



# Safeguarding and Welfare Policy

*Primary Function – The safety and protection of all Children and young people (referring to persons under the age of 18 years.)*

*- The safety and protection of all Vulnerable adults are those over the age of 18, who may be elderly, physically and/or mentally disabled, or have learning difficulties.*

*Overall Policy function: Griffin Archers believes all persons deserve their welfare to be protected, this policy encompasses all who may need safeguarding or assistance.*

Griffin Archers guidelines are all based on Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults which are mandatory for archery clubs to follow.

The Archery GB Policy can be viewed on their website [www.archerygb.org](http://www.archerygb.org)

**We are fully committed in the protection and safeguarding children, young people and vulnerable adults and also in the welfare and wellbeing of all members and visitors.**

- \* Ensuring that the welfare of children, young people and vulnerable adults is paramount.
- \* Creating and maintaining the safest environment possible for children, young people and vulnerable adults participating in Archery.
- \* Taking all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.
- \* Promoting an ethos which embraces difference and diversity, and respects the rights of children, young people and vulnerable adults (see Equality Policy)
- \* Encouraging an environment where open honest conversation and expectations of transparency, give all persons confidence to bring any concerns or issues to the appropriate persons, or at least a trusted club member, coach, committee member or the Safeguarding Officer – Dianne Searle.

Abuse is any form of physical, emotional or sexual mistreatment, or lack of care that leads to injury or harm. Abusers can be male or female. An individual might abuse or neglect a child, young person or vulnerable adult directly, or may be responsible for abuse because they fail to prevent another person harming them.

**Dianne Searle** is the appointed Safeguarding Lead / Officer for Griffin Archers. She will be first point of contact to report any concern regarding any suspicion of potential abuse and can be contacted at any Club core shooting time, by email to [safeguarding@griffinarchers.uk](mailto:safeguarding@griffinarchers.uk) or on her phone; **07938554604**. Alternatively, the Club Chairman or Vice Chair may be contacted.

Apart from Club Members, this policy also applies to all visitors to the Club or club environment, including those participating in archery courses, parents/carers or family members.



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Any persons breaching these will be reported to appropriate authorities and Griffin Archers will file appropriate reports and/or evidence in any consequential actions.

## SAFEGUARDING CODE OF PRACTICE:

We, Griffin Archers, will adhere to the following Code based on the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.

1. Bullying will not be tolerated.

2. For juniors under the age of 16 years, a parent or designated responsible adult must be present at all Club archery sessions and events, and will be responsible for the care of that junior.

2a. For Vulnerable adults it may be deemed necessary for an appropriate adult or carer to be present. This will be considered on an individual basis dependant on the individual's personal needs. Griffin Archers welcome parent/carer involvement on any basis.

2b. Members under the age of 18yrs but over 16yrs can attend archery sessions at Griffin Archers as long as the following criteria is met

- They have read, agreed and signed a 3-way contract on the membership form that requires parental, Griffin Archers and the members agreement that this member will act appropriately and independently
- Up to date contact and 2<sup>nd</sup> contact details are available to Griffin Archers and the member.
- That all parties are aware of drop off and pick up arrangements and how to make alternative arrangements if necessary.

3. A Junior Consent Form, outlining conditions of membership and contact details, as well as any relevant medical conditions, must be completed annually by the parent/guardian. The Junior Consent Form **may not** include email addresses or mobile phone numbers belonging to members that are children or young people.

4. A contact list of all children and young people, that are Griffin Archers Members, is kept at the Club during shooting sessions and at all Club events. This list will only be accessible to the Safeguarding Officer, Archery Coach/Instructors and the Club Chairman - in cases of emergency other specifically designated Committee Members may have access to the list.

5. Members who are children, young people or vulnerable adults may only shoot when supervised by at least 2 adults, one of whom must be an Archery GB registered Club Member. If only 2 adults are able to be present, then only 1 may shoot at any one time. At least 2 adults must be present when young members or vulnerable adults arrive and until they have all departed.

