



The Queens Archers

Safeguarding Policy

Version 1.0

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4.1. Not currently in use	
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1. Policy



1.1 Introduction

These guidelines have been produced by The Queens Archers to enable children and vulnerable adults to enjoy archery in all its forms, in a safe environment at our club, when visiting other clubs or attending tournaments.

In the context of this document, 'child' refers to any young person under the age of 18. The policy also covers 'vulnerable adults', such as people with learning disabilities, or who have difficulty communicating, or who rely on others to provide personal care.

There are several good reasons for doing this:

- to protect children, both on and off the archery field
- to assure parents that their children are as safe at our club as they would be taking part in any other sport or leisure activity
- to raise awareness amongst all of our members, so that they know what to do if they are concerned about a child, whether the concern relates to the child's welfare at our site or outside the sport
- to protect club members by giving them some practical, common sense guidelines to avoid placing themselves in situations where they are open to allegations which could seriously damage their lives and careers
- To protect the club, by showing that we have taken 'all reasonable steps' to provide a safe environment.

1.2 Reading Archer's. "Child Protection" Policy Statement

As defined in "**Sexual Offences Act 2003, Children Act 2004, Children Act 1989**" for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults. It is the policy of the The Queens Archers to safeguard children and young people taking part in Archery from physical, sexual or emotional harm. The Queens Archers will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in The Queens Archers activities do so in a safe environment. We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

Reading Archery Club actively seeks to:

- Ensure the safety and welfare of children is always of paramount consideration, whatever the circumstances.
- Create a safe and welcoming environment, both on and off the archery field, where children can have fun and develop their skills and confidence.
- Treat all children with respect and celebrate their achievements.
- Publicise a statement of zero tolerance of bullying on the club notice board
- Take special care when in dealing with children whose age, inexperience or physical state makes them





particularly vulnerable to abuse.

- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure all members of the committee, coaches or club members who have “direct” contact with children have been checked by the use of the “Criminal Registration Bureau” procedure.
- Ensure that a suitable member club holds the post of Child Protection Officer and that this person’s name is permanently displayed on the club notice board
- Ensure that club training and events are run to the highest possible safety standards.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual child abuse
- Ensure that anyone intending to use any photographic/digital/film/video recording registers their intent with member of the committee.
- Ensure that a copy of this policy is displayed on the club notice board
- Be prepared to review its ways of working to incorporate best practice.

Parents are reminded that

- As it is the clubs current policy not to allow a child to shoot without a parent or guardian being present, therefore a procedure for the dropping off or the collection of a child from the club is not included in this document.
- As a parent must be present at all times the club will not keep records of medical information relating to child members or medical releases should treatment be required

2. Procedures



2.1 Child Protection Officer

- Although everyone has a role to play in ensuring that children are safe, the Child Protection Officer Vicky Richards will act as the channel through which all Child protection matters will pass.

The CPO’s general terms of reference will include:

- Maintaining an up to date policy and procedures in line with government policies.
- Ensuring that all club members are aware of and follow the procedures.
- Advising the management committee on child protection issues.

If there is a concern, the CPO would:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Have the contact details for the local Social Services Department and Police readily available and incident report forms for recording any allegations.
- All allegations should be accurately recorded on the Incident Report form and stored in a secure place with access available to designated people only.





- Ensure allegations of abuse are dealt with confidentially and swiftly and offer support to those who report concerns regarding suspicions of abuse or poor practice.
- Ensure that “Confidentiality” is maintained at all times and on a strictly “need to know” basis. False allegations are of great concern not only because of the personal distress caused to the individuals and their families, but also a false accusation against a coach or other club member could destroy their career.
- To advise the “Health and Social Care Dept” should it be deemed necessary?
- Obtain application forms for standard disclosure from the agency direct
- Ensure you check the identity documentation of each person undergoing a criminal record check and sign the appropriate section of the form, which clarifies this verification has been done.

2.2 Guidance on Dealing with Issues Relating To Allegations of Abuse

Have pen and paper readily available to take notes and also an Incident Report Form. If the allegation is made by telephone ask the caller for their contact details so that you may call them back if their call is disconnected – but do not persist to the point that they hang up!

Their first duty is the protection of the child

- Ensure the child is safe.
- Ensure the child receives medical attention (where required).
- Ensure the child is aware of who they can talk to about their concerns if they wish.

