AC Delco Safeguarding Policy

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Policy Statement

Safeguarding determines the actions that we take to keep children and adults safe, protecting them from harm. As an archery club we are committed to safeguarding and promoting the welfare of all our members.

The actions that we take to prevent harm; to promote wellbeing; to create safe environments; to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the club.

As a club we adopt the Archery GB Policies for Safeguarding Children, Young People and Vulnerable Adults. This policy will be reviewed in accordance with Archery GB guidelines.

**Procedures**

Promoting Good Practice

Abuse of any kind can produce strong emotions in those facing such a situation. It is essential to understand these feelings but not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur in many situations, including at home, in school and in a sporting environment. Unfortunately, there are some who actively seek employment or voluntary work with children, young people and vulnerable adults in order to harm them.

Coaches, Club Officers and Volunteers who have regular contact with children, young people and vulnerable adults can be important links in identifying cases where protection is needed. You should report all suspicious cases of poor practice by following the Club guidelines (further explained in this document and also available on the Club website).

**Good Practice Guidelines**

All members of AC Delco are encouraged to behave appropriately to promote the welfare of children, young people and vulnerable adults and to reduce the risk of allegations being made. The following are common-sense examples for creating a positive culture and environment.

AC Delco advocates:

▪ Always working in an open environment (i.e. avoiding private or unobserved situations).

▪ Keeping archery, a fun and enjoyable sport!

▪ Treat all children, young people and vulnerable adults equally, with respect and dignity.

▪ The wellbeing of others should always be paramount to winning or achieving goals.

▪ Balanced relationships should be built based on trust, giving children and young people the chance to be heard in the decision-making process.

▪ Those working with children and young people maintaining safe and appropriate boundaries.

▪ Coaches, Club Officers and Volunteers should keep up to date with technical skills, qualifications, sports insurance and current Archery GB rules and regulations.

▪ When working with children, young people and vulnerable adults, involve parents and carers wherever possible.

▪ A parent or legal guardian must always accompany their children and young people to and from the Club and remain present.

▪ The responsibility for the care, good behaviour and safe conduct of the child/young person remains with the parent or guardian.

▪ Make sure that if juniors are taken to tournaments (i.e. without their parent and by another club member), written consent is given to the adult acting as guardian from the parent.

▪ If the Club takes part in a residential event/tournament, adults should not enter children’s or young people’s room, nor should they invite children or young people into their rooms. This is inappropriate.

▪ Members strive to be an example to children and young people (we ask that members be considerate when smoking or drinking alcohol in the company of children)

▪ Coaches should recognise the developmental needs and abilities of individuals, and therefore be cautious when developing a coaching strategy for children, young people and vulnerable adults.

▪ In all cases of electronic or written communication with children or young people, parents/guardians should always be copied in.

▪ All children, young people and vulnerable adults must be listened to and have their views considered according to their maturity, age and understanding.

Members of AC Delco are asked to avoid taking on responsibility for tasks you are not appropriately trained for, particularly if they are of a personal nature for children, young people and vulnerable adults. All tasks involving children and young people should only be carried out with the full understanding and permission of the parents and children concerned. Unless it is an emergency, AC Delco members should avoid spending time alone with children, young people and vulnerable adults. This is to protect both you and the child/young person/vulnerable adult. If a situation such as this cannot be avoided, permission needs to be gained from the person’s carer or the child/young person’s parent/guardian.

The following is never allowed:

▪ Taking part in rough, physical or sexually provocative games.

▪ Sharing a room with a child or young person (unless they are your offspring)

▪ Allowing or taking part in any form of inappropriate touching (if you see this, stop it and report it immediately).

▪ Make sexually suggestive comments to a child or young person, even if it is “just for fun”.

▪ Have a sexual relationship with someone under the age of 18.

▪ Reduce another person to tears.

▪ Fail to act on and record any allegations made by a child, young person or vulnerable adult to you.

▪ Invite or allow children or young people to visit or stay with you away from the Club unsupervised.

“Remember, it is never wrong to ask for more information when it comes to children’s safety, wellbeing and safeguarding” NSPCC, 2020

**Responding To & Reporting Concerns**

It is not the responsibility of anyone at AC Delco, to decide whether abuse has taken place. It is the responsibility of child protection experts (i.e. social services or the police) to determine whether abuse has taken place, however, it is everyone’s responsibility to report any concerns.