6. All Archery Coaches and Instructors and any other Club Members with regular access to children, young people and vulnerable adults, and all those responsible for the Club's Safeguarding Policy within the Club, will undergo a recognised screening process (DBS) which will be kept current and up-to-date.



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7. If a child, young person or vulnerable adult has a medical condition which may in any way affect their shooting, they should inform either the Safeguarding Officer or the Club Coaching Officer who will advise the best course of action. This will be dealt with confidentially where possible. Details should be provided as much as possible, and will be stored under UK-GDPR.

8. Still or video photography is normally permitted at the club's events and is desirable or necessary in some coaching contexts; however, it is required that anyone wishing to use any form of photography at any event at which juniors are present must seek the agreement of, and register with the event organiser beforehand – these registration documents may be retained indefinitely.

Where photography is required as a coaching aid, its purpose and value will be explained to the parent/guardian/carer and their written agreement will be obtained beforehand.

Where an event is held in a public place and photography cannot be controlled, this will be stated on the entry/ application form for the event and the organiser will work with the Safeguarding Officer to determine and implement such safeguards as are practical and acceptable in the specific circumstances.

Club Members should check and report anyone seen to be taking photographs or videos of children, young people or vulnerable adults.

9. The use of offensive language, such as swearing, will not be tolerated in the presence of children, young people and vulnerable adults, and will at all times be challenged.

9a. Griffin Archers encourages members to report verbally, by text or email, if they feel uncomfortable or upset by any members use of language, or specific words.

10. No one is permitted to shoot whilst under the influence of alcohol.

11. Children and young people or vulnerable adults may not be taken on car journeys by any Club Member. All forms of transportation must be provided by parents/guardians or carers.

12. The personal life, beliefs and religious faith of a Club Member must be respected at all times, regardless of their age, gender, sexuality, colour or ethnicity.

13. No one should engage in rough, physical or sexually suggestive games at the Club with any other person present – including a child, young person or vulnerable adult.

14. Any physical contact with a child, young person or vulnerable adult should be made in an open and non-threatening manner, and kept to a minimum. Physical contact should only occur when absolutely necessary. Wherever possible permission should be asked.

14a. Physical contact should be kept to a minimum and it must be recognised that some persons may find contact uncomfortable. If contact is refused, then the coach or committee member should find alternate ways to demonstrate or correct any issues.

15. Any sexually suggestive comments made by adults to children, young people or vulnerable adults are deemed inappropriate, even in fun, and should not be made. This is also covered in our social media policy.



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15a. Sexual comments should not be made within the club environment. Private jokes should be kept private.

16. Any accident involving a child, young person or vulnerable adult, however minor, must be reported to the Club Chairman or Safeguarding Officer and recorded in the Club's Accident Book, and the parents/guardians must be informed of the incident as soon as possible.

17. It will be the responsibility of every Club Member, and also the parents/guardians of children and young people attending the Club, to ensure the safety and well-being of everyone else whilst participating in Club shooting sessions and other Club events.

18. Any complaint made about a Club Member will be dealt with in a timely and confidential manner and in accordance with the Club's Constitution and Disciplinary Code, as well as Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults.

19. All allegations of abuse, irrespective of how trivial they may seem, must be reported to the Safeguarding Officer.

20. If anyone suspects that a child, young person or vulnerable adult is being abused - be it sexually, physically or emotionally - or neglected, either within or outside the Club, they should inform the Club Safeguarding Lead/Officer. It is not the responsibility of anyone involved in archery to decide that a person is being abused, but it is their responsibility to act upon their concerns.

Never dismiss what a child, young person or vulnerable adult tells you as "lies" or "exaggeration" - **the worst possible thing you can do is to ignore it.** Every issue should be dealt with under its own merit.

Never act in judgement or approach a situation yourself.

If you suspect there is immediate danger or a potential for this, then flag this to Safeguarding Lead Officer Dianne Searle – 07938554604. If they are not physically present, they will be able to instigate processes and advise of action to be taken. They will contact authorities or an Executive Committee member will do so.