Remember:

- You are not qualified to determine whether or not abuse has taken place.
- You must inform the Social Services and/or local police.
- Remain calm
- Ensure you make a full record of what had been said, heard and/or seen as soon as possible. This record will be referred to during further investigations
- Do not “judge” or assume
- Do not make promises that you can’t keep
- Do not ask questions except to clarify the information required on the Incident Report Form
- Do not try to stop the child telling you about their problem
- Do not allow anyone else outside the police or social services to interview or ask questions of the child
- Offer them the NSPCC help line number 0808 800 5000.
- Contact your local social services department or go directly to the police if out of hours.
- Take the name and designation of the social services member of staff or police officer and follow this up with confidential written confirmation within 24 hours of receiving the allegation.
- The parents should be contacted as soon as possible (unless they are the alleged perpetrators). The social services department will advise accordingly.





2.3 Guidance on Details to be Included on the Incident Report

This Information must be stored in a secure place with limited access to designated people, in line with the Data Protection Act 1998.

Any information passed to the Health and Social Care Dept or the Police must be as accurate and helpful as possible and it will be useful if a detailed record, including the following can be obtained:

- Information of person making the allegation.
- The nature of the allegation clearly what the child said.
- Name, age, sex and culture of the child.
- Description of any visible injuries or bruising.
- Detailed description of the child's account of how the injuries or bruising occurred.
- Facts - where did the incident take place i.e. at the club, dates and times?
- Details of any witnesses.
- Relationship between child and accused.
- Does the child have any disabilities or medical conditions?
- Who has parental responsibility?

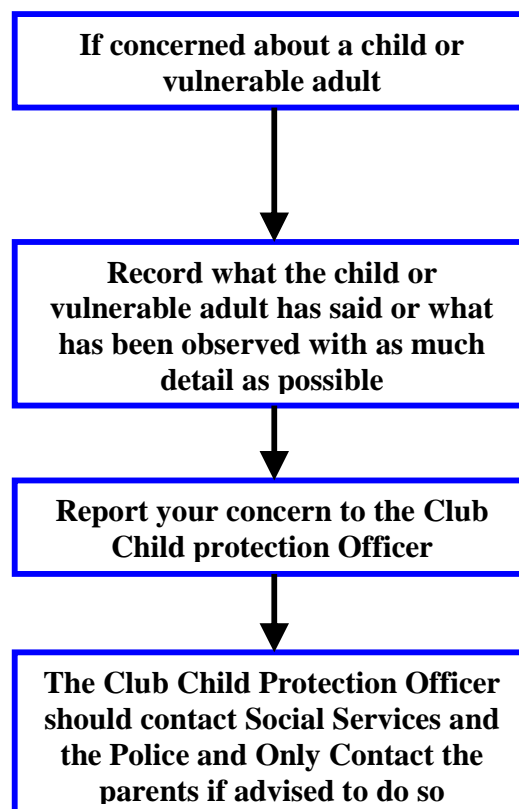
Only ask the child questions needed to clarify the information required on the Incident Report Form, which would be passed onto Social Services and the Police.
Any other questions should be asked by the experts.





2.4 Quick Procedure Guides

“If you suspect abuse of a child”



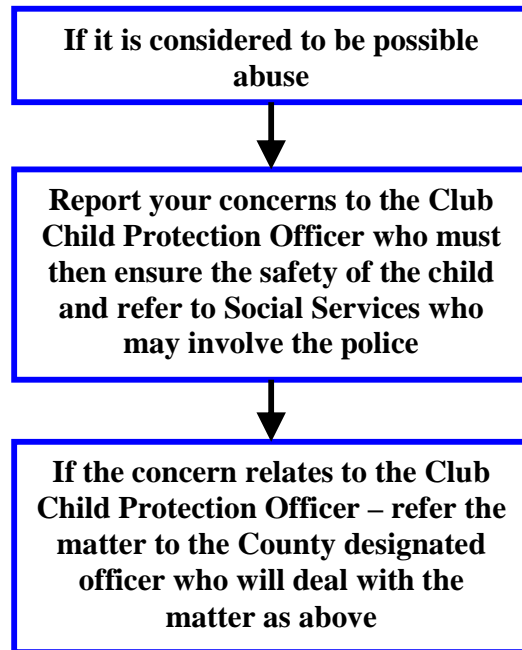
CONFIDENTIALITY MUST BE MAINTAINED UNTIL THE OUTCOME OF THE INVESTIGATION IS RELEASED





