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## PROMOTING GOOD PRACTICE

### 2.0 PROMOTING GOOD PRACTICE

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children and young people in order to harm them. A coach, instructor, official, volunteer will have regular contact with children and young people and be an important link in identifying cases where they need protection. All cases of actual or suspected abuse/poor practice should be reported following the guidelines in this document.

When a child or young person enters the club activity having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child or young person's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child or young person receives the required support.

### 2.1 GOOD PRACTICE GUIDELINES

Always remember that whenever you are responsible, or where you are in a position of power or influence for the care or supervision of children or young people you are in a relationship of trust. You should never do anything to abuse that trust. The following guidelines will help to safeguard all within the sport of archery. They are common sense examples of how to create a positive culture and climate.

### 2.2 GOOD PRACTICE FOR CLUBS

The Club must have a code of good practice outlining what is acceptable behaviour and how to promote good practice. In addition the club must also have a complaints policy which is available to all parents and club members which outlines the disciplinary regulations of the club.

Good Practice means:

- Ensure the club has implemented the Archery GB Policy for Safeguarding, Children, Young Children, Young People and Vulnerable Adults.
- Publicise the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults to show the club's commitment to a stay safe environment; be healthy; enjoy and achieve; make a positive contribution and achieve economic well being; and state this in your club's constitution.
- Local Authorities may have their own specific rules(e.g. minimum operating standards for activities/programmes/hire of facilities) that are additional to the requirements of the legislation; therefore, clubs need to check the local situation to see how the club could be affected by these rules.
- Issue a pamphlet to all parents, children and young people which includes a summary of the Club's Policy for Safeguarding Children, Young People and Vulnerable Adults and a statement about the Club's Child Protection Procedures.
- Publicise the club statement showing the club's commitment to children and young people's safety and welfare. The following is an example:  
*"This club..... (insert club name) believes that when dealing with children and young people their welfare must always be of paramount importance. We are committed to providing an environment where children and young people can learn and participate in*

*archery free from harassment and abuse. All those people working with children and young people have a moral responsibility to safeguard and promote a child and young persons' welfare. This club has adopted the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults to ensure peace of mind for adults, children, young people and vulnerable adults".*

- Designate a person to deal with child protection and welfare issues. This person must undergo an enhanced level CRB check and receive appropriate training.  
*(Refer to Section Five - Recruitment and Training)*
- The Club Official/CPO must ensure there is a written procedure for contacting local Children's Social Care and the Police, together with any "out of hours" contacts and procedures. Ideally this person should meet the relevant contacts on an informal basis in advance of a reportable incident. Local Safeguarding Boards have replaced Area Child Protection Committees. All Club Official/CPO's must ensure that they are working to the most up to date local inter-agency procedures. Some Local Safeguarding Boards have been developing 'Safeguarding through Sport' (or equivalent) sub-groups facilitated by the local authority or County Sports Partnership (CSP) and with representation across the sports and recreation sector. All Club Officials/CPO's must be aware of these arrangements and mechanisms for communication with them. The relevant CSP should have information about local 'Safeguarding through Sports' groups. The Club may wish to consider purchasing social care sector diaries, such as Sherwood Diaries, which would provide details of every local authority social services offices (or children and families services as most are now known).  
*(Website address is: [www.sherwooddiaries.co.uk](http://www.sherwooddiaries.co.uk) or alternatively its telephone number is 01268 510123)*
- The Club Official/CPO must ensure that anyone with regular access to children and young people gives their consent to undergo an Enhanced Criminal Record Check. The appropriate forms must be obtained from the Archery GB CPO.  
Direct Dial: 01952 602792 E-mail: [anne.rook@archerygb.org](mailto:anne.rook@archerygb.org)
- Advise parents that all members with **"Regular Access"** to children and young people will go through a screening process.  
*(Refer to Section Five- Recruitment Procedures and Section Seven - Glossary for the definition of the term "Regular Access")*
- Establish procedures through which all complaints or concerns can be voiced and dealt with confidentially.
- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communications with no secrets).
- Adopt and implement a policy of best practice procedures.
- Publicise a statement of zero tolerance of bullying.
- Treat all children/young people/disabled equally and with respect and dignity.
- Always put the welfare of each child or young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with archers (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or young person or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process.
- Make sport fun, enjoyable and promoting fair play.

- Request written parental consent for children and young people (if applicable) to participate in any of the training, practice sessions, events, competitions that are run. The Club should always provide a timetable of activities at the beginning of the season. You must also notify parents of any changes to this timetable in writing.  
(Refer to Section Two – Appendix 'B' - Agreement Form between Parent and Archery GB Club)
- Ensuring that if any form of manual/physical support is required it must be provided openly and according to guidelines provided by the Coach Education Programme. Care is needed, as it is difficult to maintain hand positions when the child or young person is constantly moving. Children, young people and their parents must always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in archery.
- Involving parents, wherever possible, e.g. encouraging them to take responsibility for their children and young people in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, coaches, officials work in pairs.
- Ensuring that if mixed teams are taken away, they must always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.
- Ensuring that at tournaments or residential events, adults must not enter children's or young person's rooms or invite children or young people into their rooms.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of children and young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of children and young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- The names, addresses and contact telephone numbers of all of club members must be available at the club ground when the club are meeting. Provisions of the Data Protection Act must be observed by the club officials at all times.
- A register of emergency contacts for all club members must be available at all times when the club meets.
- Be aware of any medical conditions, which may affect a child or young person and any medication they may require. Secure parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment.  
(Refer to Section Two – Appendix 'B' - Agreement Form between Parent and the Archery GB Club)
- Keep an accident book and record all injuries however slight, with details of any treatment given. The Data Protection Act 1998 requires that all personal information must be kept confidential. A designated person should be made responsible to record any reportable accidents and to be responsible for the safekeeping of completed reports. Accident books may be obtained from the Health & Safety Executive, (<http://www.hse.gov.uk/>). Provisions of the Data Protection Act must be observed by club officials at all times. Where club officials witness an injury the parents must be informed as soon as possible. If the child or young person requires medical attention this must be arranged immediately and the parents must be informed as soon as possible. You must always have up to date contact details and information about any relevant medical conditions.

- Advise parents, children and young persons that all members of Archery GB are eligible for drug testing if requested at any domestic tournament.  
*(For further information please contact the Archery GB Performance Unit – Anti-Doping Officer – Tel No: 01952 602794)*
- Clearly advise parents that they must be responsible for the care of their own child and young person whilst that child or young person participates in tournaments. Under no circumstances must the Tournament Organiser ever accept responsibility for the care of children and young persons.  
*(Refer to Archery GB Website <http://www.archerygb.org> – click on to documents - Archery GB Tournament Organisers Handbook)*
- Two adults (one of whom must be a member) must supervise children and young people at all times whilst shooting. A parent member can supervise their child or young person provided they do not themselves shoot. At no other time must one adult take charge of a group of children and young people.
- Where there are only two adults who have taken the responsibility for supervising children and young people who themselves wish to shoot during the same session, only one should shoot at any one time. However, it is recommended that there are two adults fully available for supervising at all times.
- It is recommended that the ratio of children and young people to supervising adults is as follows:  
**Children under eight years of age:**  
One adult to eight children (with a minimum of two adults)  
**Children over eight years of age:**  
One adult to ten children (with a minimum of two adults)  
*(This is based on the government's guidance for the provision of out of school care for children under eight years of age. (Out of School Care Guidance to the National Standards, OFSTED 2001)  
(Refer to Section Two – Appendix 'C' - Guidelines on Staffing/Supervision Ratio's for Children's Activities as provided by the NSPCC CPSU)*
- In the instance where a parent supervises their child or young person responsibility for the care of that child or young person would remain with the parent.
- A parent must always accompany their child if they are under the age of eight years. Any parent who brings along children eight years of age or under, who are not their own children, must be made aware that those children must remain in their care.
- Ensure at least two adults arrive for a session ahead of time to avoid children and young people being left alone. Likewise do not depart until the last child and young person has been collected
- The club must develop and publicise policies about the collection of children and young people from archery activities. These policies must be based on the age of the child and young person and the location, time and type of activity
- Ensure that you are aware of arrangements for the arrival and departure of children and young people. In the event of an emergency or delay in collecting their child or young person ensure parents provide the club with emergency contact details.  
*(Refer to Section Two – Appendix 'B' - Agreement Form between Parent and the Archery GB Club)*
- Offer support to those who report concerns regarding suspicions of abuse or poor practice.
- Respect a child's and young person's rights to be involved in making choices and decisions which directly affect them.
- Respond sensitively to a child or young person who seems anxious about participating in certain activities.

- Be aware of the vulnerability of some groups of children and young people being isolated and hurt (e.g. disabilities and learning difficulties: black and minority ethnic; from Gypsy and Travelling Communities).
- Never under-estimate the contribution that you can make to the development of safe communities for children and young people.
- Listen carefully to any child or young person who 'tells you' (sometimes through drawings and behaviour as well as words) they are being harmed and report what you have discovered immediately to your Club Official/CPO.
- Never dismiss what a child or young person tells you as 'lies' or exaggeration.

## 2.3 GOOD PRACTICE FOR COACHES

Archery GB coaches working with children and/or young people have a responsibility to demonstrate exemplary behaviour in order to safeguard children and young people. The following are common sense examples of how to create a positive culture and climate within archery:

- Always work in an open environment (e.g. avoiding private or unobserved situations, i.e. no secrets).
- Treat all children and young people equally, with respect and dignity.
- Be an excellent role model – behave in an exemplary manner – this includes not smoking or drinking alcohol in the company of children and young people.
- Always put the welfare of each child and/or young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance when working with children and young people.
- Obtain written permission from parents to coach their child and/or young person and provide them with an information pack setting out how the instruction is undertaken.
- Young people of 16 or 17 years of age may legally consent to some types of sexual activity. Do not allow a sexual relationship to develop if it is within a relationship of trust.
- Whilst coaching on a one-to-one basis ensure there is another adult present.
- It is recommended that the ratio of children and young people to supervising adults is as follows:
  - Children and Young People under eight years of age:**  
One adult to eight children (with a minimum of two adults)
  - Children or Young People over eight years of age:**  
One adult to ten children or young people (with a minimum of two adults)

*(This is based on the government's guidance for the provision of out of school care for children under eight years of age. (Out of School Care Guidance to the National Standards, OFSTED 2001)*  
*(Refer to Section Two – Appendix 'C' - Guidelines on Staffing/Supervision Ratio's for Children or Young Peoples Activities as provided by the NSPCC CPSU)*
- Keep up to date with the technical skills, qualifications and insurance within archery.
- Ensuring that if mixed teams are taken away, they must always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.  
*(Refer to Appendix 'C' - Guidelines on Staffing/Supervision Ratio's for Children or Young Peoples Activities)*

- Ensure that at tournaments or residential events, adults must not enter children's or young people's rooms or invite them into their rooms. Should adults need to "check up" on children and young people whilst they are in their rooms, then another adult must always accompany them. It is not appropriate to share a room with a child or young person or have an intimate relationship with them.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the development needs and capacity of children and young people - avoid excessive training or competition and do not push them against their will.
- Secure parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment by a qualified medical practitioner/First Aider.  
(Refer to Section Two – Appendix 'B' - Agreement Form between Parent and Archery GB Archery Club)
- Keep a written record of any injury that occurs, along with the details of any treatment given. It is important that all incidents that may give rise to a claim are reported to the Archery GB Insurance Officer as soon as possible after the event. This will enable the Archery GB Insurers to carry out investigations at an early stage whilst information relating to the claim remains fresh in the mind. This will also ensure that you are complying fully with your policy terms and conditions. For an incident report form please contact the Archery GB Insurance Officer.  
**Direct Dial: 01952 602792 or E-mail: anne.rook@archerygb.org**
- Work with the parents and be aware that all parties concerned have their own goals and aspirations.
- Request written consent from parents when children and young people need to be transported by adults.

## 2.4 GOOD PRACTICE FOR PARENTS

Parents have a role to undertake within their child and young persons' membership/participation in archery. Archery GB clubs, coaches, staff and volunteers will endeavour to develop strong trusting relationships with their archers. However, as a parent you should check:

- The Region/County/Club has adopted the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults to ensure that all children and young people are protected and kept safe from harm.
- The Region/County/Club has an anti bullying policy.
- The Region/County/Club has good practice guidance for the Region/County/Club Archery GB members, coaches, volunteers, parents, children and young people.
- There is a designated Club Official/CPO in place with a responsibility for child protection and welfare. Children, young people and adults are aware that they can talk to them about concerns without fear of victimisation and reprisal.
- There are procedures in place for dealing with concerns, complaints and disciplinary issues.
- The Region/County/Club has procedures in place for safe recruitment. Have they been selected through a proper recruitment process? This should include interviews, references and police checks for members working with children and young people on a regular basis.  
(Refer to Section Five – Recruitment and Training)

- Before parents leave their child or young person ensure there is more than one responsible adult at the club who explicitly agrees to take the responsibility of the care of the child or young person. There must always be someone in charge to supervise staff and volunteers at all times.
- Arrange to deliver and collect your child or young person in plenty of time. Late collection of children or young people presents clubs with a potentially difficult situation:
  - It is not the club's responsibility to transport children or young people home on behalf of parents who have been delayed.
  - Clubs must include a staff contact number and an instruction to parents to telephone if there is any likelihood of late collection. Parents must provide an alternate contact name and number for clubs to use when they are not available on their usual number.
  - Club Officials must remind parents of the policy relating to late collection.
  - The Club Official must wait with the child or young person with other Club Officials if parents are late collecting their child or young person.
  - The Club Official **MUST NOT**:
    - Take the child or young person home or to any other location.
    - Send the child or young person home with another person without the permission from a parent.
    - Ask the child or young person to wait in a vehicle or at the club/tournament with them alone.
- Ensure the club has rules regarding arrangements for travelling to events. The club must inform you about the event arrangements, including transport to and from the venue. You must also be given information about the venue itself. If it is a long way from home, you must be given a contact number for use in emergencies.  
*(Refer to Section Two – Appendices 'D', 'E' and 'F' - Checklists for Day Trips or Overnight Stays, Away Fixtures, Travel Abroad/Hosting Events)*
- Check that the club offers ongoing training e.g. attending Safeguarding Children Protection Courses and Health and Safety regulations, coaching courses, etc  
*(Refer to Section Five – Recruitment and Training)*
- Changing Rooms: When children or young people are using changing rooms, they must be supervised by two members of staff. Adult staff must not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities must be available for boys and girls; if a child or young person feels uncomfortable changing or showering in public, no pressure must be placed on them to do so, instead, they must be encouraged to shower or change at home.
- Encourage your child or young person to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise. If your child or young person talks to you about anything that is worrying them, always listen carefully and take them seriously. Try to build an open and trusting relationship so they know they can come to you with their concerns.
- If your child or young person tells you they have been abused, or describes what you think may be abuse, they may be feeling very anxious or embarrassed. It is important that you do not react in a way that adds to their distress. Here are some points to remember:
  - Try to react calmly.
  - Listen very carefully to what your child, young person tells you.
  - Make clear that you believe what your child and/or young person tells you.
  - Tell your child and/or young person that they have done the right thing by telling you.
  - Tell them that they are not to blame.
  - It is very important that you **take action** to end the abuse.

- Another important way you can help protect your child or young person is by teaching them about personal safety.  
*(Refer to the NSPCC CPSU Website – Advice for Parents)*
- If you are discouraged from watching, then ensure the Club Official/CPO makes you aware of the reason for doing so.
- Ensure you are given opportunities to discuss matters with the Club Official/CPO and all involved.
- Work with the Club Official/CPO for the benefit of the children and young people. Be prepared to take coaching advice on your child's or young person's psychological and physical archery needs.
- Ensure the Club Official/CPO receives permission from parents for children and young person's to participate in any club nights; tournaments, training or practice sessions that are being run.  
*(Refer to Section Two – Appendix 'B' - Agreement Form between Parent and the Archery GB Club)*
- Parents are encouraged to remain with their child or young person and to be actively involved within the club.
- If your child or young person needs help with using the toilet, feeding or medication, ask about the procedures for personal care needs.
- The club must have clear guidelines about physical contact and social activities between staff, volunteers, participating children, young people and parents. Find out who in the club you can speak to if you have concerns about boundaries not being observed.
- Ensure that there are first aid arrangements in place, a first aid box, and guidelines for dealing with injuries and that the premises satisfy fire regulations.

### **Setting the Right Example:**

If you are actively involved in your child's or young person's archery club, remember that your behaviour can have either a positive or negative effect on the club's culture and atmosphere. How you behave at a club night, event or competition and what you say and do afterwards to your child or young person will not only affect them, it also influences how other parents, children and young people behave.

Your approval is very important to your child or young person. What you say and do about their performances has a major effect on how they feel about themselves and their abilities. So give positive and constructive feedback about his or her efforts. You must not make negative, personalised comments or punish them in any way.

Do not have a 'win at all cost' attitude, or encourage this in your child or young person. Remember, learning to lose with a good grace is an important part of sportsmanship.

### **Danger Signals:**

Be very wary of a club where staff or volunteers behave in the following ways:

- Parents are discouraged from watching or becoming involved in training or other activities.
- Rough play, sexual innuendo or humiliating punishment.

- Individuals who take charge and operate independently of the club and sport guidelines.
- Coaches who favour or personally reward particular children or young people.
- Encouragement of inappropriate physical contact.
- If Club Officials/Coaches invite children and/or young people to spend time alone with them outside of scheduled sports activities, or request this through parents.
- Poor communication with parents and lack of parental involvement.
- If children and/or young people suddenly drop out or stop going for no apparent reason.

### **Getting Help:**

If you are worried that your child or young person is being abused during archery activities it is vital that you talk to someone about it. The idea of speaking out about abuse can be daunting. You will probably feel worried about the impact this will have on you and on your child or young person. If you have any concerns you **MUST** take action. By taking action you will not only be protecting your child or young person, it will also help to prevent other children and young people being harmed.

- Speak to the designated Club Official/CPO.
- Find out the club guidelines for recording and reporting concerns and follow them.
- Contact the NSPCC free phone, 24-hour Child Protection Helpline on 0808 800 5000 with any concerns about a child or young person. The Helpline also has a bilingual Welsh Service, an Asian Helpline and a text phone service for people with hearing difficulties on 0800 056 0566.
- If you think a child or young person is in immediate danger of abuse, contact the police on 999, and/ or Children's Social Care Services.

## **2.5 PRACTICE TO BE AVOIDED**

The following must be **avoided** except in emergencies. If cases arise where these situations are unavoidable, they must only occur with the full knowledge and consent of someone in charge in the club or the child's or young person's parent. For example, if a child or young person sustains an injury and needs to go to hospital, or if a parent fails to arrive to collect a child or young person at the end of a session.

- Avoid spending excessive amounts of time alone with children and young people away from others.
- Avoid taking children and young people alone on car journeys, unless in an emergency and then consult the parents first.
- Avoid taking children and young people to your home where they will be alone with you.

## 2.6 PRACTICE NEVER TO BE SANCTIONED

The following must **NEVER** be sanctioned:

- Strike a child or young person.
- Engage in rough, physical or sexually provocative games including horseplay.
- Share a room with a child and/or young person.
- Allow or engage in any form of inappropriate touching.
- Allow children or young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child and/or young person adult even in fun.
- Reduce a child and/or young person to tears as a form of control.
- Fail to act upon and record any allegations made by a child and/or young person.
- Do things of a personal nature for children or young people that they can do for themselves.
- Invite or allow children and/or young people to stay with you at your home unsupervised.
- Spend an excessive amount of time alone with children or young people.

It may sometimes be necessary for adults to do things of a personal nature for children or young people, particularly if they are young, vulnerable or disabled. These tasks should only be carried out with the full understanding and consent of parents and the child or young person 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 or young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained unless guidance and instruction is given.

