



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

Our aims apply to children and vulnerable adults, regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background. The club acknowledges that some children, including children with disabilities 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.

## **Child Protection: Code of Practice for 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.
- 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 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:

- 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;;
- 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 coaches 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.

### **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 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 club member 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.

## **Incident Reporting Form involving Children and Vulnerable Adults**

Your name:	Name of organisation:
Your role::	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notify of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position within the sport or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	
Details of the incident or concerns:	
<i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	

Please provide any witness accounts of the incident:	
Please provide details of any witnesses to the incident: <i>Name:</i>  <i>Position within the club or relationship to the child:</i>  <i>Date of birth (if child):</i>  <i>Address:</i> <span style="float: right;"><i>Postcode:</i></span> <i>Telephone number:</i> <span style="float: right;"><i>Email address:</i></span>	
Please provide details of any person involved in this incident or alleged to have caused the incident/ injury: <i>Name:</i>  <i>Position within the club or relationship to the child:</i>  <i>Date of birth (if child):</i>  <i>Address:</i> <span style="float: right;"><i>Postcode:</i></span> <i>Telephone number:</i> <span style="float: right;"><i>Email address:</i></span>	
Please provide details of action taken to date:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide further details: <i>Name of organisation / agency:</i>  <i>Contact person:</i>  <i>Telephone numbers:</i>  <i>Email address:</i>  <i>Agreed action or advice given:</i>	