2.5 Quick Procedure Guides

“If you have concerns about possible abuse by a fellow member of the club”



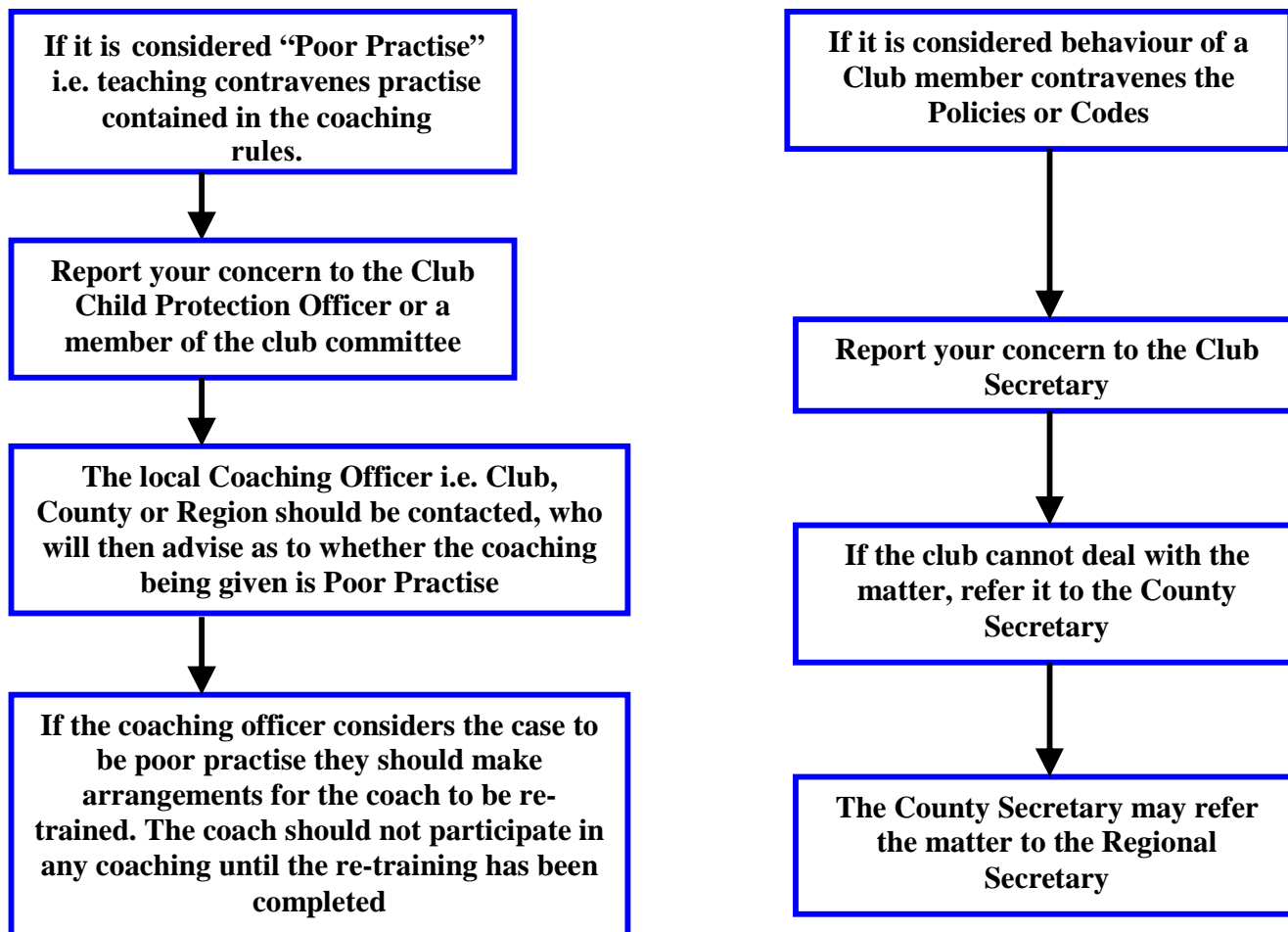
CONFIDENTIALITY MUST BE MAINTAINED UNTIL THE OUTCOME OF THE INVESTIGATION IS RELEASED





2.6 Quick Procedure Guides

“If you have concerns about the behaviour of a fellow member of the club”



CONFIDENTIALITY MUST BE MAINTAINED UNTIL THE OUTCOME OF THE INVESTIGATION IS RELEASED





3. Information



3.1 Useful contact details

[Eastbourne Borough Council's Health and Social Care Dept](#)

During normal office hours (*Monday to Sunday, 8.00am - 8.00pm including public holidays*) you should contact the:

Referral and Assessment Team on 0345 60 80 191

If the situation is urgent outside these times please call the Emergency Duty Team on 0345 60 80 191 and select option 2 to connect to their Emergency Duty Service.