## DUTY OF CARE

(As provided by NSPCC, Child Protection in Sport Unit, for guidelines to Clubs)

It is widely accepted that in relation to children and young people sports organisations have a duty of care. The purpose of this briefing paper is to clarify what that duty entails and to provide some guidance as to what steps can be taken in order to demonstrate that this duty is being met.

In essence, duty of care means that a sports body needs to take such measures as are reasonable in the circumstances to ensure that individuals will be safe to participate in an activity to which they are *invited* or which is *permitted*.

A duty of care may be imposed by common law or statute, by contract, or by acceptance by an individual. In some cases the law imposes a duty of care. For example, the duty of care the police have when they arrest someone.

There is no general duty of care upon members of the public towards the public at large. If there is a formal relationship, however, for example between a club and a club member, or an adult and a young person, there is a duty of care.

When children or young people are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty of care to ensure their safety and welfare.

The duty occurs in two ways:

A **Legal** Duty of Care

A **Moral** Duty of Care

The **Legal Duty of Care** has a strict definition. The most obvious example of this is in Health and Safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations.

In many sporting activities, given the health and safety considerations, it is recognised that a sports organisation or individual (e.g. adult) owes a duty of care to its members. However, it is also understood and recognised that accidents can and do happen, and that it is not possible to predict every eventuality. Liability for the legal duty of care would only arise when an incident occurs and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it.

In any subsequent legal action the courts would apply the following criteria to determining if an organisation or individual would be held responsible:

- Reasonable foreseeability of injury
- Proximity
- It is fair, just and reasonable to impose a duty of care?

The plaintiff would have to show:

- That they were owed a duty of care
- That the defendant breached this duty
- That the plaintiff suffered damage as a result of this breach

It is recognised that there is a higher duty of care owed to children and young people and this is something that those working with children and young people must reflect. An example of this is the Occupier's Liability Act 1957. This requires that an occupier must be prepared for children and young people to be less careful than adults would be in a similar situation.

This consideration should be even greater, if a child or young person is known to have learning difficulties or is known to have a medical condition which may make them more vulnerable than the average child or young person to foreseeable risk of harm.

### **Children and Young People in a Club or Sports Activity**

Any person in charge of children or young people involved in a sports club or activity has a duty of care and should take all reasonable care for their safety. The duty when involved in a sports club is reasonably straightforward: it is comparable to the duty of a teacher in charge of a class of children of the same age.

There have been many cases concerning liability for accidents suffered by school pupils while at school that can be usefully applied to the sports setting. Out of these cases has evolved a general principle, which identifies the expected standard of care for teachers as that of a *reasonably prudent parent*, taking into account that fact that a teacher will have responsibility for a whole class of children.

This means that teachers are not required to achieve perfection with regard to their supervision of children or young people, but that if they fall below standards of a reasonably prudent parent and injury is suffered as a result, the teacher may be held negligent. Those responsible for the management or supervision of children and young people in a club setting should consider what steps they may need to take in order to demonstrate the reasonable standard of care. Examples of this could include:

- Keeping up to date registers of attendance
- Keeping up to date records of contact details
- Maintaining appropriate supervision ratios
- Maintaining up to date information on specific medical conditions – allergies, asthma, and epilepsy
- Ensuring that first aid provision is available at the venue
- Ensuring those responsible for supervising the children and young people have been subject to appropriate recruitment and selection processes

The Management of Health and Safety Regulations 1999 require that employers must make risk assessments and specify controls to reduce the risks of their activities.

Those responsible for sports activities should consider themselves in a similar position to an employer and carry out a risk assessment for their activities. When carrying out risk assessments, it is vital to attend to the requirements relating to the duty of care and the other aspects of health and safety. Some sports have developed risk assessment templates and it is important, if these have been developed, to complete these. It is not necessary to complete an assessment on each individual activity or session if this occurs on a regular basis. An annual or seasonal assessment would be sufficient. If, however, potentially hazardous equipment is used as part of the activity then this equipment must be checked before the start of each and every session.

The **Moral Duty of Care** is more correctly a *responsibility* for safety and welfare. Members of Staff have a responsibility for those children, young people, and other staff, who are under their control.

To determine if a breach of the duty of care has occurred the ordinary civil law of negligence would be applied. The question is whether the accused in acting, or omitting to act, has failed to reach the standard of a *reasonable person*.

In specialist sports activities the qualified instructor has a duty of care for all those taking part irrespective of their age or position. The key point here is that the individual administering the activity, whatever their status, should be appropriately trained and authorised.

In addition to this those in charge of children have an additional charge and that is to act “*in loco parentis*”.

This term is best explained as requiring the adult to act as “a reasonable parent”. You will note that this is not necessarily that actual parent and what the child’s parent or a young person’s parent may permit the sport may not. So that whilst a parent may say that their child or young person can stay out until midnight, a reasonable parent might not.

Within sports organisations the duty of care would start by ensuring the activity is authorised by the sport and the relevant instructors are qualified for the task but then would go on to ensure that it is managed in a safe manner throughout.

### **Reasonable Measures**

This is best explained as what is considered to be reasonable. For sport, the Child Protection in Sport Unit has established the Standards for Safeguarding and Protecting Children and Young People in Sport (2003) to identify what an organisation should reasonably undertake in relation to child protection.

The Standards require sports organisations (National Governing Bodies [NGBs] and County Sports Partnerships) to have in place:

- Standard 1                      Child Protection Policy
- Standard 2                      Procedures and Systems
- Standard 3                      Prevention
- Standard 4                      Codes of Practice and Behaviour
- Standard 5                      Equity
- Standard 6                      Communication
- Standard 7                      Education and Training
- Standard 8                      Access to Advice and Support
- Standard 9                      Implementation Plan

For affiliated clubs it is reasonable to expect that the NGB or other organisation’s policy and procedures are incorporated into the club constitution and adhered to.

For more information on the Standards visit [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

Other steps that would be considered reasonable measures would include adherence to guidance, advice or directions provided by a sports body or other relevant body. Many sports have developed guidance in relation to travel arrangements, recruitment and selection procedures, training and qualifications, for example. For more information on guidance please contact the relevant sport’s governing body.

## AGREEMENT FORM

Agreement Form Between Parent and Archery GB Club				
<b>PART A: TO BE RETAINED BY THE PARENT</b>				
<i>The following details to be completed by the Archery GB Club</i>				
<b>Archery GB CLUB NAME</b>				
<i>Club Officials Name/Position Held</i>	<i>Address</i>	<i>Contact Details e.g. Telephone Numbers</i>	<i>Signature</i>	<i>Date</i>
<i>Address of Club Venue (Outdoors)</i>			<i>Address of Club Venue (Indoors)</i>	
<i>Shooting Times:</i>				
<b><i>The following details to be completed by the Parent/Legal Guardian / Carer:</i></b>				
<i>The normal plans for the arrival/departure of my Child/Young Person will be:</i>				
<b><i>Archery GB Clubs should compile conditions, which are relevant to their operation. The following are examples:</i></b>				
<b><i>If parents do not choose to remain with their child/young person during the Club's archery sessions, they must agree to the following conditions:</i></b>				
Parents remain with their child and/or young person until the session commences. In the event of insufficient supervisory personnel, the session will be cancelled				
It is the parents responsibility to collect their child and/or young person at the time requested				
It is the parents responsibility to inform the Club of any medical conditions, which may affect his/her child and/or young person during archery sessions				
I/We consent to first aid treatment being given from a qualified practitioner/first aider to my/our child and/or young person in the event of an accident				
I/We acknowledge and understand that minor physical contact may be necessary as part of his/her coaching (?do you give parents info on what they should expect is ok/not ok)				
I/We acknowledge that if my/our child and/or young person enters any Archery Tournament, I/We remain responsible for his/her care				
I/We understand that all members including children and young people are eligible for drug testing if requested at any domestic tournament.				
<b><i>(For further information contact the Archery GB Performance Unit Anti-Doping Officer – Telephone No: 01952 602794)</i></b>				
<i>Signed:</i> <i>(Parent/Legal Guardian)</i>		<i>Printed:</i> <i>(Parent/Legal Guardian)</i>		<i>Date</i>
<i>Signed:</i> <i>(Archery GB Club Official)</i>		<i>Printed:</i> <i>(Archery GB Club Official)</i>		<i>Date</i>

<b>Agreement Form Between Parents and Archery GB CLUB</b>	
<b>PART B: TO BE RETAINED BY Archery GB CLUB - CLUB OFFICIAL</b>	
Child's/Young Person's Name	
Date of Birth	
Parent/s Name	
Current Postal Address	
Contact Telephone Number	
Additional contact telephone number/details e.g. in the rare event of the session ending early or if the child/young person needs collecting due to illness	
State any known medical conditions that may affect the child and/or young person during the session and your preferred course of action:	
Does your child and/or young person require special drugs or medical equipment?	<b>YES/NO (If YES please provide details):</b>
Is your child and/or young person to the best of your knowledge allergic to any medication?	<b>YES/NO (If YES please provide details):</b>
<i>The above information will be treated with the strictest confidence in accordance with the Data Protection Act 1998.</i>	
<i>I have read and fully understand the details as in Part A of the Agreement between the Archery GB Club and the Parent regarding my Child and/or Young Person.</i>	
Signed: (Parent/Legal Guardian)	Printed: (Parent/Legal Guardian)
Date	

## GUIDELINES ON STAFFING/SUPERVISION RATIOS FOR CHILDREN/YOUNG PEOPLE'S ACTIVITIES

*(As provided by the NSPCC Child Protection in Sport Unit)*

It is important to ensure that, in planning and running sports activities for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This will minimise any risks to participants, enhance the benefits they draw from the activity, reassure carers, and provide some protection for those responsible for providing the activity in the event of concerns or incidents occurring.

Due to the number of potential variables, it is not possible to recommend 'one size fits all' guidance to cover all activities involving children and young people. There are, however, a number of **key principles** that are recommended as good practice.

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure that those running the activity are suitable to do so, i.e.

- Have had a recent vetting check or consent to the organisation vetting them
- Have insurance appropriate to their activity
- Have codes of practice
- Have appropriate qualification for their activity
- Have an understanding of their responsibility to safeguard children/young people

Many sports have a system to allow under 18's to receive coaching or refereeing awards, but this should be about developing a young persons sense of belonging and responsibility rather than depending on them to take full responsibility for managing a group of children/young people. Under 18 year old coaches can only supplement the adult coaches supervising the activity.

- Whatever the recommended ratio of adults to participants is, a minimum of two adults should be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of a participant requiring the attention of an adult during the activity following an accident)
- In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels
- Key factors to assess include:
  - Age of children/young people
  - Additional supervision/support needs of some or all participants (for example due to disability)
  - Competence/experience of participants for the specific activity
  - Nature of activity (for example climbing or swimming sessions may require higher levels of supervision than an aerobics class)
  - Nature of venue (whether closed and exclusive, or open and accessible to members of the public)
  - Many sports governing bodies have issued guidance on minimum supervision ratios (and a range of other factors linked to the welfare and safety of participants) – these should be adhered to as minimum standards

## **Recommended Minimum Supervision Ratios**

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the NSPCC CPSU suggests that the following guidelines are considered as minimum requirements for any activity:

- Recommended Minimum Supervision Ratios:  
Children under eight years of age:  
One adult to eight participants (with a minimum of two adults)

Children over eight years of age:

One adult to ten participants (with a minimum of two adults)

(This is based on the government's guidance for the provision of out of school care for children under eight years old. (Out of School Care: Guidance to the National Standards, OFSTED 2001)

## **Parents and Carers**

Although the NSPCC CPSU encourages parents/carers to accompany children and young people to activities, we do not recommend those planning or providing activities include carers in supervision calculations, unless the parents/carers are acting in a formal volunteering or other capacity during the activity. In these circumstances this should mean that those parents/carers meet all appropriate requirements in terms of:

- Appropriate checks
- Clarity about their role
- Who has overall responsibility for the group
- What is acceptable practice

**CHECKLIST FOR DAY TRIPS OR OVERNIGHT STAYS***(Provided by NSPCC Child Protection in Sport Unit)*

<b>Purpose of trip</b>	Competition, training, social, combination	
<b>Planning</b>	When	
	Where	
	Who	
	Risk Assessment of the activity	
<b>Communication with parents</b>	Pick up times	
	Destination and venue	
	Competition details	
	Kit and equipment list	
	Emergency procedures	
	Home contact	
	Consent form	
	Code of conduct	
<b>Accommodation</b>	What type	
	Suitability for group, accessibility	
	Catering special diets, allergies	
<b>Transport</b>	Journey times and stopping points	
	Supervision	
	Suitability and accessibility	
	Drivers checked	
	Seat belts	
	Insurance	
	Adhering to the regulations for the wearing of seat belts	
<b>Staffing and supervision</b>	Ratio of staff to children and young persons	
	Male/Female	
	Specialists/Carers responsibilities	
<b>Emergency procedures</b>	First aid	
	Specific medical details, medications, allergies	
	Reporting procedures	
<b>Insurance</b>	Liability	
	Accident	
<b>Costs</b>	For trip	
	For travel	
	Payment schedule – deposit, staged payment	
	Extra meals, refreshments	
	Spending money	
	Security	
<b>Arrival</b>	Check rooms, meal times, telephones, valuables	
	Check sporting venue	
	Information on medication	
	Arrange group meeting(s)	
	Confirm procedures with staff	
	Rules, curfews	
<b>Other</b>	Safe sport away cards	

**CHECKLIST FOR AWAY FIXTURES***(Provided by NSPCC Child Protection in Sport Unit)*

<b>Communication with parents</b>	Pick up times	
	Destination and venues	
	Competition details	
	Kit	
	Other requirements	
<b>Transport</b>	Journey times and stopping points	
	Supervision	
	Suitability, accessibility	
	Drivers checked	
	Insurance	
	Seat belts	
<b>Supervision and staffing</b>	Adhering to the regulations for the wearing of seat belts	
	Ratio of staff to children/young persons	
	Male/female	
	Specialists/Carers	
<b>Emergency Procedures</b>	Responsibilities	
	First aid	
	Specific medical details	
	Reporting procedures	
	Home contact details	
<b>Insurance</b>	Children/young person's information	
	Liability	
<b>Costs</b>	Adequate cover	
	Fares	
<b>Other</b>	Meals	
	Safe sport away cards	

**CHECKLIST FOR TRAVEL ABROAD/HOSTING EVENTS***(Provided by NSPCC Child Protection in Sport Unit)*

<b>Purpose of trip</b>	Competition, training, social, combination	
<b>Planning</b>	When	
	Where	
	Who	
	Risk Assessment of activity	
<b>Communication with parents</b>	Pick up times	
	Destination and venue	
	Competition details	
	Kit and equipment list	
	Emergency procedures, home contact	
	Consent form	
	Code of conduct	
<b>Accommodation</b>	What type	
	Catering, special diets, allergies	
	Suitability for group accessibility	
	Room lists	
<b>Hosting or being hosted</b>	Hosts vetted	
	Hosts aware of special requirements	
	Transport arrangements	
	Telephone contact	
	Local map and information	
<b>Transport</b>	Journey time and stopping points	
	Supervision	
	Suitability and access	
	Drivers checked	
	Insurance	
	Seat belts	
	Relevant laws for abroad known/adhered to	
<b>Supervision/Staffing</b>	Ratio of staff to children /young persons	
	Male/female	
	Specialists/Carers	
	Responsibilities	
<b>Emergency procedures</b>	First aid	
	Special medical information	
	Medications	
	E111 forms (EU Visits)	
	Worldwide Emergency Medical Assistance Card with emergency contact numbers	
<b>Insurance</b>	Liability	
	Accident	
	Travel	
	Medical	
<b>Costs</b>	For trip	
	Payment, schedule, deposit, staged payments	
	Extra meals, refreshments	
	Spending money	
	Security	
<b>Documentation</b>	Travel tickets	
	Passports, visas	
	Check Non EU Nationals	
	Parental consent forms	
	Home contact details	
	Location of local hospital/medical services	
	Contingency money/travellers cheques	

<b>Preparing Athletes</b>	Local culture, language	
	Food and drink	
	Currency	
	Telephone	
	Maps of area	
	Safe sport away cards	
<b>Arrival</b>	Check rooms, meal times, telephones, valuables	
	Check sporting venue	
	Information on medication	
	Arrange group meeting(s)	
	Confirm care and child protection procedures with Group/Staff	
	Rules, curfews	

## **RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING**

### **3.0 RECOGNITION OF POOR PRACTICE**

Poor practice includes any behaviour that contravenes the Policy for Safeguarding Children, Young People and Vulnerable Adults, Rules of Shooting, Code of Conduct, Codes of Practice, Code of Ethics and Coaching Manuals, which are constituted around the following three R's (Rights, Responsibilities and Respect):

- Rights – e.g. of the child, young person, the parent, the adult.
- Responsibilities – e.g. responsibility for the welfare of the child, young person, the sport, the profession of coaching and their own development.
- Respect – e.g. of other children, young people, adults, and their decisions and all policies and procedures in place.

### **3.1 RELATIONSHIP OF TRUST**

A 'Relationship of Trust' exists where a member of staff, coach, official or volunteer is in a position of power or influence over a child or young person by virtue of the nature of the activity being undertaken. Adults must develop an appropriate working relationship with children and young people based on mutual trust and respect.

### **3.2 CODE ON ABUSE OF TRUST**

- Any behaviour which may allow a sexual relationship to develop between the person in a position of trust and individual/s in their care must be avoided.
- Any sexual activity which is not freely consensual is a criminal offence.
- All those within Archery GB have a duty to raise concerns about behaviour of adults, which may be harmful to those in their care, without prejudice to their own position.
- Other forms of abuse of trust may be physical or psychological i.e. singling out a child or young person by allowing them to struggle to put equipment away, or leaving them to wait on the field.

### **3.3 ABUSE**

Everyone working with children or young people has a responsibility to ensure their safety and welfare and under the Government Guidance "Working Together to Safeguard Children" Archery GB has a responsibility to protect children and young people from abuse and neglect.

### **3.4 WHAT IS ABUSE AND NEGLECT?**

Child abuse is any form of physical, emotional, sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a child or young person regardless of their age, gender, race or ability. Abusers can be adults (male or female) and are usually known to and trusted by the child, young person, and the family, e.g. the abuser may be a family member, or they may be someone the child or the young person encounters in residential care or in the community, including during sports and leisure activities. An individual might abuse or neglect a child or young person directly, or may be responsible for abuse because they fail to prevent another person harming that child or young person. The influence of a coach, official or team manager over children and young people may lead to abusive situations developing.

It is generally acknowledged that there are several types of abuse as follows:

### **Physical Abuse**

- Where adults or other young people physically hurt or injure children including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent reports non-existent symptoms of illness or deliberately causes ill health in a child or young person they are looking after.
- Most children and young people sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. The age of the child or young person must also be considered. It is possible that some injuries may have occurred for other reasons, e.g. skin disorders, and rare bone diseases.
- Examples of physical abuse in sport may be when a child or young person is forced into training and competition that exceeds the capacity of his or her immature and growing body; or where the child or young person is given drugs to enhance performance or delay puberty.

### **Physical Abuse Indicators include:**

- Unexplained or inappropriately explained injuries.
- Improbable excuses explaining injuries.
- Excessive physical punishment.
- Avoiding activities due to injuries or possibility of injuries being discovered.
- Medical problems that go unattended.
- Person appears frightened or subdued in the presence of particular people.
- Aggression towards others.
- Fear of parents being approached for an explanation.
- Running away.

### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child or young person, such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children and young people that they are:

- Worthless or unloved.
- Inadequate or valued only in so far as they meet the needs of another person.
- It may feature age or developmentally inappropriate expectations being imposed on children and young people e.g. interactions that are beyond their developmental capability.
- Over-protection and limitation of exploration and learning.
- Preventing the child and young person from participating in normal social interaction.