Some useful contact numbers below (or see Safeguarding Lead who has details):

**Dianne Searle – Griffin Archers Safeguarding Lead and Welfare Officer - 07938554604**

NSPCC Helpline - 0800 800 5000 (24 hours)

The Albany Trust - 0208 767 1827

Child Line - 0800 1111 (24 hours)

Peterborough Police – 101

Thorpe Wood Police – 01733 563232

Child Protection and Safeguarding in Sport Unit - 0116 234 7278

Archery GB Safeguarding - 01952 677 888



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## **PROCEDURE FOR COMPLAINTS/REPORTED INCIDENTS OR BEHAVIOURS:**

Any concerns regarding the welfare of any club member, but in particular a child, young person or vulnerable adult, should be reported to the Club Safeguarding Officer **immediately**. They will report possible abuse or neglect to the Police and/or Children's Social Care Services.

If a child, young person or vulnerable adult tells you about abusive behaviour:

- \* React calmly so as not to frighten the person.
- \* Reassure the person that they were right to confide in you.
- \* Make sure that you understand exactly what is being reported - listen carefully and ask questions only to clarify facts or words that you do not understand. Do not speculate, or make assumptions or judgements.
- \* It is vital that the exact words and terminology of the child, young person or vulnerable adult is written as a record of the complaint. Assumptions must not be made about the meaning of terms or words. This also applies to any witness statements that may be made.
- \* Do not make promises, to the person making the disclosure, which you may not be able to keep - tell them you will need to inform others and write things down in order to help them.
- \* Do not make comments about the alleged abuser.
- \* Do not approach the alleged abuser.
- \* Report what you have been told immediately to the Safeguarding Lead Officer – *Dianne Searle*.

If abusive behaviour is witnessed or suspected to have taken place in another place or environment:

- \* Report suspicions to Safeguarding Officer or any executive committee officer.
- \* Safeguarding or committee officer will then take a brief statement of suspicions.
- \* Action will be taken as deemed appropriate; it may not take place instantly as suspected abuse needs to be reported but then needs to be proven This does not mean that nothing is being done.
- \* Safeguarding Officer will then observe the situation that has been reported and make their own statement.
- \* Appropriate advice will be sought from suitable authorities.

Every effort will be made to ensure that confidentiality is maintained for all concerned.



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The Club Safeguarding Lead Officer must refer the matter to the Club Chairman or other appropriate Club Committee Member. They must also inform the Police and/or Social Services or appropriate authorities regarding any case of possible abuse, as well as the Archery GB Safeguarding Officer by phone, without delay - an Incident Report Form will also be completed to all, within 24 hours.

The Safeguarding Lead will decide if the incident is not serious, and can be resolved at Club level. This could be in discussion with Chairman, or Executive Officers of Griffin Archers, or after a discussion with the Safeguarding team at Archery GB. Any incident should then be reported to the Archery County/Regional Officer and then, if necessary, to the Archery GB Safeguarding Officer.

Where a complaint has been made against a Club Member, a written acknowledgement will be sent immediately (within 24hours) to the person making the complaint, by the Club Chairman or Safeguarding Lead. A formal notice will be sent, in writing, to the defendant/s by the Club. Every effort will be made to inform all parties concerned about expected actions and the outcome of the investigation, in writing, within 30 days.

## **Individual Support through the Safeguarding Process**

The safeguarding lead officer will provide details to all parties involved, of possible access to counselling services or mental health support throughout and following this process. Griffin Archers has 2 Mental Health First Aiders available to members. If necessary, Griffin Archers Safeguarding Lead Officer will liaise with social services or other carers.

This consideration of overall effects of any such investigation includes any committee members or families/friends or supporters. Our members and visitor's overall wellbeing always remain our priority.

Policy written by:	Dianne Searle – Griffin Archers - Club Secretary Safeguarding and Welfare Lead Officer
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