or discovering the abuse should contact the Club Secretary, NFAS Child Protection Advisor or in default social services immediately. Social Services and the Club Child Protection Officer will decide how to involve the parents/carers.

Historical allegations of abuse reported some time after the event should be dealt with as above and the allegation reported to the social services or the police: other children, either within or outside the sport or the club may be at continued risk of abuse.

If the concern is about suspected bullying:

- Most 'low level' incidents will be dealt with at the time by coaches and volunteers in accordance with the Club Anti-bullying policy.
- If the bullying is severe (e.g. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the designated/Club Child Protection Officer and the same procedure should be followed as set out above.

Information for social services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, This should be made on the NSPCC pro-forma report, but in any event should include the following:

- The child's name, age and date of birth, home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay.
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Whether the parents have been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- **Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.**