- It may involve seeing or hearing the ill-treatment of another.
- It may involve serious bullying, or the exploitation or corruption of children and young people causing them to frequently feel frightened.
- Some level of emotional abuse is involved in all types of maltreatment of a child or young person though it may occur alone.
- Constantly shouted at, threatened, taunted, humiliated or ignored.
- Constantly criticised and bullied.
- An unrealistic pressure to perform consistently to high expectations is placed upon the child or young person by the coach, officials or parents.
- Pressure not to succeed i.e. constantly demeaning the efforts of the child or young person.

#### **Emotional Abuse Indicators:**

- Person exhibits low self esteem.
- Running away.
- Extremes of passivity or aggression.
- Self decline in concentration.
- Indiscriminate friendliness and neediness.
- Self-harm or mutilation.
- Untypical changes in behaviour, e.g. sleep disturbance, etc.

#### **Sexual Abuse**

When adults (male or female), or other young people, use children to meet their own sexual needs. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not they are aware of, or consent, to what is happening.

These include the following:

- Physical contact, including sexual intercourse and/or sexual activity with a child and/or young person under the age of 16.
- Inappropriate touching.
- Non-contact activities such as involving children and young people in looking at, or, in the production of, sexual online images, watching sexual activities, or encouraging them to behave in sexually inappropriate ways.
- Some of the aforementioned activities can occur through the internet.
- Exposure to sexually inappropriate language or jokes.
- Taking or possessing inappropriate photographic materials involving children or young people.
- Boys and girls can be sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.
- It should be noted that in sports situations where physical contact is made i.e. in stretching exercises or supporting, sexual abuse may go unnoticed.

- The child or young person may be targeted by the abuser through a deliberate grooming process involving secrecy testing to ensure that the abuser can trust them “not to tell” and to gain the confidence of the child or young person. The parents may also be groomed so that they can trust the abuser implicitly and the abuse can carry on without question
- Some children or young people may never be able to tell someone they have been sexually abused. Changes in their behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that they have been sexually abused.

**Sexual Abuse Indicators include:**

- Child and/or young person appears unusually subdued, withdrawn or has poor concentration.
- Lack of trust in adults or over familiarity with adults, fear of a particular adult.
- Sleep disturbances (nightmares, bed-wetting, fear of sleeping alone).
- Stained underwear, soiling or wetting.
- Reluctance or refusal to participate in physical activity or to change clothes for games.
- Drug, alcohol or solvent abuse.
- Sexual promiscuity, over-sexualised behaviour.
- Discomfort/difficulty in walking or sitting.
- Fear of bathrooms, showers, closed doors.
- Having irrational fears.
- Psychosomatic factors, e.g. recurrent abdominal or headache pain.
- Social isolation – being withdrawn or introverted – poor peer relationship.
- Running away from home.
- School problems e.g. failing standards, truancy.
- Low self-esteem.
- Display of sexual knowledge beyond the child’s age.
- Eating disorders.
- Anxiety, depression, self harm/mutilation.
- Pregnancy.
- Fear of medical examination.
- Abnormal sexual drawings.
- Developmental regression/acting younger than their age.

## **Neglect:**

Neglect is when adults fail to meet a child or young persons' basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's or young person's health or development, for example; failing to provide adequate food, shelter and clothing, failing to protect a child or young person from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Examples of neglect in sport could include: not ensuring children or young people are safe; exposing them to undue cold or heat, or exposing them to unnecessary risk of injury.

## **Racial Discrimination and Equity:**

Children or young people from British minority ethnic groups (and their parents) may have experienced harassment, racial discrimination and institutional racism. Although not formally recognised as a form of child abuse, racism can be emotionally harmful to them. Some racist acts also involve acts of physical violence towards individuals or groups. Through adherence to Equity Policy, problems such as discrimination against ethnic minority groups must be avoided.

*(Refer to Archery GB Equity Policy – <http://www.gnas.org> - Click on Documents)*

## **Other Types of Abuse**

In addition to the above types of abuse, children and young people with disabilities in residential homes or other institutions might experience:

### **Abuse of Children or Young People with Disabilities**

Some children or young people are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse and to be believed, e.g. if their disability means that they:

- Have limited life experience and have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what appropriate and inappropriate behaviour is.
- Have been encouraged to comply with other people's wishes and not to question authority figures.
- Are afraid to challenge potentially abusive situations because of fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering and authority figure and getting into trouble.
- May not be able to report abuse because there is no-one they can report it to or because they do not have the appropriate language to use.
- May not be able to recognise that abuse has taken place.
- Feel powerless because they have to depend on others for personal support.
- May not be able to physically remove themselves from abusive situation.
- Are not believed because their authority figures cannot accept that anyone would abuse a child or young person with disabilities.
- May not have anybody they can trust and confide in.
- May feel guilt or shame about the abuse which prevents them from reporting it.

- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
- Have low self-esteem and a poor self image.

### **Institutional Abuse**

When staff in a home or other institutions sacrifice the needs, wishes and lifestyle of a child or young person in favour of the institution's regime, e.g. by showing lack of respect for a their dignity or privacy, or denying them opportunity to make day-to-day choices or decisions about their life. An example in sport could be if coaches or volunteers followed their club's usual procedures where these conflicted with the rights and needs of a disabled child or young person.

### **Financial Abuse**

Deliberate misuse and exploitation of any person's money or possessions, e.g. if the person is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

**It is not the responsibility of anyone involved in archery to decide that a child or young person is being abused but it is their responsibility to act upon their concerns.**

**If you are concerned about the welfare of a child or young person YOU MUST ACT! Do not assume somebody else will – IT MAY BE TOO LATE.**

These raised concerned lists are not exhaustive for suspected abuse and the presence of one or more of these symptoms is not proof that abuse has taken place, but it should raise concerns.

## **3.5 BULLYING**

Bullying may be seen as particularly hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms including children or young people being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone.

Bullying is a significant issue for children and young people and has been the main reason for calls to Child Line for the last number of years.

### **Bullying can include:**

- Physical e.g. hitting, pushing, punching kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional e.g. being unfriendly, excluding, tormenting (emotionally and physically), sending hurtful text messages, ridiculing, humiliating, threatening gestures and ignoring.
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- Sexual: Unwanted physical contact or sexually abusive comments.

- Cyber: All areas of internet, such as e-mail and internet chat room misuse.  
Mobile threats by text messaging and calls

### **Bullying Indicators:**

- Hesitation or reluctance to come to attend training or activity.
- Reluctance to go to certain places or work with a certain individual(s).
- Has unexpected cuts or bruises.
- Becomes withdrawn, anxious or lacking in confidence.
- Often the last one picked for a team or group activity for no apparent reason or being picked on when they think your back is turned.
- Clothing or personal possessions go missing or get damaged.
- Losing pocket money repeatedly.
- Suddenly prone to lashing out at people either physically or verbally when normally quiet.
- Attempts or threatens suicide or runs away.
- Comes home with clothes torn or training equipment damaged.

### **Action to help the victim and prevent bullying in sport:**

- Take all signs of bullying very seriously.
- Encourage all children and young people to speak and share their concerns (it is believed that up to twelve children or young people per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the Club Official/CPO. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise not to tell anyone else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Official/CPO (whenever the bullying is occurring).

### **Action towards the bully(ies):**

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology to the victim(s).
- Inform the bully(ies) parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim's coach.

- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change their behaviour.
- Hold meetings with the families to report on progress.
- Inform the Archery GB CPO of action taken.
- Keep a record of action taken.

***Refer to NSPCC CPSU Website – click resources - for Anti-bullying resources to aid Clubs in dealing with bullying***

## RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

It is important to recognise that most concerns are actually raised by adults who are concerned about a child or young person as most children or young people do not/are not able to tell someone what is happening to them.

If a child or young person says or indicates that they are being abused, or if you have reason to suspect this is the case, you must always take immediate action by reporting your concern to the Club Official/CPO. However, it is not your or the Club Official's/CPO's responsibility to decide whether or not child abuse has actually taken place. The Club Official/CPO must report the concern to the Police and/or Children's Social Care Services and to ensure the safety of the child or young person in question and any other children or young people who may be at risk.

Where there may be a complaint against a member there may be three types of investigation:

Criminal Investigation	Police
Child Protection Investigation	Children's Social Care Services/Police
Disciplinary or misconduct investigation	Archery GB Case Management Referral Panel

### 4.0 RESPONDING TO DISCLOSURE OF POOR PRACTICE AND ABUSE

It will have taken a great deal of courage for a child or young person to tell you about abusive behaviour and it is crucial that you take this into consideration when responding to the child's or young person's disclosure. Following the guidance below will help you to act in an appropriate and responsible manner:

- Do not panic – react calmly, so as not to frighten the child and/or young person.
- Acknowledge that what the child or young person is doing is difficult, but that they are right to confide in you.
- Reassure the child and/or young person that they are not to blame.
- Make sure from the outset, you can understand what the child or young person is saying.
- Be honest straight away and tell the child and/or young person you cannot make promises that you will not be able to keep.
- Do not promise to keep the conversation a secret. Explain that in order to help them you will need to involve other people and that you will need to write things down.
- Listen carefully to the child and/or young person; take them seriously.
- Do not allow your shock or distaste to show.
- Keep any questions to the minimum required for you to clarify any facts or words that you do not understand – do not speculate or make assumptions.
- Do not probe for more information than is offered.
- Encourage the child and/or young person to use their own words.
- Do not make negative comments about the alleged abuser.
- At the end of the conversation, ensure that the child and/or young person is either being collected or is capable of going home on their own.

- Do not approach the alleged abuser.

**Action to take if you have concerns about a possible abuse situation within or outside the Archery GB environment:**

(Refer to Flow Diagram 1 – Page 45 )

- On receipt of an allegation or following concerns regarding a child abuse situation check to see if the child or young person requires immediate medical attention. If they do call an ambulance, inform the doctor that there is a child protection concern.
- Report the concerns to the Club Official/CPO who will take such steps as considered necessary to ensure the safety of the child or young person in question and any other child or young person who may be at risk who must refer concerns to the Police and/or Children’s Social Care Services immediately.
- If the Club Official/CPO is involved, the concern must be referred to the Club Chairman/Club Committee.
- The Club Official/CPO must immediately refer the concern to the Police and/or Children’s Social Care Services immediately.  
*(The contact details can be located in the local telephone directory, or Archery GB Clubs may wish to consider purchasing Social Care Sector Diaries such as Sherwood Diaries which would provide details of every local authority Social Services Offices for Children and Families as most are now known. It is strongly recommended these numbers are readily available)*
- The Police and/or Children’s Social Care Services will advise on contact with parents.
- The Club Official/CPO must inform the Archery GB CPO without delay by telephone. This must be followed up with a completed Incident Report Form to be sent to the Archery GB CPO, the Police and Children’s Social Care Services within 24 hours. The Archery GB CPO will refer the case immediately to the Archery GB Case Management Referral Panel who will liaise with the Archery GB Public Relations Officer re media enquiries.
- The Club Chairman must be made aware of the alleged allegation and the action taken on a ‘need to know’ basis only.
- Possible Outcomes:
  - Child Protection Investigation.
  - Police/Children’s Social Care Services inquiry and possible criminal proceedings.
  - Police/Children’s Social Care Services inquiry and referred back to Archery GB Case Management Referral Panel.
  - Referral to Archery GB Disciplinary Panel.
- The member may appeal against the finding of the outcome.  
*(Refer to 4.6 – Appeal Procedure)*
- Confidentiality must be maintained until the outcome of the investigation is released.

**Action to take if you have concerns about a possible poor practice situation/alleged breach of current policies and guidelines within the Archery GB environment**

(Refer to Flow Diagram 2 – Page 46)

- You become aware of a possible poor practice/alleged breach of current policies and guidelines  
*(Refer to 2.5 and 2.6).*

**Serious:**

- If the concern is a serious child protection poor practice check to see if the child or young person requires immediate medical attention. If they do call an ambulance, inform the doctor there is a child protection concern.

- Report the concern immediately to the Club Official/CPO. If the Club Official/CPO is involved the concern must be referred to the Club Chairman/Committee.
- You must act on your concern by immediately referring the concern to the Police and/or Children's Social Care Services.
- The Police and/or Social Care Services will advise on contact with parents.
- The Club Official/CPO must inform the Archery GB CPO without delay by telephone. This must be followed up with a completed Incident Report Form to be sent to the Archery GB CPO, the Police and Children's Social Care Services within 24 hours. The Archery GB CPO will refer the case immediately to the Archery GB Case Management Referral Panel who will liaise with the Archery GB Public Relations Officer re media enquiries.
- The Club Chairman must be made aware of the alleged breach and the action taken on a 'need to know' basis only.
- Possible Outcomes:
  - Child Protection Investigation.
  - Police/Children's Social Care Services inquiry and possible criminal proceedings.
  - Police/Children's Social Care Services inquiry and referred back to Archery GB Case Management Referral Panel.
  - Referral to Archery GB Disciplinary Panel.
- Confidentiality must be maintained until the outcome of the investigation is released.

**Not Serious:**

- If the concern is not serious and it cannot be resolved at Club Level this must be referred to the County/Regional Official.
- If the concern cannot be resolved at County/Regional Level, the Regional Official must refer this to the Archery GB CPO who will refer this to the Case Management Referral Panel.
- Possible Outcomes:
  - Referred back to Regional Official with recommendations from the Archery GB Case Management Referral Panel.
  - Further information required.
  - Further training required.
  - Supervision and/or monitoring.
  - Advice/warning as to future conduct.
  - Referral to Archery GB Disciplinary Panel.
  - No case to answer.
- The member may appeal against the finding of the outcome.  
*(Refer to 4.6 – Appeal Procedure and to Archery GB Website – click on documents and refer to Disciplinary Regulations)*
- Confidentiality must be maintained until the outcome of the investigation has been released

**4.1 COMPLETION OF INCIDENT REPORT FORM**

On receipt of a disclosure/suspicion an Incident Report Form must be completed as accurately as possible. Reporting the matter to the Police and/or Children's Social Care Services must not be delayed by attempts to obtain more information. Where referrals have been made a copy of the Incident Report form must be completed and sent to the Police and/or Children's Social Care Services and the Archery GB CPO within 24 hours ensuring to mark the envelope

'Strictly Private and Confidential Addressee Only'. To ensure that information is as helpful as possible, a detailed record must always be made at the time of the disclosure/concern, which must include the following:

- The child's or young person's name, age and date of birth.
- The child's or young person's 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 or young person's account, if it can be given, of what has happened and how any bruising or other injuries occurred?
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details.
- If the child or young person was not the person who reported the incident, had the child or young person been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the Police and/or Children's Social Care Services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Only ask the child or the young person questions needed to clarify the information required on the Incident Report form, any other questions should be asked by the experts.

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

## **4.2 POLICE AND CHILDREN'S SOCIAL CARE SERVICES**

When a referral is made to the Police and/or Children's Social Care Services they have a legal responsibility to make enquiries where a child or young person may be at risk of "significant harm". This may involve gathering of information from others who know them or talking to them and their family. Enquiries may be carried out jointly with the Police when a criminal offence is suspected. If action needs to be taken urgently, contact the Police by dialling 999. If concerns are identified out of hours, the Police and Children's Social Care Services provide an out of hour's service.

### **4.3 SHARING WITH PARENTS**

There is always a commitment to work in partnership with parents where there are concerns about their child or young person. In most situations, it is therefore important to talk to parents to help clarify any initial concerns. In doing so, you may discover reasons that explain behavioural changes or find out that the family needs further support. Parents will usually inform someone at your club if their child or young person is upset or unwell, but occasionally this information may not reach you. In cases like this, simply talking to parents can help to resolve any initial concerns.

In some situations, particularly if it would be inappropriate to discuss your concerns with the child's or young person's parents it may be necessary to inform Children's Social Care Services and/or the Police:

- Inform the Duty Officer at Children's Social Care Services or the Police and explain that your referral involves child protection. Give your name, role, address and telephone number (this is helpful rather than required). Give clear, accurate details of the child (i.e. name, address and date of birth), what you have observed (include date and time, details of the child's behaviour and emotional state), what the child has said and what action you have taken. This is the type of information you should have recorded on the incident report form.
- Children's Social Care Service/Police will advise you on what to do next, including whether, how and when to involve parents, and will also take responsibility for ensuring that appropriate enquiries and investigations are undertaken.
- If the child needs urgent medical attention as a result of suspected abuse, then you must seek this as a matter of urgency. Inform medical staff of your suspicions of possible abuse and contact Children's Social Care Services as soon as possible to obtain advice about involving parents.
- Record carefully what you have heard, seen and done, including conversations you have had with other professionals, using the appropriate incident report.

### **4.4 CONFIDENTIALITY**

Every effort must be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- Archery GB Club/County/Regional Officials or CPO's/Archery GB CPO.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Police/Children's Social Care Services.
- Seek Police/Children's Social Care Services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).
- Information must be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **4.5 ARCHERY GB CASE MANAGEMENT REFERRAL PANEL**

The Archery GB Case Management Referral Panel will make an immediate recommendation about whether any individual accused of child abuse or serious concerns of poor practice/alleged breaches of current policies and guidelines should be temporarily suspended

pending further Police and Children's Social Care Services inquiries. If a member is temporarily suspended they must return their membership card to the Archery GB CPO with immediate effect.

The findings of the Police and/or Children's Social Care Services enquiries must be reviewed by the Archery GB Case Management Referral Panel. They will assess all individual cases to recommend whether a member may be reinstated. This may be a difficult decision; particularly where there is insufficient evidence to warrant any action by the Police and/or Children's Social Care Services. In such cases, liaison may take place with the Police and Children's Social Care Services to enable the Archery GB Case Management Referral Panel to reach a recommendation based upon the available information. The welfare of the child and young person must remain of paramount importance throughout.

#### **Possible Outcomes:**

- Referral to Police and/or Children's Social Care Services.
- Further information required.
- Recommendations for further training.
- Supervision and/or monitoring.
- Advice and/or warning as to future conduct.
- No case to answer.
- Referral to Archery GB Disciplinary Panel.

If the member under investigation is not happy about the way in which the case has been managed by the Case Management Referral Panel, the complainant is required, in the first instance, to contact the Chairman of the Board for an independent decision. It is hoped that the Chairman of the Board will be able to resolve the complainant's concern and give appropriate assurances regarding the management of the case in question. A record of the resolution will be made and copied to the complainant in a timely manner.

If the complainant is dissatisfied with the response and wishes to take the matter further, this must be put in writing to the CEO within 14 days of the known outcome of the informal communication with the Chairman of the Board.

#### **4.6 APPEALS PROCEDURE**

The appeals procedure is available to any member against a finding that an allegation has been proved made by the Archery GB Disciplinary Panel/Archery GB Case Management Referral Panel. The appeal must be made in writing to the Secretary of Archery GB within 14 days of the date of the report, who will refer it to the Chairman of the Board. The member must set out the grounds on which the appeal is based. The appeal will be heard by an Appeals Panel set up for the purpose by the Chairman of the Board, one of whose members shall be appointed Chairman of the Appeals Panel.

*(Refer to the Disciplinary Regulations – <http://www.gnas.org/> - Click Documents)*

#### **4.7 SUPPORT TO DEAL WITH THE AFTERMATH OF ABUSE**

Consideration must be given to the kind of support that children and young people, parents and members may need.

The use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel No: 01788 550899 Fax: 01788 562189, Email: [bac@bacp.co.uk](mailto:bac@bacp.co.uk), Internet: <http://www.bacp.co.uk>

Consideration must be given to what kind of support may be appropriate to the alleged perpetrator of the abuse.

## **4.8 ALLEGATIONS OF PREVIOUS ABUSE**

Allegations of abuse may be some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children or young people).

Where such an allegation is made, the Club CPO/Official must follow the procedures as 4.0 and report the matter to the Police and/or Children's Social Care Services. This is because other children or young people either within or outside sport may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children and young people. This is reinforced by the details of the Protection of Children Act 1999.