AC Delco fully supports all those who report their genuine concerns. The Club’s Safeguarding Officer will keep a record of any concerns reported. Any matters that give rise to concern of children or young people’s welfare (e.g. poor practice or abuse) will be taken seriously and responded to in an appropriate and timely manner by the Club’s Safeguarding Officer.

**Incidents that must be Reported & Recorded**

If any of the following take place, you should report this immediately to our Safeguarding Officer and record the incident using the appropriate incident report form (Appendix 1).

You should also ensure the parents/guardians/carers are informed if:

▪ You accidentally hurt a child/young person/vulnerable adult;

▪ They appear to be distressed in any way;

▪ They have misunderstood or misinterpreted something you have done.

If a child, young person or vulnerable adult is in immediate danger or is seriously injured, you should contact the emergency services immediately on 999. Following this, report the concern to our Safeguarding Officer.

Contact details for the Club’s Safeguarding Officer can be found on the Club Notice Board and on the final page of this document.

**Reporting & Dealing with Concerns about Poor Practice**

If the concern is clearly about poor practice within the club, please report this to our Safeguarding Officer who will deal with it in line with the Archery GB policy guidance. If the concern is about the Safeguarding Officer’s poor practice, or if you feel a matter has been handled inadequately and there are still concerns, please report your concerns to our secretary. The Secretary will then follow the Archery GB guidance policy, reporting it to the relevant Archery GB officer.

**Reporting & Dealing with Concerns about Suspected Abuse**

Any concern or suspicion that a child, young person or vulnerable adult has been abused should be reported to our Safeguarding Officer. They will take any steps needed to make sure the individual (or any other who may be at risk) is safe. The wellbeing of the child, young person or vulnerable adult is paramount. It is not up to you or any one at AC Delco to decide whether abuse has taken place. As stated previously, it is the responsibility of child protection experts (i.e. social services or the police) to determine whether abuse has taken place, however, it is everyone’s responsibility to report any concerns appropriately. The Club’s Safeguarding Officer will follow the Archery GB guidelines for reporting Concerns About Suspected Abuse (2018). A copy of this can be found on the Archery GB website (<https://www.archerygb.org/about-us-structure-safeguard/safeguard/policy-guidence>.

**Disclosure of Potential Previous Abuse**

When abuse happens, it may take some time for the person who has been abused to recognise they have been affected. As such, disclosure of events that may have been abuse may be made some time after the event (e.g. by an adult who was abused as a child or young person). If this type of disclosure is made, the procedures outlined above should be followed. This is because other children, young people or vulnerable adults (either within or outside of archery) may be at risk from the potential perpetrator. In line with Archery GB regulations, a member of AC Delco (full or associate) will have their membership terminated if information is received by Archery GB from the relevant government agency indicating the member is guilty of abuse. This will also apply if Archery GB is informed that the relevant member is disqualified from working with children, young people and vulnerable adults.

**Confidentiality & Storing Information**

In the case of concerns, confidentiality will be upheld in line with the Archery GB guidelines (2018), the Data Protection Act 2018 and the Human Rights Act 1998. The Club will make every effort to ensure that information is only handled to those who need it.

**Coaches, Club Officers & Volunteer**s

AC Delco strives for its Coaches, Club Officers and Volunteers with children, young people and vulnerable adults to be well motivated towards fostering a fun and safe environment for archery. To ensure that the Club remains safe, the following is expected of those active within AC Delco:

▪ Coaches must complete an Archery GB recognised Children’s Safeguarding in Sport course every three years. This is a requirement placed on coaches by the County of Surrey Archery Association.

▪ All active Coaches at AC Delco must obtain a valid Enhanced Disclosure and Barring Service (DBS) Check. This is a requirement by Archery GB, Southern Counties Archery Society, and County of Surrey Archery Association.

▪ The Club’s Safeguarding Officer will hold a valid Enhanced DBS Check.

▪ The Club’s Safeguarding Officer must complete a Children’s Safeguarding in Sport course, to be renewed every three years.

▪ All Club Officers and Volunteers will be aware of the Club’s safeguarding policies and will endeavour to uphold these.

For more information on the Disclosure and Barring Service (formerly known as the Criminal Records Bureau), see <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

**Anti-Bullying**

AC Delco does not tolerate the bullying of any Member by another Member.