[East Sussex Police](#)

At any time ring the police on this non emergency number 01273 470171 and tell the operator you wish to speak to a Child Protection Officer. These officers' work with the Health and Social Care Dept

The County Child Protection Officer

Paul Startup

Telephone 01323 466606 or 07825 782793, email

paul.startup@eastsussex.gov.uk

NSPCC Child Protection in Sport Unit

3 Gilmour Close

Beaumont Leys

Leicester

LE4 1EZ

Tel: 0116 234 7278

Fax: 0116 234 0464

Helpline: 0808 800 5000

www.sportsprotects.org.uk

NSPCC

National Centre

42 Curtain Road

London

EC2A 3NH

Tel: 020 7825 2500

Helpline: 0808 800 5000

Disability Sport England

Unit 4G 784-788 High Road

Tottenham London

N17 0DA

Tel: 020 8801 4466

Childline UK

Freepost 1111

London

N1 0BR

Tel: 0800 1111

Fax 020 8801 6644

Children First

74 Victoria Crescent Road

Glasgow

G12

Tel: 0141 342 4870

Fax: 0113 275 5019

Criminal Records Bureau (CRB)

Disclosure Service

P O Box 91





Liverpool
L69 2UH
Tel: 0870 90 90 811 (Information Line)
Tel: 0870 90 90 844 (Application Line)
Tel: 0870 90 90 778 (Dispute Line)
www.disclosure.gov.uk

3.2 Incident report form

CHILD PROTECTION INCIDENT REPORT FORM

This form must be completed by the Club Official/CPO responsible for children and young people within the Club to record the details of any concerns raised if and when incidents occur. If the incident has been reported to the Police and/or Children's Social Care Services a copy of this form must be sent to them within 24 hours of the telephone report. All efforts must be made to keep this information confidential. This information must only be shared with those that need to know if it is in the best interest of the child or young person. Note that where a concern is immediate please make initial contact by telephone on 07788880865. The form must be completed at all levels of concern, even where no immediate action may be necessary.

INCIDENT REPORT FORM	
Name of Child/Young Person concerned (If more than one child complete a separate Incident Report form for each one)	
Age of Child/Young Person	
Date of Birth:	
Child's/Young Person's Home Address including Post Code	
Child's/Young Person's Home Telephone Number:	
Any identified special needs or disability:	
Ethnicity:	
Home/Parent's telephone number:	
Name of Club Child /Young Person attends:	
The nature of the allegation. Include venue, dates, times, any special factors and other relevant information. A description of any visible bruising or other injuries. Also any direct signs, such as behavioural changes (Make a clear distinction between what is fact, opinion or hearsay)	





If concerns were passed on by a third party, supply their details (name, contact number, etc) and record what was said (Continue on a separate sheet if necessary)	
If the child/young person made a direct disclosure, describe the circumstances and record the child or young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred (using their words) (Continue on a separate sheet if necessary)	
Name, role, relationship to the child/young person and contact details (if known) of any alleged perpetrator(s):	
Name, role and contact details of any potential witnesses to the alleged incident:	
Have the parents been contacted – if so what was said?	
Any actions – that you have taken – including names and contact numbers of Police, Children's Social Care Services, etc with whom this information has been shared	
Any other additional information	
Your Name:	
Role:	
Contact Number:	
Attachments included: Yes No	
Signature:	
Pass this form on to: _____ in line with your Club procedures	
Please ensure confidentiality and share your concerns on a strictly need-to-know basis, and only in order to protect this child/young person or other children/young people	
You may wish to seek assurance by discussing your concerns with someone outside the Club NSPCC Helpline provides a free, 24-hour service on 0808 800 5000	





3.3 Photography consent form

Name:
Address:
Telephone No: Email:
Signature: Print Name: Date:

I wish to take photographs or record images at this tournament. I/we agree to abide by the tournament organisers' guidelines and confirm that the photographs or recorded images will be solely used for the purposes they are intended.