*(Refer to Section 5, 5.4 – Recruitment – New arrangements due to be introduced in a phased roll-out from Autumn 2008)*

## **4.9 ARCHERY GB WHISTLE BLOWING POLICY**

Whistle-blowing is an early warning system. It is about revealing and raising potential concerns over misconduct or malpractice within Archery GB/Archery GB Clubs or within an independent structure associated to it. The Board of Directors has delegated responsibility for facilitating this Whistle Blowing Policy to the Chairman of the Board. Any adult or young person with concerns about a colleague can use the Whistle Blowing Policy in relation to child protection. Any correspondence must be sent to the Chairman of the Board at the Archery GB Head Office address ensuring that any correspondence is clearly marked 'Strictly Private and Confidential Addressee Only'.

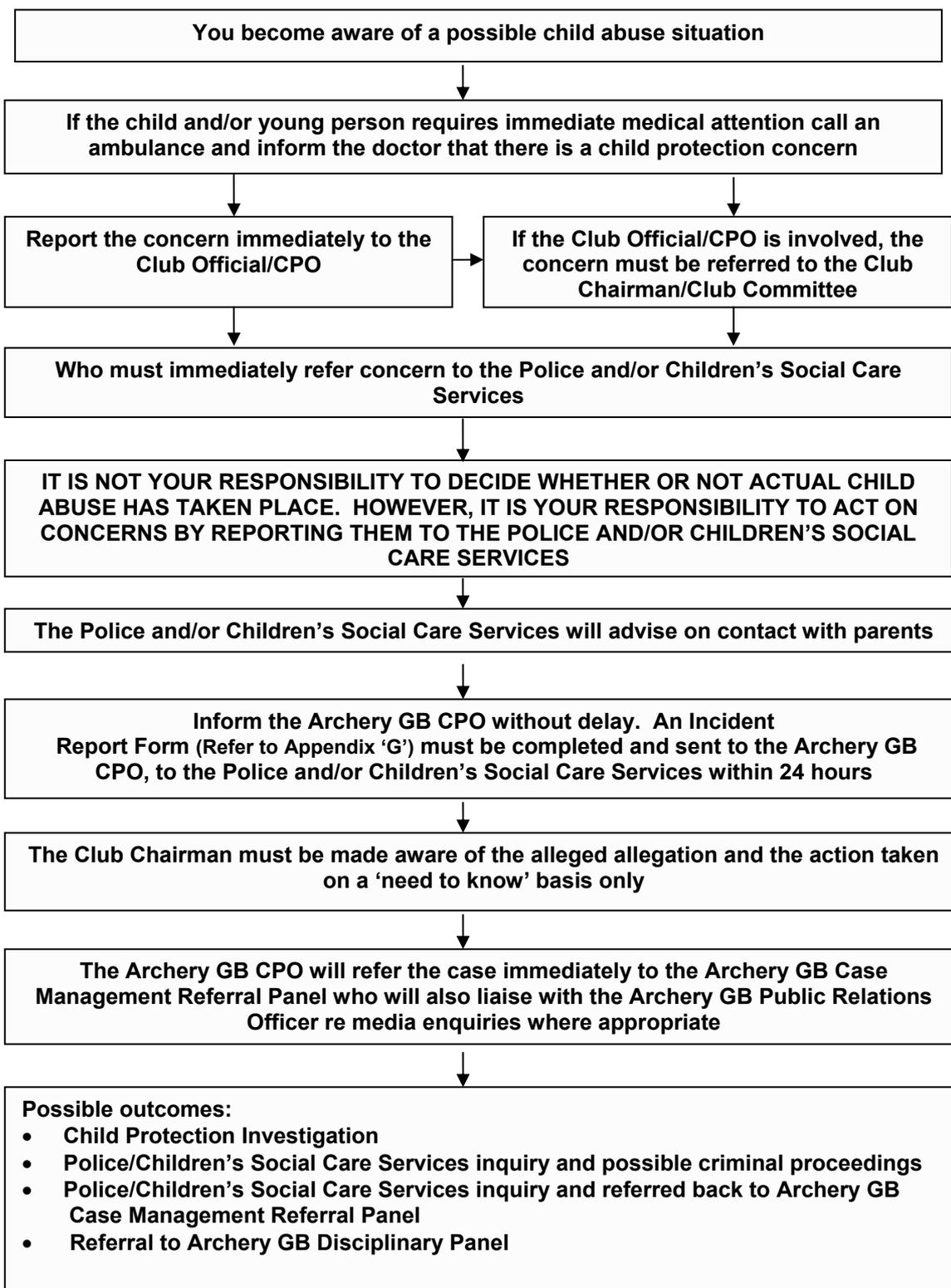
Alternatively you can also contact your local Police, Children's Social Care Services, NSPCC, Childline and Public Concern at Work and report your concerns there.

*(Refer to Whistle Blowing Policy – <http://www.gnas.org/> - Click Documents)*

*(Refer to 'Appendix H' – Useful Contact Details)*

## FLOW DIAGRAM 1

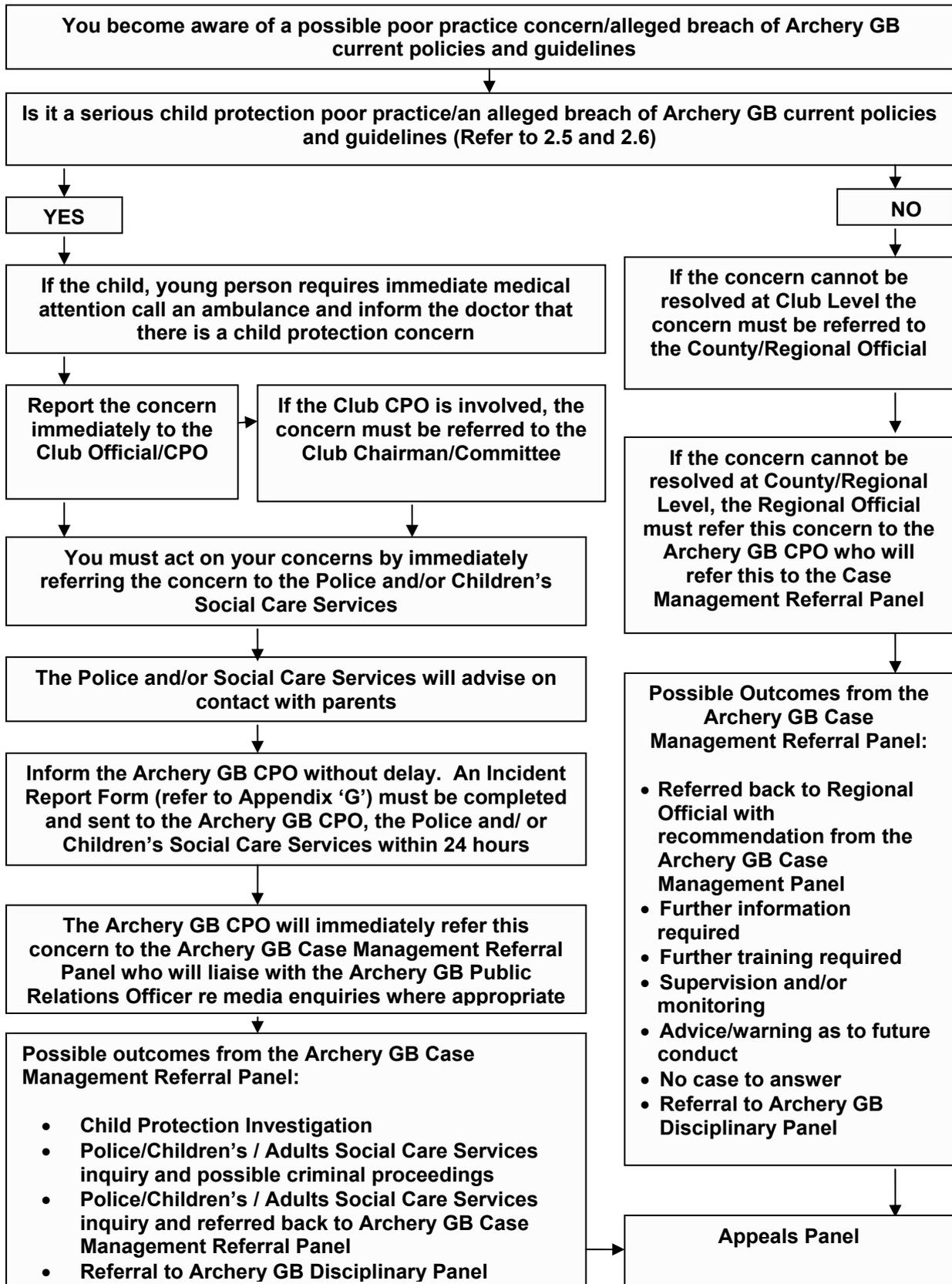
### A QUICK GUIDE TO PROCEDURES IF YOU HAVE CONCERNS ABOUT A POSSIBLE ABUSE SITUATION WITHIN AND OUTSIDE THE ARCHERY GB ENVIRONMENT



**CONFIDENTIALITY MUST BE MAINTAINED UNTIL THE OUTCOME OF THE INVESTIGATION IS RELEASED**  
**DO NOT DELAY IN REPORTING YOUR CONCERNS**

**FLOW DIAGRAM 2**

**A QUICK GUIDE TO PROCEDURES IF YOU HAVE CONCERNS ABOUT A POSSIBLE POOR PRACTICE SITUATION/ALLEGED BREACH OF CURRENT POLICIES AND GUIDELINES WITHIN THE ARCHERY GB ENVIRONMENT**



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

**DO NOT DELAY IN REPORTING YOUR CONCERN**

## 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 and to the Archery GB CPO 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 to the Archery GB CPO by telephone on 01952 602792 or 01952 677888. The form must be completed at all levels of concern, even where no immediate action may be necessary.

<b>INCIDENT REPORT FORM</b>	
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/Archery GB 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/Archery GB	
<b>THE NSPCC Helpline provides a free, 24-hour service on 0808 800 50000</b>	

## USEFUL CONTACT DETAILS

The NSPCC Advice and information for adults and young people	Weston House, 42 Curtain Road London EC2A 3NH	Tel No: 020 7825 2500 Helpline: 0808 800 5000 – open 24 hours <a href="http://www.nspcc.org.uk">http://www.nspcc.org.uk</a>
Bullying UK This Charity Website is designed for children and parents who are faced with dealing with bullying giving practical advice and guidance		<a href="http://www.bullying.co.uk">http://www.bullying.co.uk</a>  (Sports Section) <a href="http://www.bullying.co.uk/schools/sport.aspx">http://www.bullying.co.uk/schools/sport.aspx</a>
ChildLine UK A free 24-hour helpline for children and young people (Calls are free of charge)	ChildLine or Write to ChildLine at: ChildLine Freepost 1111 London N1 0BR <b>Or</b> Manchester M2 3BB <b>Or</b> Nottingham NG1 1BR	Tel No: 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
ChildLine Scotland	Freepost 1111 Glasgow G1 1BR	
ChildLine Cymru/Wales	Freepost 1111 Swansea SA1 5ZZ <b>Or</b> Rhyl LL18 3ZZ	
ChildLine Northern Ireland	Freepost 1111 Belfast BT1 2DD	
Kidscape A Charity for children that runs a helpline and training events for the use of parents, guardians or concerned relatives and friends of bullied children.	Kidscape 1 Grosvenor Gardens London SW1W 0DH	Tel No: 020 7730 3300 Fax No: 020 7730 7081 Helpline: 08451 205 204
Samaritans Provides confidential non-judgemental support, 24 hours a day		08457 90 90 90 (UK and Northern Ireland) 1850 60 90 90 in the Republic of Ireland <a href="http://www.samaritans.org.uk">www.samaritans.org.uk</a>
There4me.com An NSPCC online advice resource for children 12-16 years of age and worried about issues like bullying; drugs; relationships; exams; drugs, self-harm; difficulties at home		<a href="http://www.there4me.com/home/index.asp">http://www.there4me.com/home/index.asp</a>

## NSPCC – Child Protection in Sport Units

England	2 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel No: 0116 234 7278 Fax No: 0116 234 0464 Helpline: Freephone: 0808 800 5000 (24 hour, seven days a week service) Textphone: 0800 056 0566 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a> or visit <a href="http://donthideit.com">donthideit.com</a> Add Childline
Scotland	Children 1 <sup>st</sup> Sussex House 61 Sussex Street Kinning Park Glasgow G41 1DY	Tel No: 0141 418 5670 Fax No: 0141 418 5671
Wales	Capital Tower Greyfriars Road Cardiff CF10 3AG	Tel: 029 20 267000 Fax: 029 20 223628
Northern Ireland	Block 1 Jennymount Business Park North Derby Street Belfast BT15 3HN	Tel: 028 90351135 Fax: 028 90351100

<b>National Sports Agencies</b>		
Sports Coach UK Charitable organisation and is the lead agency for development of the UK Coaching system.	114 Cardigan Road Headingley Leeds LS6 3BJ	Tel No: 0113 274 4802 Fax No: 0113 275 5019 www.sportscoachuk.org
<b>Sportscotland</b> National Agency for Sport in Scotland	Caledonia House South Gyle Edinburgh EH12 9DQ	Tel No: 0131 317 7200 www.sportscotland.org.uk

<b>Disclosures</b>		
Criminal Record Bureau <b>(Contact Archery GB CPO for information initially)</b>	PO Box 110 Liverpool L69 3EF	General Enquiries: 0870 90 90 811 (Information Line) www.crb.gov.uk
Central Registered Body in Scotland <b>(Contact Archery GB CPO for information initially)</b>	Unit 55 Stirling Enterprise Park Stirling FK7 7RP	Tel No: 01786 849777 www.crbs.org.uk

<b>Disability Sport England</b>		
Disability Sport England	Solecast House 13-27 Brunswick Place London N1 6DX	Tel No: 020 7490 4919 Fax No: 020 7490 4914 www.euroyellowpages.com/dse/ dispengl/html

<b>Children's Social Care/Police</b>		
Children's Social Care	Local Children's Social Care 24-hour Helpline Number	Obtain from Telephone Directory or Social Care Directory (Social Care Directories are obtainable from www.sherwooddiaries.co.uk)
Police		In an emergency call 999

<b>Public Concern at Work</b>		
<b>Public Concern at Work:</b> Public Concern at Work is the whistleblowing charity	Public Concern at Work Suite 301 16 Baldwins Gardens London EC1N 7RJ	Tel No: (General Enquiries and Helpline): 020 7404 6609 Fax No: 020 7404 6576 E.mail: UK Enquiries: whistle@pcaw.co.uk UK Helpline: helpline@pcaw.co.uk

<b>Archery GB Contacts</b>		
Archery GB CPO	Lilleshall National Sports Centre Nr Newport Shropshire TF10 9AT	01952 677888 01952 602792 (Direct Line) E-mail: anne.rook@archerygb.org Monday – Friday (0900-1700hrs)
Scottish Archery Association Child Protection Officer	Miss M Taylor	Refer to the SAA Website
Northern Ireland Archery Association Child Protection Officer	Mrs P McGown	02838 326987
Welsh Archery Association Child Protection Officer	Mr A Tizard-Varcoe	01792 229200

## RECRUITMENT AND TRAINING

### 5.0 RECRUITMENT AND TRAINING PROCEDURE

A robust recruitment policy must adequately safeguard the welfare of children and young people. Abusers have great difficulty operating in a well-run organisation with good quality management and training. All reasonable precautions must, therefore, be taken to ensure that unsuitable people are prevented from working with children and young people within Archery GB. The same procedures must be adopted, whether adults are paid or unpaid, full or part-time. The recruitment of all staff (including volunteers) must comply with current vetting regulations.

The following processes and procedures must be followed when recruiting new volunteers who will become involved with working or interacting with children and young people on a regular basis. The selection process must be consistent, fair and completed in a timely manner at all times.

#### **Planning:**

- The first stage of any recruitment process involves planning. Planning is vital to successful recruitment. The Club Official must decide upon the skills and experience that an individual would need to fulfil the requirements of the role and draw up a person specification. The recruitment process must be developed in such a way that every applicant is treated in a consistent and fair manner.

#### **Advertising:**

- In order to attract new volunteers, details of the post must be circulated as widely as possible e.g. web site; notice boards; newspaper/magazines, etc. ensuring that any recruitment information promotes equality of opportunity. The advertisement must reflect the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults and it must contain the skills and experience required and duties to be undertaken

#### **Application Information:** (Application information sent to applicant must include):

- A description of the position including roles and responsibilities
- An applicants specification (e.g. stating qualifications and experience of working with children and young people required)
- Application form for completion  
(Refer to Appendix 'J – Application Form')
- Self declaration form for completion  
The self-disclosure form is a new process which all Clubs must adhere to for new members who have regular access with children and young people. All new members with regular access with children, young people and vulnerable adults must complete a self disclosure form and give their consent to complete a CRB Disclosure Application form.  
(Refer to Appendix 'K' – Self-Declaration Form)
- Information about the Club and related topics
- The Club Official must use the application form to collect information on each applicant. A carefully designed application form is essential as part of the vetting process. CV's should not be accepted  
(Refer to Appendix J' - Application Form)

## **Interview:**

- All selected applicants applying for a role working with children and young people will be required to undergo an interview carried out to acceptable protocol and recommendation. It is highly recommended that the Interview Panel meet with selected applicants prior to any recruitment decisions being made. More than one Club Official must be present. The interview will enable the Interview Panel to explore further the information provided in the application form
- The Interview Panel must also seek to see identification documents to confirm the identity of the applicant, for example, a passport or driving licence
- The questions to be asked at the meeting or interview must be prepared in advance and must provide the applicant with the opportunity to recount previous experiences and give examples of how they have, or would, handle situations  
*(Refer to Appendix 'M' – Suggested Interview/Discussion Question)*

## **References:**

- A minimum of two written confidential references must be requested from individuals who are not related to the applicant. One reference must be from a current or previous employer and, if possible, one that demonstrates the individual has been involved in sport. All references must be followed up and confirmed by telephone  
*(Refer to Section Five – Appendix 'L' - Reference Form)*

## **Vetting:**

- Vetting is a further recruitment screening process the designated Club Official can utilise. Archery GB is registered with the Criminal Records Bureau (CRB). A CRB Enhanced Disclosure tells Archery GB about a person's recorded offences. It can indicate that a person is not suitable to work with children or young people. It may also tell Archery GB that further investigations are required. Archery GB is not permitted to inform the Club Secretary of information revealed on the CRB Certificate and so the applicant can be reassured of confidentiality.

### **Portability Checks:**

A policy has been put in place that Archery GB does not accept 'Portability Checks'.

"The Criminal Records Bureau has recently reviewed its advice to clarify that it no longer facilitates the portability of Disclosure. Organisations that use portability do so at their own risk. Portability is the re-use of a CRB Disclosure for a position in another organisation, but there are limitations to the process and in every case a full risk assessment should be done. Major limitations with portability include (N.B this is not an exhaustive list)"

- *An offence may have occurred since the Disclosure issued*
- *The Disclosure may not be at the level to which you need to check your staff, it may be a Standard Disclosure where an Enhanced check is required*
- *The original may not include checks of the PoVA; PoCA lists, etc*
- *The applicant's copy of a Disclosure will not state if any additional information was provided by the police*
- *You may be required by law to carry out a fresh check of List 99, PoCA or PoVA e.g. some workers need a new PoVA check each time they change employment*
- *Each limitation carries a risk assessment for organisations. Even where things appear correct it should be remembered that organisations are reliant on the checking procedures at the original Registered Body"*

## **Criminal Records Bureau**

Archery GB is registered with the Criminal Records Bureau (CRB). CRB forms must be obtained from the Archery GB CPO. The Disclosure service provides a valuable additional recruitment tool for employers and voluntary groups to assess the suitability of a potential Employee/Volunteer. Disclosure brings together information held on the Police National Computer, local police records; and where appropriate, the Department of Health Consultancy Index and Department of Education and Skills List 99 for those considered unsuitable to work with Vulnerable Adults. The checks cannot be made directly with the Agencies, but via a Registered Body.