Bullying can include:

Physical: e.g. pushing, hitting, slapping or kicking (in some cases, this may constitute as assault) Verbal: e.g. racist remarks, threats, homophobic remarks, spreading rumours, teasing, name-calling, ridicule or humiliation

Emotional: e.g. unfriendliness, excluding behaviour, tormenting (both emotionally and physically), sending hurtful messages, ridiculing, humiliating, or threatening gestures

Harassment: e.g. using abusive or insulting behaviour with the intent to cause distress or alarm

Sexual: e.g. unwanted physical contact or sexually abusive comments Cyber: e.g. misuse of online chat forums, abusive or threatening communication via text messaging or calls

Sports organisations play an integral role for creating a positive environment that challenges bullying. This can be done by giving children and young people the power to understand the effect of bullying and the best way to deal with it. More information on bullying can be found here: https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-andcyberbullying/

**Whistle-Blowing**

It is essential that all members of AC Delco have the confidence to come forward to speak or act if you are unhappy with anything. Whistle-blowing is when an individual raises a concern about a wrongdoing, dangerous or illegal activity within their organisation. This can involve sharing potentially vital information (e.g. health and safety risks, environmental factors, harm of children, young people and vulnerable adults, covering up for poor practice, etc.). Any of these factors should be dealt with immediately. AC Delco encourages its members to ‘blow the whistle’ on any malpractice within the club as early as possible.

More information and advice with regards to whistle-blowing can be found here: https://www.nspcc.org.uk/what-you-can-do/reportabuse/dedicated-helplines/whistleblowing-advice-line/

**Photography & Filming**

Photographs and videos are great ways to celebrate achievements within archery, and we want all our members to feel comfortable with the use of photography and videos at AC Delco. At club events members and spectators will be made aware if photographs are being taken. Please speak to whomever is taking pictures at that event if you do not wish for yourself and/or the person you are responsible for to be included. Photography and videos are often used as a coaching aid. Coaches will always ask the archer’s permission before proceeding to film/photograph an archer. If the archer is under 18, after obtaining the archer’s consent, the coach will ask the parent/guardian for permission. All photography and film captured during coaching sessions will be shared with the archer depicted. If copies are to be sent directly to the archer (who is under 18), a parent/guardian must be copied in.

**Social Media & Online Safety**

The online world has advanced and changed the way people interact and communicate on a regular basis. At AC Delco, we too are using the internet and social media to promote both archery and the club. Although digital media and communication is extremely beneficial for those involved, it does not come without risks, especially to children, young people and vulnerable adults. More information on how to keep safe online can be found here: https://www.nspcc.org.uk/preventing-abuse/keeping-childrensafe/online-safety/. You can find Archery GB’s “E-Safety and Use of Social Media Policy” at www.archerygb.org. COVID-19 Concerns Coronavirus has undeniable left many with cause for concern. At AC Delco, member safety and welfare is paramount in all that we do. General COVID-19 advice and support for parents, guardians and carers is available from the NSPCC at https://www.nspcc.org.uk/keeping-children-safe/coronavirus-advice-suppport-children-families-parents/. For health information regarding COVID-19, please visit the NHS website at https://www.nhs.uk/conditions/coronavirus-covid-19/.

**Further Information**

If you are concerned about a child, young person or vulnerable adult’s safety or welfare please speak with the Club’s Safeguarding Officer. They will follow the Archery GB Policy for Safeguarding Children, Young People and Adults which can be found at https://www.archerygb.org/about-us-structure-safeguard/safeguard/policy-guidence/.

Our Safeguarding Officer is: Emma Edwards

Email:

Mobile: 07913686563

If you think a child, young person or vulnerable adult is being abused or neglected outside of the Club environment, you should report your concerns to the NSPCC helpline.

Southampton City Council:

Children’s Resource Service on **02380 83 3004** (Monday to Friday 8.30am to 5pm and Friday 8.30am to 4.30pm) or **02380 23 3344** (weekends, Bank Holidays and outside of office hours)

If you are a child, young person, parent or carer, and you would like to discuss your worries or seek advice and support please get in touch! You can contact the Children’s Resource Service on **02380 83 3004** (office hours) or **02380 23 3344** (outside of office hours).

However, if you are seriously concerned about a child, young person or vulnerable adult’s immediate safety, always dial 999 and report your concerns to the police. For further advice for adults concerned about children and young people, the NSPCC provides a free 24-hour service on 0808 800 5000 or help@nspcc.org.uk. For children and young people seeking advice, ChildLine provide a service on 0800 1111. DO NOT DELAY IN REPORTING A CONCERN