*(Refer to Page 54 – 5.4 The Safeguarding Vulnerable Groups Act 2006 – A Partnership with CRB)*

### **Archery GB is registered with these Agencies:**

England, Wales and Northern Ireland: Criminal Records Bureau (CRB)  
Scotland Central Registered Body (Scotland)

The Disclosure service is currently free of charge to volunteers

CRB definition of a Volunteer is:

“Any person engaged in an activity which involves spending time, unpaid (except for travel and other approved out of pocket expenses), which aims to benefit some third party other than or in addition to a close relative”.

Enhanced CRB Check:

“Also referred to as an Enhanced Disclosure. These are for posts that involve a far greater degree of contact with children. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

Enhanced checks contain the following information:

- *Information from the Protection of Children Act List (PoCA);*
- *Information from the Protection of Vulnerable Adults List (PoVA); and*
- *Information held by the DfES under Section 142 of the Education Act 2002 of those considered unsuitable or banned from working with Children*
- *Local Police force Information considered relevant by the Chief Police Officer(s)*

Regularly:

“This term carries its ordinary meaning as used in common parlance. Regularly could be used to describe the duties that a person carries out everyday but not all day; every week but not on every day; every month but only once a month”.

### **Appointment Decision:**

- The Interview Panel must consider all of the information they receive via the application form, confirmation of identity and references. If all of the applicants information is acceptable, the Club Official must ask the volunteer to undergo an Enhanced CRB check and contact the Archery GB CPO to advise of this decision. The Archery GB CPO will cross reference the Self Disclosure Application form and the CRB Enhanced Certificate. If there are any convictions/cautions revealed on the Disclosure Certificate the Archery GB CPO will refer this to the Archery GB Case Management Referral Panel. The Archery GB CPO will inform the Archery GB Club Secretary whether or not the person is considered suitable to work with children, young people or vulnerable adults.

A general statement is issued by the CRB about its Disclosure Certificates:

*“Please wait for the Disclosure before making recruitment, employment or licensing decision regarding applicants. The issuing of a Disclosure by the CRB does not mean that applicants are deemed suitable to take up the position applied for. A decision on suitability can only be made by the recruiting or licensing body based on the information revealed as a result of the Disclosure and other factors”*

## **Induction:**

An induction must be carried out including:

- The applicants qualifications are substantiated relevant to the position
- The expectations, roles and responsibilities of the job must be clarified
- Training needs are established and met within set timescales
- Explanation of the Safeguarding Policy and procedures and other county/regional policies
- Sign up to the Clubs Code of Ethics and Conduct and Safeguarding Policy
- Introduction to County/Regional members

## **5.1 CHILD PROTECTION OFFICERS**

### **CLUB CHILD PROTECTION OFFICER JOB DESCRIPTION**

**(It is highly recommended that Coaches do not undertake the role of the CPO due to conflict of interest)**

The protection and support of children and young people is of paramount importance to Archery GB/Archery GB Clubs. The Club CPO will act as a first point of contact for any person in Archery GB Clubs who has a concern about child welfare and protection. They will assist the Club in developing and promoting a child/young person's focused and friendly environment. This is a responsible role ensuring that Archery GB's approach to children's and young people's welfare and protection works in practice.

It is highly recommended that every Club should have a person with designated responsibility for children and young people's welfare and protection. They must have a formal role on the Club's Management Committee.

All Club CPO's must give their agreement to undergo a CRB check carried out through Archery GB before they undertake this role.

- To help safeguard children and young people by the implementation and promotion of the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults at Club level. It is now mandatory for every Club to implement this policy.
- To ensure all Club Committee members, club members, officials, coaches, parents are aware and have access to the Policy for Safeguarding Children, Young People and Vulnerable Adults.
- The Club CPO shall be the first point of contact within the club for all child protection matters or concerns.
- All Club CPO's shall be expected to secure appropriate training for their post (a minimum of 'Safeguarding and Protecting Children Workshop') – this training can be assessed through Sports Coach UK (ScUK) or your local County Sports Partnerships, etc.
- To ensure that all persons who have regular contact with children and young people in the Club undergo a CRB check when the applicant is successful through interview, or when requested, currently every 3 years, if they are existing members. You must obtain their consent to undergo a CRB check.
- Maintain contact details for County /Regional/Archery GB CPO's and for local statutory agencies.
- Maintain links with the local statutory agencies, Children's Social Care Services, Police, NSPCC and Local Safeguarding Boards.

- Ensure all incidents are correctly reported and referred out in accordance with the Archery GB guidelines.
- Ensure that codes of conduct are in place at the Club/Club events for staff, volunteers, children, young people and parents.
- To assist in the raising of awareness of others in Archery GB and its related recognised disciplines at a Club level in respect of child protection.
- To work with the Club Committee to ensure robust recruitment processes and procedures are in place when recruiting new volunteers.
- To assist to promote best practice within the Archery GB Club.
- To be the source of advice and information on child protection at club level.
- To become a Club Committee Member and ensure the issue of child welfare in the club is raised, monitored and reviewed appropriately. To advise the Committee on actions required when child welfare issues are referred.
- To uphold confidentiality, as far as is practically possible, in all child protection matters.
- To promote anti-discriminatory practices within the Archery GB Club.
- To liaise with the County/Regional CPO's on all child protection related issues.
- To ensure Club Constitutions, Policies and Practices are reviewed on a regular basis in line with Archery GB updated policies and practice.
- To have an awareness of equity issues and the Archery GB Equity Policy.

#### **COUNTY CHILD PROTECTION OFFICER JOB DESCRIPTION:**

All County CPO's must give their agreement to undergo a CRB check carried out through Archery GB if they are appointed to this role. The CRB check should be carried out before they undertake this role.

As Club CPO plus:

- To help safeguard children and young people by the promotion and implementation of the Policy for Safeguarding Children, Young People and Vulnerable Adults at County level
- Maintain contact details for Club/Regional/Archery GB CPO's.
- Provide advice and support to club's regarding child protection and poor practice.
- To promote and raise awareness of child protection training available and to ensure all persons undertake child protection training according to their role.
- To ensure that Archery GB recruitment procedures are followed by Clubs and appropriate new and existing staff or volunteers have up to day CRB checks where applicable.
- Advise Regional CPO regarding local contacts/procedures during child protection investigations.
- To provide a support network for the local Club CPO's.

- To arrange/attend meetings with Club CPO's within your County for the purposes of sharing information and training.
- To be a member of the County Committee and ensure the issue of child welfare is raised, monitored and reviewed appropriately at meetings.
- To assist Clubs in their review of policies and practices as requested.
- To liaise with Club and Regional CPO's on a regular basis.

## **REGIONAL CHILD PROTECTION OFFICERS**

As Club/County CPO's plus:

- To be a member of the Regional Committee and ensure the issue of child welfare is raised, monitored and reviewed appropriately at meetings.
- Maintain contact numbers for Club/County/Archery GB CPO's and for local statutory agencies.
- To arrange/attend meeting with County CPO's within your Region for the purposes of sharing information and training.
- To provide a support network for County CPO's.
- To liaise with the Archery GB CPO regarding any new and ongoing child protection cases.

*(For further guidance and practical assistance for those involved in safeguarding children, young people and vulnerable adults refer to 5.2 Appendix 'N' Training and Education for guidance document and toolkit provided by NSPCC CPSU)*

## **5.2 TRAINING AND EDUCATION**

### **Roles, Skills, Knowledge & Competencies for Safeguarding and Protecting Children in the Sports Sector**

Refer to the guidance document and toolkit provided by the NSPCC CPSU that is designed to provide guidance and practical assistance for those involved in safeguarding children and young people.

*(Refer to Appendix 'N')*

## **5.3 MONITORING AND APPRAISAL**

All volunteers/staff should be given the opportunity to receive feedback (e.g. at the end of a particular sports programme or at regular intervals during an ongoing programme), to identify training needs and set new goals. Appraisals should be offered at regular intervals and more informal mentoring opportunities can support the individual on an ongoing basis.

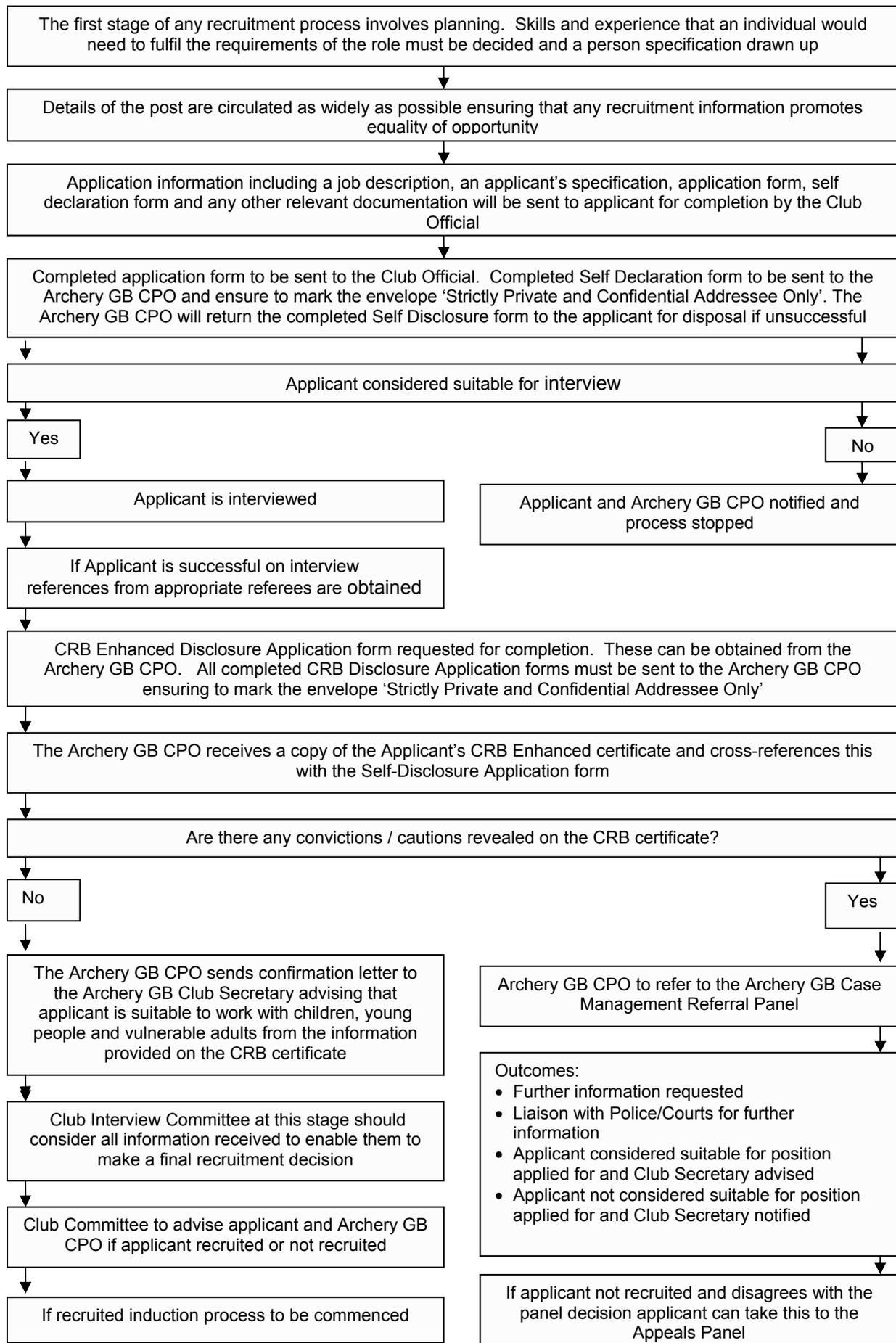
## **5.4 THE SAFEGUARDING VULNERABLE GROUPS ACT 2006 (Independent Safeguarding Authority Scheme)**

**IMPORTANT INFORMATION** – New arrangements are to be introduced in a phased roll-out from Autumn 2008 in readiness for the launch in October 2009.

*(Refer to Appendix 'O' for further information)*

### FLOW DIAGRAM 3

### RECRUITMENT AND SELECTION PROCEDURES



**TO: PROSPECTIVE APPLICANT FOR A CHILD CARE POSITION**

Dear

**Position of ..... (e.g. Coach; Child Protection Officer; Club Supporter-Children) within Archery**

We thank you for your interest in applying for this position within the Archery GB Club and have pleasure in enclosing the relevant forms.

As the position you are interested in meets the definition of a child care position, Archery GB and its Member Clubs have a legal duty to ensure the suitability of anyone who works or volunteers in child care positions. In accordance with the Archery GB Policy for Safeguarding Children and Vulnerable Adults and its procedures, anyone seeking an appointment in a child care position must complete an Application Form and a Self-Declaration Form prior to appointment.

The application form and self declaration form are enclosed for you to complete. The completed application form must be returned to the ..... (Designated Club Official). The self disclosure form must be returned in a separate sealed envelope marked 'Strictly Private and Confidential' to the Archery GB Child Protection Officer at the Head Office address – this form will be returned to you if you are unsuccessful.

Note that for the position in which you are interested, Archery GB will undertake an Enhanced CRB check on the person it wishes to appoint. There is no cost for a CRB Disclosure check for a Volunteer.

All information will be strictly managed in accordance with the Archery GB Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders **and will only be shared with those who are involved in decisions about recruitment and selection.** If you have had previous convictions it does not automatically mean that you will not be considered for the position applied for. A full risk assessment of each applicant's suitability will be undertaken based on all available information.

Thank you, again, for your interest in this position and look forward to receiving your application.

Yours sincerely

**Enclosed:**Application Form  
Self-Declaration Form  
Guidance Notes on Completing the Self-Declaration Form

## APPLICATION FORM

Archery GB is committed to ensuring that all applicants, staff and volunteers who are recruited in to child care positions are suitable for the position.

In accordance with the Archery GB Policy for Safeguarding Children and Vulnerable Adults all staff and volunteers seeking appointment to a child care position must complete this application form, prior to appointment.

<b>Position/s applied for:</b>
<b>PART A: PERSONAL DETAILS</b>
Title: (Mr/Mrs/Miss/Ms):
Surname:
Forename/s:
Any first name, surname or maiden name previously known by:
Place of Birth:
National Insurance No:
Present address:
Post Code:
Telephone Number(s):
E-mail address:
Former address (if moved within the previous five years):
<b>PART B: EMPLOYMENT DETAILS</b>
Current occupation:
Name of Employer
Address of organisation including Post Code:
Contact Details
Role:
Start Date of employment:
If you have not been employed for more than two years please provide previous employment details:
Previous occupation:
Name of organisation:
Start date of employment:
Finish date of employment:
Reason for leaving employment:
Relevant experience:

Previous experience of working with children and young people in a voluntary or professional capacity:
Qualifications:
Academic/School
Vocational/interests:
Sporting qualifications and experience:
Reason for applying:
Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and young people and that we can contact for a reference, or who have provided you with a reference testimonial.
With your approval we shall also contact your current employer (where appropriate) for a reference.
<p><b>PART C: APPLICANT'S DECLARATION</b></p> <p>I am a member of Archery GB (please delete where appropriate)    Yes/No</p> <p>I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing and monitoring the data for recruitment and process. If successful, I consent, if relevant, to a CRB Enhanced CRB check to be undertaken through Archery GB.</p> <p>If I am appointed to the position applied for I agree to abide by the Archery GB Code of Conduct and Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults and all other Archery GB policies and procedures currently in place.</p> <p>I confirm that the information I have provided, in support of my application, is a complete and true record.</p> <p>Signature:</p> <p>Print Name:</p> <p>Date:</p>

**SELF-DECLARATION FORM**

It is the policy of Archery GB that all new applicants, staff and volunteers are required to complete a Self-Declaration form. You have a right of access to any information held on you and additional rights under the Data Protection Act 1998.

**PART A:**

Title:	
Surname:	
Forename/s:	
Previous names by which you may have been known:	
Address:	
Post Code:	
Telephone No:	
E mail Address:	
Date of Birth:	
Sex: Male/Female:	
Club (Please complete if applicable):	
<b>Please provide details of the position/s you currently or wish to fulfil or relevant job title:</b>	
<b>Start Date:</b>	
<b>Please provide details of any other club/s you are or have been a member of and provide details of the position/s you held:</b>	

**PART B:**

<p><b>1) Have you ever been convicted of any criminal offence/s? YES/NO</b>          If YES, please supply details of any criminal convictions to include: Dates/court/s where convictions were heard, type of offences, sentence received, reasons and circumstances that led to the offence/s (You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, reprimands and written warnings)</p>
<p><b>2) Please provide details of how you completed the sentence/s imposed, e.g. did you pay your fine/s as required; what conditions were attached to your probation/community service/supervised attendance order/s; did you comply with the requirements of your custodial sentence/s:</b></p>
<p><b>3) Has/have any other organisation/s supported you to work through any of the issues/difficulties?</b></p>

4) What have you learned from your experience?

5) Are you a person known to any Social Services department as being an actual or potential risk to children or young people or currently under investigation for a child protection related incident? YES/NO (Delete as appropriate)  
If YES, please supply details:

6) Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to child abuse or poor practice? YES/NO (Delete as appropriate)  
If YES, please supply details:

**PART C: DECLARATION TO BE COMPLETED BY THE APPLICANT:**

I hereby declare and represent that, except for the disclosed above, I have not at any time whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I agree to inform Archery GB CPO if I am convicted of an offence after I take up any post within Archery GB/Archery GB Clubs. I understand that failure to do so may lead to the immediate suspension of my work with children, young people and vulnerable adults within Archery GB and/or the termination of my services.

I give consent to Archery GB requesting a CRB Enhanced check (if applicable) and to requesting references for the purpose of verifying the replies given in this declaration, including enquiries of the relevant external agencies.

If I am appointed to a post, I agree to abide by Archery GB Code of Conduct and Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults

I agree to abide by the conditions above and certify that the information contained within this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension or the termination of my work with children, young people or vulnerable adults, or the termination of my services.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note that any information given in this form will be read in the strictest confidence**

**Please return the completed self-declaration form to the Archery GB CPO at the Archery GB Head Office address, ensuring to mark the envelope 'Strictly Private and Confidential, Addressee Only'. Please do not put your completed application form in this envelope. It is important that the forms are kept separate. If you are unsuccessful the Self Disclosure Application Form will be returned to the applicant for disposal.**

## REFERENCE FORM

Archery GB is committed to ensuring that all staff and volunteers who are recruited in to child care positions are suitable for the position.

(Insert Name) has expressed an interest in becoming a (*insert position*) and has given your name as a referee. The post involves regular access to children and young people and we are anxious to know if there are any concerns about this applicant having a post that allows regular access to children and young people.

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential and will only be shared with the person/s conducting the assessment of the applicant's suitability for a post, if he/she is offered the position in question. We would appreciate you being extremely candid and honest in your evaluation of this person.

1. How long have you known this person?
2. In what capacity?
3. What attributes does this person have that would make them a suitable volunteer?
4. How would you describe their personality?
5. Please rate this person on the following (please tick one box for each)

	Poor	Good	Excellent
Responsibility	(a)	(b)	(c)
Dealing with children, young people and vulnerable adults	(d)	(e)	(f)
Maturity	(g)	(h)	(i)
Patience	(j)	(k)	(l)
Self Motivation	(m)	(n)	(o)
Can Motivate Others	(p)	(q)	(r)
Commitment	(s)	(t)	(u)
Reliability	(v)	(w)	(x)
Trustworthiness	(y)	(z)	(aa)

6. Is there anything else you feel we should know about this person?

This post involves regular access to children and/or young people. As an Archery GB Club committed to the welfare and protection of children and young people, we are anxious to know if you have had any reason at all to be concerned about this applicant being in contact with children or young people.

Yes  No  (Please tick one box)

If you have answered Yes we will contact you in confidence

Name:	
Position:	
Organisation:	
Contact Details:	
Signed:	
Date:	

## SUGGESTED INTERVIEW/DISCUSSION QUESTIONS FOR CHILD CARE POSITIONS

Interviews are a two way process of gathering information. The best way to do this is to ask questions that seek to explore a person's previous experience, his/her attitudes and to look at how they have used those experiences and their awareness of attitudes.

Questions that allow for simple 'Yes' or 'No' answer should be avoided. The following suggested questions will help you to plan the interview/discussion and should be built around other information gathering questions. The questions are accompanied by the sorts of words and phrases that interviewers might look for in a good candidate.

Question	Answers should demonstrate
Can you tell us why you want to take on the post of (insert)?	A commitment to helping children and young people enjoy the sport safely and to share knowledge and experience.
Can you tell us about your experience of caring for, working with, or coaching children and young people?	Experiences as a parent, employment or voluntary work. Interviewers must also assess what level of direct, unsupervised contact was involved.
What do you think are the attributes/skills required in a good coach/team manager of children and young people?	An understanding of issues that affect children and young people. Communication skills The importance of promoting enjoyment, not just achievement Promoting healthy competitiveness Being sensitive to the ability of children and young people Encouragement, not criticism
Can you give us examples of where and how you have used some of those skills?	Experience at work (perhaps working with adults, but the skills should be evident) or in voluntary work
Can you think of an example where you have been critical towards a child or young person. How could you have handled it differently?	Positively demonstrating or explaining how a child or young person could have acted/behaved.
If we approached people who know you well, what would they say were your strengths so far as this post/role is concerned?	Patience. Supportive. Encouraging attitude, etc.
If a child or young person approaches you to say they're being bullied by others in the team, how would you handle this?	(bb) Interviewers should refer to the relevant section in the procedures and compare applicant's response.
How would you gain the respect and trust of children and young people	Being fair, consistent, not having favourites, being clear in what I say and do. Being honest, positive. Listening. Respect.
Can you give us an example of where you have seen or heard someone treating a child or young person inappropriately (verbally or physically) at sports match, in the home, in the street?) What was the adult doing wrong?	Venting their frustration. Failing to understand the child's or young person's perspective. Failing to recognise that they are adult and dealing with a child or young person, (using adult orientated language, etc).
Imagine you've had a bad day at work. Now, this evening, you have a coaching session. You're feeling very irritable and could take this out on the child or young person. What do you do about this?	Asking another adult to assist at the session. Being aware that was work, this is now sport. Focusing on the session and the child and young person.
A child or young person is lingering in the showers after a game. They say they can't dry themselves properly and ask you to do it. What do you do?	Interviewers should refer to the Code of Conduct and compare applicant's response. Ask the child or young person why. Get another adult to view (unobtrusively) actions.
Can you tell us what has given you greatest pleasure with your own children (or children of relatives/friends, etc)	Seeing them happy. Seeing them succeed. Seeing them participate in ..... Helping them solve problems/acquire new skills
Will you undertake to read and abide by the Child Protection Policy	If the answer is 'No' then you do not have a successful candidate

## Government Guidance and Strategy

### Common Core of Skills and Knowledge for the Children's Workforce

(Provided by NSPCC CPSU)

The government in England has developed its **'Every Child Matters: Change for Children'** strategy which has resulted in changes in legislation and government guidance and is supported by detailed plans. One of the key principles of the Government's **Every Child Matters: Change for Children'** strategy is that safeguarding and promoting children and young people's welfare is everybody's business, from senior management to grass-roots volunteers.

In the government's guidance, **'Working Together to Safeguard Children'** HM Government 2006, sections 2.150 and 2.151 reflect the safeguarding role and responsibilities of sports organisations. Section 2.8, identifies a statutory requirement for all organisations, including sports organisations, to put in place:

*'arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteer who work with children and young people are made aware of Archery GB's arrangements for safeguarding and promoting the welfare of children and young people and their responsibilities for this'.*

As part of the Every Child Matters strategy, the Government has developed **the Children's Workforce Strategy** which sets out its vision of a world class children's workforce. Appendix 1 outlines the strategy in more detail and provides information about agencies and organisations with key roles in development and implementation of the strategy.

The Children's Workforce Strategy is supported by the development of the **Common Core of Skills and Knowledge for the children's workforce**. This sets out knowledge and skills to practise at a basic level in six areas of expertise:

- Effective communication and engagement
- Child and young person development
- Safeguarding and promoting the welfare of the child\*
- Supporting transitions
- Multi-agency working
- Sharing information

\*This guidance document applies the 'Safeguarding' element of the Common core to learning category 2 for people working with children and young people in sport.

A key action within the **'National Strategy for Safeguarding and Protecting Children in Sport 2006 – 2012'** is the development of a strategy for safeguarding skills and knowledge in the sports sector. The NSPCC CPSU set up a multi-agency steering group in 2006 to co-ordinate the development of the strategy. This Guidance Document was identified as a key initial task for the group.

Funded National Governing Bodies and County Sports Partnerships are required to achieve the **'Standards for Safeguarding Children and Young People in Sport'** (Child Protection in Sport Unit 2002).

There are currently no qualifications in sport for safeguarding and protecting children and no Awarding Body other than for qualifications from other sectors such as health, social care and education. The development of new and revised National Occupational Standards and the Sector Qualifications Strategy needs to address safeguarding children and young people. The UK Coaching Certificate qualifications currently contain relevant units. It is envisaged that the work to be developed on specialist qualifications for coaching children, as part of the UK Action Plan for Coaching, will ensure that these qualifications address the relevant elements of the Common Core of Skills and Knowledge for the Children's Workforce including Safeguarding Children and Young People. The NSPCC CPSU recognises learning opportunities that meet statutory requirements such as the **Sports Coach UK** 'Safeguarding and Protecting Children and Young People workshop', the Football Association's 'Safeguarding Children' workshop, and the Rugby Football Union's 'Safeguarding and Protecting Your People in Rugby' workshop.

When using private providers to deliver safeguarding training, sports organisations should ask if the training has been recognised or accredited by a relevant external body.

Working Together 2006 (Chapter 5) identifies that the principles underpinning work to safeguard and promote the welfare of children and young people should be:

- Child-centred
- Rooted in child development
- Focused on outcomes for children
- Holistic in approach
- Ensuring equality of opportunity
- Involving of children and families
- Building on strengths as well as difficulties
- Multi- and inter-agency in approach
- A continuing process, not an event
- Providing and reviewing services
- Informed by evidence

Training provision should:

‘Reflect an understanding of the rights of the child and be informed by an active respect for diversity and the experience of service users and a commitment to ensuring equality of opportunity’ (Working Together section 4.23)

The Common Core of Skills and Knowledge reflect a set of common values.... ‘that promote equality, respect diversity and challenge stereotypes, helping to improve the life chances of all children and young people, and to provide more effective and integrated services.’

Training for young people in the sports workforce

There are an increasing number of young people involved in paid and unpaid roles in sport, such as young leaders, junior officials and coaches. There are currently very few examples of safeguarding training provision which is sensitive to the fact that regardless of their role, these young people are also potentially vulnerable and require the same protection as young participants. Equally safeguarding training generally reflects adult styles and methods of learning, as opposed to those which are appropriate to those of children. There is an identified gap which the ‘Strategy for Safeguarding Skills, Knowledge and Competencies for Protecting Children in the Sports Sector’ will seek to address. There will also be implications for the qualifications of the trainers, styles of delivery and safeguards in place appropriate to the age group.

## Terminology

The following headings are used throughout and are defined below:

Skills	Skills are developed abilities that people can obtain either through learning opportunities or experience
Knowledge	What you must know and understand in order to carry out a role
Competency	What you should be able to do in a particular role. This can be from previous experience and if any competencies are not in place, this list can be used to identify any learning opportunities and learning outcomes. Competency is a demonstration of acquired skills and knowledge (crucially) over a period of time
Method of Delivery	The ways in which the skills and knowledge can be developed through a range of learning opportunities, for example workshops, training courses, publications, workbooks, web-based and experiential learning

National Occupational Standards	National Occupational Standards (NOS) form the foundation of training and learning opportunities and define an occupation, its responsibilities and the skills required to complete the role competently. NOS for sport and recreation cover a huge number of roles both paid and unpaid and the following NOS are being developed to embed the statutory requirements of the sports workforce to safeguard and promote the welfare of children and young people. These NOS can then be used to develop training and qualifications that reflect the needs of the industry and of children and young people Coaching, teaching and instructing Officiating Sports development and leisure management Sports administration and governance Activity leadership
Existing NOS:	

## Introduction to categories of learning

The following categories of learning reflect and build on existing competencies and skills; in the health and sport sectors; National Occupational Standards; the UK Coaching Certificate; and levels of learning for inter-agency working from 'Working Together' 2006. Whilst nobody is expected to be an 'expert' in safeguarding and protecting children and young people, categories 3 onwards reflect the learning needs of senior management and those with responsibility for governance within organisations, who have responsibility for driving and overseeing the development and implementation of organisational plans, procedures and policies.

The categories are not intended to be prescriptive and are simply as a guide. Some roles may encompass skills and knowledge across more than one category. Some specialist roles may require additional skills, knowledge and competencies. The role examples are provided only to illustrate how the categories may be applied. It is for Archery GB/Clubs to identify the full range of roles held by staff and volunteers and to match the job descriptions and person specifications to the relevant categories and individual criteria as they feel appropriate.

This will help to describe roles within sport, clearly identify the training and/or qualifications that the person fulfilling each role should have and the current training courses and learning opportunity available.

### Category 1

All staff and volunteers working within a sports role or setting where they may have contact with children directly or indirectly

### Category 2

All staff and volunteers working with children, young people and parents

### Category 3

Staff and volunteers with particular operational responsibilities for safeguarding and protecting children, including people with designated responsibilities

### Category 4a

Staff and volunteers with strategic service management responsibilities and technical expertise

	<b>Category 1.</b> <b>All staff &amp; volunteers working in a sports role or setting where they may have contact with children directly or indirectly</b>	<b>Reference</b>
<b>Example roles</b>	<ul style="list-style-type: none"> <li>• Helper, Receptionist, Recreation Attendant, Leisure Assistant, Grounds man</li> </ul>	
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Describe what is meant by safeguarding, protecting and promoting the welfare of children</li> <li>• Be alert to potential indicators of abuse or neglect</li> <li>• Be alert to the risks which individual abusers, or potential abusers may pose to children</li> <li>• Be able to report concerns in line with organisation's procedures</li> </ul>	

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Know the range of types of child abuse – physical abuse, emotional abuse, neglect and sexual abuse</li> <li>• Know the indicators of abuse and neglect</li> <li>• Know what to do if they are concerned that a child may be being abused or that someone may pose a risk to a child or children generally.</li> <li>• Be familiar with their own organisation’s policies and procedures and their role within them</li> <li>• Know the importance of sharing information and the dangers of not sharing information</li> <li>• Know what to do if they experience barriers to reporting their concerns</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Be able to recognise the indicators of child abuse</li> <li>• Be able to seek advice and report concerns about child abuse</li> <li>• Be able to use their organisation’s policies and procedures in practice</li> </ul>	
<b>Method of Delivery</b>	<ul style="list-style-type: none"> <li>• Mandatory induction programme</li> <li>• E-learning/distance learning packages - optional</li> <li>• Update / refresher learning/training/briefing – minimum 3 yearly with written briefings provided re any changes in practice, policies, procedures, legislative / government guidance requirements from organisational management/Lead Designated Person.</li> </ul>	Distance learning products e.g. NSPCC Educare Keeping Children Safe in Sport, National induction standards, organisational induction programmes Web-based e-learning for testing policy understanding e.g. FA’s re-certification
	<b>Category 2.</b> <b>All staff and volunteers working with children, young people and parents (including those who have irregular contact but whose role requires them to fulfil their duty of care ( e.g. sessional coach)</b>	<b>Reference</b>
<b>Example roles</b>	<ul style="list-style-type: none"> <li>• Coach (Level 2+) where the qualification enables them to take sole charge or overall responsibility for children they are working with), Teacher, Instructor, Community Sports Development Officer, sports science support e.g. physiotherapist, nutritionist</li> </ul>	
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Describe what is meant by safeguarding ,protecting and promoting the welfare of children and the different ways in which children and young people can be harmed</li> <li>• Be alert to potential indicators of abuse or neglect</li> <li>• Be alert to the risks which individual abusers, or potential abusers may pose to children</li> <li>• Know how to communicate effectively and develop working relationships with other staff, volunteers, children and parents to safeguard, protect and promote the welfare of children</li> <li>• Describe the roles of other practitioners and agencies in supporting and advising families and safeguarding and promoting the welfare of children</li> <li>• Demonstrate knowledge of national legislation and guidance relevant to role</li> <li>• Demonstrate knowledge of organisational policies and procedures and how to apply these in practice</li> <li>• Understand and contribute to multi-agency processes to promote the welfare of children, assess their needs and to protect children from abuse <i>(for those working with children in multi-agency settings / projects e.g. social inclusion projects, working in schools, on health programmes)</i></li> </ul>	

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Know of the key elements of legislation, government guidance and plans relevant to their role and responsibilities</li> <li>• Know the range of types of child abuse –physical abuse, emotional abuse, neglect and sexual abuse</li> <li>• Know the indicators of abuse and neglect</li> <li>• Know what to do if they are concerned that a child may be being abused or that someone may pose a risk to a child or children generally</li> <li>• Be familiar with their own organisation’s policies and procedures</li> <li>• Know what to do if they experience barriers to reporting their concerns</li> <li>• Know and understand the principles and values underpinning work with children, young people and parents</li> <li>• Identify the roles of statutory agencies including Local Safeguarding Children Boards and of other agencies to protect children and to safeguard and promote their welfare</li> <li>• Know how to record, store and dispose of relevant information in line with an organisation’s policies and procedures, relevant to role</li> </ul>	
	<ul style="list-style-type: none"> <li>• Know the importance of information sharing and how to share information and with whom within an organisation and with other agencies in line with reporting procedures</li> <li>• Know the boundaries of one’s own competence, role and responsibilities, when to involve others</li> <li>• Appreciate the effect of witnessing upsetting situations and know how to seek advice and support</li> <li>• Know how to respond to a child or other person disclosing abuse or concerns about abuse</li> <li>• Knowledge of key elements of legislation and government guidance relevant to own role and responsibilities</li> <li>• Know about the Common Assessment Framework for children and young people (CAF) and , where appropriate, how to use it (<i>for those working with children in multi-agency settings / projects e.g. social inclusion projects, working in schools, on health programmes</i>)</li> </ul>	
<b>Skills</b>	<p><b>Relate, recognise and take considered action</b></p> <ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships with children, young people and those caring for them</li> <li>• Understand what is meant by safeguarding and the different ways in which children can be harmed (including by other children and young people and through the internet )</li> <li>• Make considered judgements about how to act to safeguard and promote a child or young person’s welfare, where appropriate consulting with the child, young person, parent or carer to inform their thinking</li> <li>• Give the child or young person the opportunity to participate in decisions affecting them, as appropriate to their age and ability and taking their wishes and feelings into account</li> <li>• Understand the key role of parents and carers in safeguarding and promoting children’s welfare and involve them accordingly, while recognising factors that can affect parenting and increase the risk of abuse (e.g. domestic abuse)</li> </ul>	<b>Common Core of Skills and Knowledge</b>

<b>Skills (Cont'd)</b>	<ul style="list-style-type: none"> <li>Understand that signs of abuse can be subtle and can be expressed in play and in the way children and young people approach relationships with other children and/or adults</li> <li>Make considered judgements about how to act to safeguard and promote a child's welfare</li> </ul> <p><b>Communication, recording and reporting</b></p> <ul style="list-style-type: none"> <li>Use appropriate verbal and written and/or IT skills to effectively record and report making a distinction between observation, facts, information gained from others and opinion</li> <li>When, as part of a role which requires undertaking a sports-based assessment on a child, be alert to concerns about a child or young person's safety or welfare, including unexplained changes in behaviour and signs of abuse or neglect</li> <li>Be able to recognise when a child or young person is in danger or at risk of harm, and take action to protect them</li> </ul>	
	<p><b>Personal skills</b></p> <ul style="list-style-type: none"> <li>Have self awareness and the ability to analyse objectively</li> <li>Have the confidence to represent actively the child or young person and his or her rights</li> <li>Have the confidence to challenge own and others' practice</li> <li>Understand the different forms and extent of abuse and their impact on children's development</li> <li>Develop appropriate professional relationships with children and young people</li> </ul>	<b>Common Core of Skills and Knowledge</b>
<b>Method of delivery</b>	<ul style="list-style-type: none"> <li>Basic child protection/ safeguarding awareness training</li> <li>Multi-agency training</li> <li>Role specific single agency training</li> <li>Briefings from organisational management/ Lead Designated person</li> <li>Continuous professional development</li> <li>NB Need to develop additional skills, knowledge, competencies for those who have more specialised roles and / or who are working in more specialised settings or with children who have additional needs e.g. Chartstage Community Sports Development Worker (Level 2 qualification)</li> </ul>	Sports coach UK 'Safeguarding and Protecting Children' workshop and recognised NGB equivalents. UKCC level 2 and above. Statutory agency training. LSCB multi-agency training
	<p><b>Category 3</b></p> <ul style="list-style-type: none"> <li><b>Staff and volunteers with particular operational responsibilities for safeguarding and protecting children, including people with designated responsibilities</b></li> </ul>	<b>Reference</b>
<b>Example roles</b>	<ul style="list-style-type: none"> <li>County, Facility or Programme Designated Person (e.g. County Welfare Officer, Head of Sports Development), Events Manager, Programme Manager, Coach/Officials Tutor, Team Manager. Depending on the responsibilities the organisation gives to the role, Club Welfare Officers may sit in or between Categories 2 &amp; 3.</li> </ul>	
<b>Competency</b>	As category 2 plus: <ul style="list-style-type: none"> <li>Ability to advise others working with children on implementation of organisational policies and procedures to safeguard and promote the welfare of children and young people</li> <li>Ability to support others working with children to respond appropriately to concerns about children's welfare or safety</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to maintain and develop policies and procedures to safeguard children and young people</li> <li>• Ability to implement procedures to safeguard children and young people</li> <li>• Ability to contribute to the development of organisational plans to safeguard children</li> <li>• Ability to create and/or maintain relevant records in line with organisational procedures</li> <li>• Ability to effectively communicate internally and with other organisations regarding specific concerns about a child or children and regarding the organisation's approach to safeguarding children</li> </ul>	
<b>Knowledge</b>	<p>As category 2 plus :</p> <ul style="list-style-type: none"> <li>• Knowledge of latest organisational policies, procedures and guidelines for safeguarding and protecting children and their role within them</li> <li>• Enhanced knowledge of local structures, systems and local contacts for safeguarding children</li> <li>• Knowledge of the processes and tools used in integrated working, and how these operate locally</li> </ul>	
<b>Skills</b>	<p>As category 3 plus :</p> <ul style="list-style-type: none"> <li>• Ability to advise others working with children on implementation of organisational policies and procedures to safeguard and promote the welfare of children and young people</li> <li>• Ability to support others working with children to respond appropriately to concerns about children's welfare or safety</li> <li>• Ability to maintain and develop policies and procedures to safeguard children and young people</li> <li>• Ability to implement procedures to safeguard children and young people</li> <li>• Ability to contribute to the development of organisational plans to safeguard children</li> <li>• Ability to communicate internally and with other agencies both about own agency's roles and responsibilities and when dealing with particular child protection cases</li> </ul>	<p>NOS C27.3 (2004)</p> <p>NOS C239.3 (2006)</p>
<b>Method of Delivery</b>	<ul style="list-style-type: none"> <li>• Basic child protection/safeguarding awareness training</li> <li>• Contribute to maintaining and improving procedures for the protection of vulnerable people</li> <li>• Designated persons training</li> <li>• Core practitioner training re integrated working</li> </ul>	<p>NOS C27.3 (2004)</p> <p>NOS C239.3 (2006)</p> <p>NSPCC Time to Listen designated person training</p> <p>LSCB level 2 training</p>
	<p><b>Category 4a</b>  <b>Staff and volunteers with senior operational management responsibilities and technical expertise</b></p>	<b>Reference</b>
<b>Example roles</b>	<p>National / Organisational Lead Designated Person, Performance Director, Senior Management Team Member, Head / Assistant Director of Leisure Services</p>	
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Contribute to the development and implementation of policies for the safeguarding and protection of children in sport</li> <li>• Develop, maintain and review organisational policies and procedures to safeguard children including those related to safe recruitment, complaints and disciplinary requirements</li> <li>• Represent the organisation's approach to safeguarding and protecting children at internal forums</li> <li>• Contribute to internal and statutory agency plans to protect individual children</li> <li>• Communicate the approach of the organisation to safeguarding and protecting children and young people to other organisations</li> </ul>	

	<ul style="list-style-type: none"> <li>• Work collaboratively with external agencies on cases of serious poor practice or abuse of children</li> <li>• Ability to implement organisational culture of listening to children as reflected in organisational plans and practices</li> </ul>	
<b>Competency (Cont'd)</b>	<ul style="list-style-type: none"> <li>• Manage health, safety, security and welfare in sport and active leisure</li> <li>• Manage the development of sports clubs and networks</li> <li>• Co-ordinate sports tours</li> <li>• Plan, manage and evaluate sports events</li> </ul>	<p>The safeguarding elements of the following NOS: NOS C240</p> <p>NOS B2</p> <p>NOS B235 NOS B238</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of key government strategy, legislation, guidance and plans for safeguarding and promoting the welfare of children and young people</li> <li>• How to apply the above to develop own organisation's policies, procedures and practice guidance in line with national/organisational standards</li> <li>• How to effectively monitor and evaluate organisational performance against implementation plans</li> <li>• How to communicate these effectively at all levels of the organisation and with external partners and stakeholders</li> <li>• How to ensure that a child focussed approach is reflected in organisational policies, procedures and practices at all levels, including: safe recruitment practice, complaints and disciplinary procedures</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to develop, maintain and review organisational policies and procedures to safeguard children</li> <li>• Ability to represent the organisation's approach to safeguarding and protecting children at internal forums</li> <li>• Ability to contribute to internal and statutory agency plans to protect individual children</li> <li>• Ability to manage discipline, complaints and appeals procedures regarding the welfare and protection of children</li> <li>• Ability to communicate the approach of the organisation to safeguarding and protecting children and young people to other organisations</li> <li>• Ability to work collaboratively with external agencies on cases of serious poor practice or abuse of children</li> <li>• Ability to influence, encourage and promote implementation of safeguarding measures by partner organisations</li> </ul>	<p>NOS Unit F5 (2006 draft)</p> <p>NOS Unit F12 (2006 draft)</p>
<b>Method of delivery</b>	<p>As category 2 plus:</p> <ul style="list-style-type: none"> <li>• Units to be developed for draft NOS for Sport and Physical Activity Governance and Administration</li> </ul>	

	<b>Category 4b</b> <b>Staff and volunteers with national/organisational responsibilities for the governance and administration of safeguarding policies, procedures and systems</b>	<b>Reference</b>
<b>Example roles</b>	<ul style="list-style-type: none"> <li>• Lead Board / Council Member, Chief Executive</li> </ul>	
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Research and identify the requirements and best practice for safeguarding children and young people</li> <li>• Help your organisation to develop policies and procedures for safeguarding children and young people</li> <li>• Implement policies and procedures for safeguarding children and young people</li> </ul>	
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Evaluate and improve policies and procedures for safeguarding children and young people</li> </ul>	NOS A17.1

	<ul style="list-style-type: none"> <li>• Ensure and be strategically accountable for the development and implementation of policies for safeguarding and promoting the welfare of children in sport</li> <li>• Ensure strategic accountability for effective implementation of organisational policies and procedures to safeguard children including those related to safe recruitment</li> <li>• Represent the organisation's approach to safeguarding and protecting children at internal fora</li> <li>• Communicate the approach of the organisation to safeguarding and protecting children and young people to other organisations including government departments and other public bodies</li> <li>• Ensure that the organisation works collaboratively with external agencies on strategic plans to safeguard and promote the welfare of children</li> <li>• Demonstrate influencing skills</li> <li>• Ensure that the organisation's strategic plans integrate a culture of listening to children</li> </ul>	<p>NOS A17.2</p> <p>NOS A17.3</p> <p>NOS A17.4</p> <p>NOS C242</p>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of key government strategy, legislation, guidance and plans for safeguarding and promoting the welfare of children and young people relevant to their organisation's role</li> <li>• How to apply the above to ensure accountability for organisation's policies, procedures and practice guidance in line with national/organisational standards</li> <li>• How to effectively monitor and evaluate organisational performance against implementation plans</li> <li>• How to communicate these effectively at all levels of the organisation and with external partners and stakeholders</li> <li>• How to ensure that a child focussed approach is reflected in organisational policies, procedures, plans and practices at all levels</li> <li>• Knowledge of organisational requirements for safe recruitment practice</li> <li>• Knowledge of the importance of involving children in the development of organisational plans to safeguard them</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to scrutinise the development and implementation of policies for the safeguarding and protection of children in sport</li> <li>• Ability to scrutinise organisational policies and procedures to safeguard children and maintain review requirements</li> <li>• Ability to represent the organisation's approach to safeguarding and protecting children at internal forums</li> <li>• Ability to communicate the approach of the organisation to safeguarding and protecting children and young people to other organisations including government departments and other public bodies</li> <li>• Ability to ensure that the organisation works collaboratively with external agencies on strategic plans to safeguard and promote the welfare of children</li> <li>• Ability to Influence, encourage and promote implementation of safeguarding measures by partner organisations</li> <li>• Ability to ensure that the integration of a culture of listening to children is embedded in organisational plans</li> </ul>	
<b>Method of Delivery</b>	Units to be developed for draft NOS for Sport and Physical Activity Governance and Administration CPSU Board/Executive training	

## Background Detail

### 1. Government Guidance and Strategy

#### a. Every Child Matters: Change for Children

The inquiry report into the death of Victoria Climbié revealed themes which had been identified in numerous previous inquiry reports into the deaths of children killed by their parents or carers. These include:

*poor co-ordination; a failure to share information; the absence of anyone with a strong sense of accountability; and frontline workers trying to cope with staff vacancies, poor management and a lack of effective training.*

A series of inspectorate reports criticised the lack of priority given to safeguarding children.

The government in England responded to these findings by developing its '**Every Child Matters: Change for Children**' strategy which has resulted in changes in legislation and government guidance and is supported by detailed plans.

One of the key principles of the Government's '**Every Child Matters: Change for Children**' strategy is that safeguarding and promoting children and young people's welfare is everybody's business, from senior management to grass-roots volunteers:

Under the new guidance contained in the document '**Working Together to Safeguard Children**' **HM Government 2006**, section 2.8, it is a statutory requirement for all organisations, including sports organisations, to put in place:

*'arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and their responsibilities for this'.*

#### b. The Children's Workforce Strategy

As part of the Every Child Matters strategy, the Government has developed **The Children's Workforce Strategy** which sets out its vision of a world class children's workforce that: strives to achieve the best possible outcomes for all children and young people, and to reduce inequalities between the most disadvantaged children and the rest; is confident, competent and safe to work with children and young people; and inspires trust and respect from parents and carers as well as children and young people themselves. This will improve the recruitment and retention of paid and unpaid staff, strengthening inter-agency working and promoting stronger leadership and management.

([www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk))

The **Children's Workforce Development Council (CWDC)** is tasked with the national strategic development and implementation of the strategy. Its membership includes all of the relevant sector skills councils including Skills Active (the sector skills council for sport, recreation and play work). It has a key role in supporting the development of local workforce plans for example: by publishing general advice and resource materials; identifying and promoting examples of best practice; supporting regional and sub-regional collaboration.

**The Children's Workforce Network (CWN)** brings together 11 key national agencies tasked with developing different parts of the children's workforce across its 9 regions. Sport is represented by Skills Active.

The **CWDC** is working with its partners in the **CWN** to develop an **Integrated Qualifications Framework (IQF)**. This aims to create more comparative qualifications and to enable people to move more easily across the children's workforce. Consequently someone completing a coaching course could use credits or 'Units' from this qualification to count as 'Acquired Prior Learning' (APL) towards a qualification in play work for example. The government is currently consulting on the IQF and on the content of the initial 'common generic units'.

Every local **Children's Trust** has responsibility for developing a local children's workforce strategy across the statutory, voluntary and independent sectors as part of its Children and Young People's Plan.

County Sports Partnerships are ideally placed to contribute to this alongside their partners in Local Authority Sport and Recreation Departments.

The Children's Workforce Strategy is supported by the development of the **Common Core of Skills and Knowledge for the children's workforce**. The prospectus sets out knowledge and skills to practise at a basic level in six areas of expertise:

- Effective communication and engagement
- Child and young person development
- Safeguarding and promoting the welfare of the child\*
- Supporting transitions
- Multi-agency working
- Sharing information

\*This Guidance document applies the 'Safeguarding' element of the Common Core at learning category 2 for people working with children in sport.

## 2. Strategy, policy and practice in sport

As previously outlined, sports organisations are now subject to statutory requirements in terms of ensuring that their staff and volunteers are appropriately trained and supported to fulfil their roles and responsibilities.

Sport has agreed the 'National Strategy for Safeguarding and Protecting Children in Sport 2006 – 2012', a key action of which is the development of a strategy for safeguarding skills and knowledge in the sports sector. This strategy recognises the need of everybody in sport, not just coaches and designated persons, to contribute to the safeguarding and protection of children and to be provided with learning opportunities to enable everyone from a chief executive to a club volunteer to be able to fulfil their responsibilities.

The Child Protection in Sport Unit set up a multi-agency steering group in 2006 to co-ordinate the development of the strategy. This Guidance Document was identified as a key initial task for the group.

Funded National Governing Bodies and County Sports Partnerships are required to achieve Standard 7 of the 'Standards for Safeguarding Children and Young People in Sport' (Child Protection in Sport Unit 2002). This Standard requires evidence of the development of and implementation of appropriate learning opportunities for all staff and volunteers.

Funded NGBs and CSPs are also required to develop workforce development plans.

The consultation process for this document has highlighted the need for NGBs and CSPs to work more closely together to ensure that local inter-agency workforce development plans accurately reflect the needs of people working in sport at county and club levels. Equally access to funding opportunities is increasingly tied to local workforce plans as opposed to national plans.

Other recent developments which impact on children's workforce development include:

- Volunteer development strategies
- National Occupational Standards being created for all roles in sport
- The sector qualifications strategy (which will link to the Integrated Qualifications Strategy)
- The UK Coaching Framework including the planned development of specialist qualifications for coaching children and a more co-ordinated approach to coach licensing

## CONTACTS, REFERENCES & RESOURCES

Department for Education and Skills (DfES) (2004)

### **Every Child Matters: Change for Children**

[www.everychildmatters.gov.uk/\\_files/F9E3F941DC8D4580539EE4C743E9371D.pdf](http://www.everychildmatters.gov.uk/_files/F9E3F941DC8D4580539EE4C743E9371D.pdf)

Department for Education and Skills (DfES) (2006)

### **Working Together to Safeguard Children HM Government 2006**

[www.everychildmatters.gov.uk/\\_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf](http://www.everychildmatters.gov.uk/_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf)

Department for Education and Skills (DfES) (March 2007)

### **The Children's Workforce Strategy**

[www.everychildmatters.gov.uk/resources-and-practice/IG00210/](http://www.everychildmatters.gov.uk/resources-and-practice/IG00210/)

### **Children's Workforce Development Council (CWDC)**

[www.cwdcouncil.org.uk/index.asp](http://www.cwdcouncil.org.uk/index.asp)

**Children's Workforce Network (CWN)**

[www.childrensworkforce.org.uk](http://www.childrensworkforce.org.uk)

Children's Workforce Development Council (April 2006)

**Integrated Qualifications Framework (IQF)**

[www.cwdcouncil.org.uk/projects/integratedqualificationsframework.htm](http://www.cwdcouncil.org.uk/projects/integratedqualificationsframework.htm)

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**Common Core of Skills and Knowledge for the Children's Workforce**

[www.everychildmatters.gov.uk/\\_files/37183E5C09CCE460A81C781CC70863F0.pdf](http://www.everychildmatters.gov.uk/_files/37183E5C09CCE460A81C781CC70863F0.pdf)

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**Every Child Matters Strategy**

[www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)

**NSPCC Child Protection in Sport Unit**

[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

**Skills Active**

[www.skillsactive.com](http://www.skillsactive.com)

**Sports coach UK**

[www.sportscoachuk.org](http://www.sportscoachuk.org)

**Working Together to Safeguard Children**

[www.everychildmatters.gov.uk/\\_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf](http://www.everychildmatters.gov.uk/_files/AE53C8F9D7AEB1B23E403514A6C1B17D.pdf)

Children's Workforce Development Council

**CWDC – Sector Qualifications Strategy**

[www.cwdcouncil.org.uk/projects/sectorqualificationsstrategy.htm](http://www.cwdcouncil.org.uk/projects/sectorqualificationsstrategy.htm)

Children's Workforce Development Council

**CWDC - Clear progression**

[www.cwdcouncil.org.uk/pdf/IQF/IQF\\_Implementation\\_Plan\\_1Nov06.pdf](http://www.cwdcouncil.org.uk/pdf/IQF/IQF_Implementation_Plan_1Nov06.pdf)

Children's Workforce Development Council

**CWDC – Advice on Developing and Implementing an Integrated Local Children's Workforce Strategy**

[www.cwdcouncil.org.uk/advice/](http://www.cwdcouncil.org.uk/advice/)

Children's Workforce Development Council

**LWS Toolkit May 2007 – Advice on developing and implementing an integrated local Children's Services Workforce Strategy**

[www.cwdcouncil.org.uk/advice/Web\\_Toolkit\\_Printout\\_May07.pdf](http://www.cwdcouncil.org.uk/advice/Web_Toolkit_Printout_May07.pdf)

Every Child Matters - **Workforce Reform** and Professional Development

[www.everychildmatters.gov.uk/deliveringservices/workforcereform/](http://www.everychildmatters.gov.uk/deliveringservices/workforcereform/)

Every Child Matters - **The Children's Workforce Strategy: Building a World-Class Workforce for Children, Young People and Families –**

The Government's Response to the Consultation

[www.everychildmatters.gov.uk/\\_files/7D2DD37746721CC8E5F81323AD449DD7.pdf](http://www.everychildmatters.gov.uk/_files/7D2DD37746721CC8E5F81323AD449DD7.pdf)

Every Child Matters - **Children's Workforce Strategy**

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## THE SAFEGUARDING VULNERABLE GROUPS ACT 2006

### IMPORTANT INFORMATION – NEW ARRANGEMENTS TO BE INTRODUCED IN A PHASED ROLL-OUT FROM AUTUMN 2008 IN READINESS FOR THE LAUNCH IN OCTOBER 2009

*(Current information provided by the Independent Safeguarding Authority fact sheets)*

New changes will take place in relation to recruitment from October 2009 with the Safeguarding Vulnerable Adults Act 2006 providing the legal framework for the new Independent Safeguarding Authority (ISA) and scheme. The Safeguarding Vulnerable Groups Act is an important part of a bigger programme of work. This programme of work extends across government departments and is designed to solve the failures identified by the 2004 Bichard Inquiry arising from the Soham murders.

Recommendation 19 of the Bichard Inquiry Report says:

*“New arrangements should be introduced requiring those who wish to work with children, or vulnerable adults, to be registered. The register would confirm that there is no known reason by an individual should not work with these clients.”*

In March 2005, the Department for Children, Schools and Families (DCSF) – then the Department for Education and Skills – and the Department of Health (DH) proposed that Recommendation 19 should be carried out by developing a central service that would bar unsuitable people from working with children and/or vulnerable adults. Sir Michael Bichard (author of the Inquiry Report) agreed with this proposal.

The Act was created in response to this recommendation.

#### **How Does the Act Relate To The Independent Safeguarding Authority (ISA)?**

The Safeguarding Vulnerable Groups Act 2006 provides the legislative framework for the new Vetting and Barring scheme

These new arrangements will be introduced in managed phases from autumn 2008. Meanwhile, the DCSF, DH and the Home Office are drafting regulations and guidance that will underpin the scheme and help prepare for its launch in October 2009.

#### **What Does The Act Say?**

In summary, the Act explains the following:

- The ISA will make all decisions about who should be barred from working with children and vulnerable adults
- The Vetting and Barring scheme will deal with activities that are classified as ‘regulated’ or ‘controlled’. These activities include both paid and unpaid (voluntary) work.
- There will be two separate but aligned ISA Barred Lists (one for those barred from working with children and one for those barred from working with vulnerable adults). Barred individuals can be placed on one or both of these lists
- Some offences will automatically result in the individual being barred, without leave to appeal or to make mitigating representations
- Relevant information about an individual can be referred to the ISA from interested parties such as employers, regulatory bodies or even concerned members of the public
- Individuals listed on one of the ISA Barred Lists may have a right to appeal to the Care Standards Tribunal on a point of fact or law but not on the ISA’s decision
- A series of new criminal offences will be created to enforce the new scheme. These will relate to both the employers and employees.

## What Difference Will I See?

When the new arrangements are phased in from Autumn 2008, they will change the way vetting happens at the moment. You will see the following improvements:

- **The replacement of lists** – The Protection of Children Act (POCA), Protection of Vulnerable Adults (POVA) list, List 99 and the court-imposed disqualification order regime will no longer exist. Instead there will be one list of those barred from working with children (replacing List 99, POCA and disqualification orders); and a separate, but aligned, list of those barred from working with vulnerable adults (replacing POVA).
- **Pre-employment vetting** – Checks will take place before an individual is able to start work. The scheme will make sure that those who are known to present a risk of harm to children and/or vulnerable adults cannot enter the relevant workforce in the first place
- **Independent and consistent decision making** – The new ISA will make all decisions on who should be placed on the Barred Lists. It will do this before an individual is employed
- **The introduction of continuous checking** – When new information, such as a conviction or caution or a referral from an employer, becomes known about an individual already registered with the ISA, the Authority will review its original decision not to bar. Where an employer has already checked on an employee's status with the ISA, that employer will be notified automatically if their employee's status changes.
- **Workforce coverage** – The scope of the new Vetting and Barring scheme will be much wider than the current arrangements. It is estimated that around 11 million individuals will have to pass through the ISA checking process in its first five years
- **A reduction in bureaucracy** – Once people have registered with the ISA, future employers will be able to check their status online and free of charge
- **Wide range of sources of information** – As with the current arrangements, certain organisations will have a legal duty to refer relevant information about individuals to the ISA. Under the terms of the new vetting service, other employers, service providers and individuals will have the opportunity to refer information.

## THE INDEPENDENT SAFEGUARDING AUTHORITY

### What is the Independent Safeguarding Authority?

The Independent Safeguarding Authority (ISA) is a non-departmental public body that will be based in Darlington. It will be made up of a board of nine public appointees plus a Chair. These public appointees will be supported by up to 250 employees, who will be trained and experienced in making decisions about which individuals are likely to pose a risk to children or vulnerable adults.

### What is its aim?

The main aim of the ISA is to prevent unsuitable people from working with children and vulnerable adults. It will do this by placing these people on one of two Barred Lists. The ISA will make decisions about who should be on these lists.

When this new scheme is introduced in managed phases, it will change existing vetting systems. Until then the Department for Children, Schools and Families (DCSF) and the Department of Health (DH) are taking steps to improve existing safeguarding arrangements. They are doing this, for example, through the recently published Safer Recruitment Guidance and DH's White Paper Our Health, Our Care, Our Say.

### What are its objectives?

The objectives of the ISA are:

- To make sure that barring decisions are taken by people who have the relevant experience and expertise; and
- To promote confidence that decisions on barring are taken fairly, without bias and independently from government or any other interested party.

## **How will the ISA Work?**

The ISA will work in partnership with the Criminal Records Bureau (CRB), an executive agency of the Home Office, to deliver the new scheme. The CRB will provide the administrative arm, which will support the ISA's primary function of making barring decisions. It will do this by developing and delivering the administration and application processes necessary.

The ISA will:

- Be overseen by a publicly appointed supervisory board. As a non-departmental public body it will report its performance figures direct to Parliament every year;
- Taking all the barring decisions that are currently taken by the Secretary of State. The ISA will employ expert staff to help with this decision-making process, while administrative functions will be dealt with by the CRB
- Be independent. Ministers will no longer be involved in making decisions on individual cases. The authority will make decisions based on clear criteria and evidence;
- Include a balance of different expertise in the protection of children and vulnerable adults. It will be particularly important that the police and other experts are represented; and
- Ensure clear accountability. The ISA will have a statutory responsibility to prepare an annual report accounting for its work. Its performance, efficiency and effectiveness will be scrutinised closely by both government and stakeholders.

## **What else is the CRB responsible for?**

The CRB provides access to criminal records information through its Disclosure Service. The CRB's mission is to 'help protect children and vulnerable adults by providing a first-class service to support organisations recruiting people into positions of trust'.

To deliver its service the CRB has established a number of strategic partnerships across both the public and private sectors. These are with:

- The Police – to provide information that is held on the Police National Computer and held locally by the forces;
- Capita – the CRB's private sector partner, which operates an administration infrastructure and call centre; and
- Registered Bodies – the primary contact point for checking Disclosure applications, validating information provided by the applicant and establishing their identity.

## **Will the ISA's decision-making process be regulated in a code of practice?**

The Secretary of State has a power to specify in more detail the procedures to be followed by the ISA. The ISA itself will wish to finalise the details of its procedures. There is no statutory provision for a code of practice, but the Authority will want to show that it is independent and fair by telling stakeholders how it will apply criteria and use evidence.

## **Is there a risk that cases may fall into the gap between the CRB and the ISA?**

The barring process will be designed and implemented as a complete solution. Responsibility and accountability for each stage of the process will be clearly assigned and managed between the CRB and the ISA. The CRB and the ISA will work closely together. The clear split of responsibilities between them will help to minimise the chances of cases being mismanaged.

## **REGULATED AND CONTROLLED ACTIVITIES**

The Safeguarding Vulnerable Groups Act 2006 contains the legislation to create the new Independent Safeguarding Authority (ISA) and enact the Vetting and Barring Scheme. The information below explains the terms 'regulated' and 'controlled' activities used in the Act that will be introduced when the new ISA is phased in.

### **What is a 'Regulated Activity?'**

- Any activity of a specified nature that involves contact with children or vulnerable adults frequently\*, intensively\* and/or overnight (e.g. such activities include teaching, training, care, supervision, advice, treatment and transportation)

- Any activity allowing contact with children or vulnerable adults and is **in a specified place** (e.g. schools, care homes, etc) .... frequently\* or intensively\*
- **Fostering and childcare**
- **Any activity** that involved people in certain defined positions of responsibility (e.g. school governor, director of social services, trustees of certain charities)

\*Regulated activity applies where the activity is frequent, or satisfies a period condition of taking place on three or more days in a 30-day period (referred to above as “intensively”).

\*Frequently will take its normal common law definition and further guidance about this will be issued.

### How does ‘Regulated Activity’ work?

- Anyone providing a regulated activity must be registered with the ISA
- It will be a criminal offence, punishable by up to five years in prison, for a barred individual to take part in a regulated activity for any length of time
- It will be a criminal offence for an employer to take on an individual in regulated activity if they fail to check that person’s status
- It will be a criminal offence for an employer to allow a barred individual, or an individual who is not yet registered with the ISA, to work for any length of time in any regulated activity.

### What is a ‘Controlled Activity’?

- Frequent or intensive support work in general health settings, the NHS and further education. (Such work includes cleaners, caretakers, shop workers, catering staff, car park attendants and receptionists)
- Individuals working for specified organisations (e.g. a local authority) who have frequent access to sensitive records about children and vulnerable adults.
- Support work in adult social care settings (e.g. such jobs include day centre cleaners and those with access to social care records).

‘Controlled Activity’ is when this type of activity is ‘frequent’ (once a month or more) or ‘intensive’ (takes place on three or more days in a 30-day period),

### How does ‘Controlled Activity’ work?

- It will be a criminal offence for an employer to take on an individual in a controlled activity if they fail to check that individual’s status.
- An employer can permit a barred individual to work in a controlled activity **only if sufficient safeguards are put in place**

### In summary:

	Duty on individual Bar applies	Duty on employers Individual must be checked	Duty on employers Authority to engage a barred person
<b>Regulated Activities: Employment and volunteer settings</b>	√	√	x
<b>Regulated Activities: Domestic employment settings</b>	√	x	x
<b>Controlled Activities: Employers</b>	x	√	√ With safeguards

## THE INDEPENDENT SAFEGUARDING AUTHORITY'S BARRED LISTS

### What are Barred Lists?

The Safeguarding Vulnerable Groups Act 2006 contains the legislation to create two new Barred Lists. These are:

- A list of people barred from working with children (replacing List 99, the POCA List and disqualification orders); and
- A list of people barred from working with vulnerable adults (replacing the POVA list)

### What will these lists do?

These lists will be separate but aligned. They will allow the ISA to keep a record of:

- Individuals who will not be permitted to work in regulated activity with children and/or vulnerable adults; and
- Individuals who can only work with children and/or vulnerable adults in controlled activities with safeguards

Certain extremely serious offences will result in automatic barring. These offences fall into two distinct categories:

- **Automatic barring with no right to make representations** – This list covers the most serious offences against children and vulnerable adults, which indicate that an individual poses a risk of harm to children or vulnerable adults in every conceivable case. There is no opportunity for the individual to make representation to the ISA as to why they should not be barred because there can be no mitigating circumstances that might explain why these offences were committed
- **Automatic barring with the right to make representations** – This list covers other serious offences that indicate a very probable risk of harm to children or vulnerable adults but not necessarily in every conceivable case. Therefore, it is necessary to give individuals the opportunity to make representations. However, the ISA will not remove a bar unless it is satisfied that the individual does not pose a risk of harm to children or vulnerable adults

### How will the ISA make its decisions?

The ISA will consider a range of information from the police and referrals from employers, regulatory bodies and other agencies as part of its decision-making process.

The ISA will consider:

- Offences – convictions or cautions;
- Evidence of inappropriate behaviour; and
- Evidence of behaviour that is likely to harm a child or vulnerable adult

### What does this mean for employers and service providers?

It is vital that employers and service providers realise that checking an individual's ISA status will not be enough on its own to implement safe recruitment practices. Checking an individual's status will inform an employer that an individual is not on the Barred Lists and has not been judged to pose a risk of harm to children or vulnerable adults. However, obtaining appropriate references and speaking to previous employers are just two steps that can also help determine whether an applicant is suitable to work with children or vulnerable adults.

### Will there be a right of appeal for someone who has been barred?

Yes. The Care Standards Tribunal will hear the appeal. This can be based only on either points of law or findings of facts that the ISA has made and on which it has based its decision to bar. No appeal can be made against the decision-making process.

### Shouldn't automatic barring apply to the majority of cases?

Automatic barring is a serious measure, which the ISA will use only in the most serious of cases. It is a measure that is used where there is strong evidence in the form of a conviction or caution for a serious offence. If there is only a degree of evidence that requires further consideration, a discretionary process will be followed.

## **Will every person on the sex offenders register be barred by the new scheme?**

All individuals (aged 18 and over) who have committed sexual offences against children and other specified sexual and violent offences will be placed on the relevant Barred List automatically.

## **Is there a risk that an individual could be barred based on information provided falsely or maliciously?**

Referral information, such as allegations, will never lead to automatic inclusion on the ISA Barred Lists. Before a barring decision is made, the individual will be given the information on which the decision is based and the opportunity to explain their case. It is a serious offence to make a malicious referral with the intention to mislead. A person found guilty of this may be subject to defamation and damages claims. Criminal sanctions, which include offences related to wasting police time, perverting or attempting to pervert the course of justice, conspiracy and perjury, could also apply.

## **Would the new vetting service bar someone like Ian Huntley?**

One of the key features of the Huntley case was that, although his behaviour had caused concern to a number of agencies, and on a number of different occasions, no one organisation has access to a full picture or had put together those aspects of the picture that they had. A key strength of the new scheme is that it will have access to non-conviction information from different sources when building a view of an individual's unsuitability to work with children or vulnerable adults.

## **An Employers' duty to refer information**

### **Why it is important to refer information to the Independent Safeguarding Authority**

One of the main barriers to a successful vetting service is the possibility that information about a person could be held by a number of different organisations, and never shared.

To ensure this does not happen to the Independent Safeguarding Authority (ISA), new legislation has been introduced which legally requires certain organisations to refer relevant information to the Authority – where there is concern relating to harm or the risk of harm to children or vulnerable adults.

Other organisations or individuals may also refer relevant information if they are concerned about the behaviour or conduct of an individual.

By receiving information from a comprehensive range of sources, the ISA will be able to make a decision as to whether an individual poses a risk to children and/or vulnerable adults based on all evidence.

### **Which are the organisations that must refer information to the ISA?**

The following organisations have a legal obligation to refer relevant information to the ISA:

- All other employers of those working with children and/or vulnerable adults; and
- Parents/private employers. However, their statutory agency (for example, the social services or the police), who will investigate the matter and refer information to the ISA, if appropriate. (Members of the public may also refer information to the ISA in this way)

### **When must information be referred to the ISA?**

Employers and service providers *must* refer information to the ISA when they have dismissed an individual, or an individual resigns, because they have harmed, or may harm, a child or vulnerable adult.

Local authorities (in their social services capacity), professional bodies and supervisory authorities must refer information to the ISA where:

- An individual who is working closely with vulnerable groups has harmed, or may harm, a child or vulnerable adult;
- An individual who might in the future work closely with vulnerable groups has harmed, or may harm, a child or vulnerable adult; or
- They think the ISA may consider it appropriate to bar the individual

Relevant information should be referred to the ISA as soon as it becomes available.

The new scheme will only work effectively if the ISA can reduce the time between an individual becoming a known risk and that individual being barred from working with children and/or vulnerable adults.

### **When *must* organisations start referring information to the ISA?**

The implementation of the ISA will happen in managed phases to allow risk and cost to be spread over time. More information will be available soon.

### **How will the ISA deal with malicious allegations?**

Referral information, such as allegations, will never lead to automatic inclusion in the ISA Barred Lists. Before a barring decision is made, the individual will be given information on which the decision is based, and will be given the opportunity to explain their case.

It is a serious offence to make a malicious referral with an intention to mislead. A person found guilty of this may be subject to defamation and damages claims. Criminal sanctions, which include offences related to wasting police time, perverting or attempting to pervert the course of justice, conspiracy and perjury, could also apply.

### **What happens if an employee leaves a job before they are sacked?**

If the employee would or could have been sacked on grounds that could lead to barring, the employer must refer the employees to the ISA – even if the employee has stopped working for them.

### **Won't the requirement for professional organisations to refer information to the ISA result in duplication?**

One of the failings identified in the Bichard Inquiry Report was that pieces of information about an individual could be held by a number of different organisations, and never shared. Professional bodies, supervisory authorities and employers hold significant information about the people they register, regulate, inspect and employ. The ISA will work closely with these organisations to ensure that information is effectively shared and that duplication does not occur.

### **Should local authorities refer bad parents to the ISA?**

No, it would not be appropriate for local authorities to refer information about someone who does not work with children or vulnerable adults. If a parent (for example, a mother with post-natal depression) has harmed their own child but does not pose a wider risk to children or vulnerable adults, the matter should not be referred to the ISA.

### **Is there a penalty for failing to refer relevant information?**

Yes. There will be a new offence – punishable by a fine – for employers who fail to provide relevant information to the scheme, without a reasonable excuse.

In these fact sheets the term 'employers' refers to both employers and managers of volunteers. The term 'employees' refers to both paid and unpaid (volunteer) work/activities.

Archery GB will provide further updates and guidance to members as this becomes available.  
*For further information refer to <http://www.isa-gov.org/>*

## USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

### 6.0 PHOTOGRAPHING PARTICIPANTS

Archery GB is committed to providing a safe environment for children and young people under the age of 18. It is essential to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

#### 6.1 PHOTOGRAPHS AND IMAGES OF CHILDREN

*(Provided by NSPCC – Child Protection in Sport Unit for guidelines to Clubs)*

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information - this is X who lives a Y, is a member of the Z Club and who likes a certain music group. This information can make a child or young person vulnerable to an individual who may wish to start to “groom” that child or young person for abuse. Secondly the content of the photograph can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Archery GB Clubs need to develop a policy about the use of images of children and young people on their websites and in other publications and to ensure parents support the policy.

When assessing the risk, the most important factor is the potential of inappropriate use of the images. You should take the following steps to reduce the potential for misuse:

- If the child/young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the child/young person.
- Ask for the child's/young person's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A child's/young person's permission form is one way of achieving this.
- Ask for parental permission to use an image of a child/young person. This ensures that parents are aware of the way the image of their child/young person is representing the sport. A Parental Permission Form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However, there are clearly some sports activities – swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child/young person and should avoid full face and body shots. So for example shots of children/young people in a pool would be appropriate or if poolside, waist or shoulder up.
- Create a recognised procedure for reporting the use of inappropriate images to help reduce the risks to children/young people.

#### First steps and things to think about:

- Establish the type of images that appropriately represent archery for the web and other media.
- Think about the level of consideration you give to the use of images of children/young people in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to the images of children/young people used in the web site.

## Guidelines for Use of Photographic Filming Equipment at Sporting Events

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification which must be worn at all times.
- Inform children/young people and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to children/young people or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the events or at a child's/young person's home.
- If parents or other spectators are intending to photograph or video at an event they should also be made aware of your expectations.
- Spectators should be asked to register at an event if they wish to use photographic equipment.
- Children/young people and parents should be informed that if they have concerns they can report these to the event organiser/club official.
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser/club official and recorded in the same manner as any other child protection concern.

**Professional Photographers/Filming/Video Operators** wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least (*set number of days*) working days before the event.

**Students or Amateur Photographers/Film/Video Operators** wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event.

**Accreditation procedure:** a system should be established. Professionals should register prior to the event and their identification details be recorded. Ideally they should be:

- Name and address of the person using the camera.
- Names of subjects (if specific).
- The reason or use the images are being or intended to be put to.
- Signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Ideally, identification details should be checked with the issuing authority prior to the event. On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.

A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment including mobile phones is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to children/young people or one to one photo sessions at event or photo sessions outside the events or at a child's/young person's home should not be approved/allowed.

**Public Information:** The specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.

**The recommended wording is:**

**“In line with the recommendation in the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with Event Organisers/Club Officials at the spectator desk before carrying out any such photography.**

**The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter’s conditions.**

**If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be please to discuss this matter with you”.**

#### **At Club Sessions:**

There is no intention to prevent club coaches/officials using videoing as a legitimate coaching aid. However, children/young people and their parents should be aware that this is part of the coaching programme and care should be taken in storing of such films. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact their Governing Body for further advice.

### **6.2 VIDEOING AS A COACHING AID**

*(Provided by NSPCC – Child Protection in Sport Unit for guidelines to Clubs)*

There is no intention to prevent club coaches/officials using video equipment as a legitimate coaching aid. However, children, young people and their parents must be made aware that this is part of the coaching programme and their consent obtained and such films must be stored safely.

### **6.3 USE OF ELECTRONIC COMMUNICATIONS**

*(Provided by NSPCC – Child Protection in Sport Unit for guidelines to Clubs)*

There is growing concern being expressed about what is and what is not permissible in the area of communication between adults, children and young people in sport. Understandably with the rapid development of mobile phones, text messaging, e-mail and other forms of electronic communication these methods of communicating have become a feature of the sporting landscape.

The purpose of this paper is to clarify the current position of the NSPCC Child Protection in Sport Unit (NSPCC CPSU) in relation to this issue and provide guidance to all those involved in working with children and young people in sport. It also provides guidance for children and young people that we hope will be promoted by sports bodies.

A number of sports have experience of cases where coaches in particular, have misused text messaging and other forms of electronic communication, and the bodies concerned have sought advice and information from the NSPCC CPSU. There is evidence of the use of mobile phones and other electronic communication for grooming or other purposes by coaches and others in positions of trust in relation to children and young people throughout sport. There have also been incidents of children and young people becoming very distressed as a result of bullying by adults or others who have contacted them without parental knowledge on their mobiles. For this reason we would strongly support the adoption of good practice guidance that acknowledges the potential risks and additional vulnerability of children and young people, and advises against the use of mobile phones and other forms of electronic communication for the purposes outlined below.

Firstly, we would have concerns about the use of mobile phones by adults during training or at competitions, for the purposes of either making or receiving calls. We would consider this to be both unsafe and inappropriate conduct. Our view is that the primary responsibility of the adult must be the supervision and safety of children and young people that they coach and the provision of a structured, quality coaching experience. Anything which compromises the coach’s ability to maintain a safe environment and give their full attention to the supervision and coaching of children and young people should be actively discouraged.

Many facility providers also have clear guidance on restricting the use of mobile phones based on the concerns that have been identified about their potential misuse (for example, as part of a facility photography policy). Adults using mobile phones may be breaching guidance and undermining the ability of a facility to enforce their restrictions.

There are situations when access to a mobile phone will make a positive contribution to the safety and welfare of children and young people, particularly when an emergency occurs. Therefore we are not proposing any form of blanket ban on the use of mobile phones by adults.

Contacting children and young people by phone, text or e-mail should never be undertaken without parental knowledge or consent. Ideally contact by adults would be primarily on a face to face basis. Additional communication relating to events, training and other information should be directed to the children's or young person's parents or legal guardian.

It is our view that adults should not be e-mailing children or young people directly as individuals, but may do so as part of a disclosed list (having received prior permission to disclose in group e-mail) where they are disseminating information in relation to training or competitions. We also encourage the use by clubs of disclosed lists for sending club information via a designated and suitably trained adult (because of their position this person should also have been subject to appropriate selection and vetting processes). Group e-mails should also give individuals the opportunity to have their contact details removed from the list by including a statement such as "If you wish to be removed from this e-mail list please contact the administrator".

Whilst we recognise that we live in free society, and that communication between individuals regardless of age is part of daily life, we do not consider it good practice for coaches to text or e-mail individual children or young people at any time, on any matter.

We recognise the Health and Safety issues raised where adults make and receive calls on mobile phones whilst observing or delivering a 'training' session. We do not consider good practice for them to do so. However, at certain competitions or training events, where there may be considerable periods of time between the athletes performing, at appropriate times this may be acceptable. Some sports and many local authorities, however, have strict regulations about the use of mobile phones in Sports Centres and use of such devices which have integrated photographic/video cameras are not permitted.

**PRE-REGISTRATION FORM****Use of Video, Film, Photography or Electronic Equipment at Archery GB Events  
(Children, Young People and Parents)**

The Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults requires that any person wishing to engage in photography, filming or videoing at an event, must register their intent with the event organiser.

(Insert name of Archery GB Club) recognises the need to ensure the welfare and safety of all children and young people in archery
In accordance with the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults we will not permit photographs, video or other images of children or young people to be taken without consent of the parents, children and young people.
The (Insert name of Archery GB Club) will follow the guidance for the use of photographs as in the Archery GB Safeguarding Policy for Children, Young People and Vulnerable Adults
The (Insert name of Archery GB Club) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Archery GB Club CPO immediately
I (insert name of parent) consent to (insert name of Archery GB Club) photographing or videoing (insert name of child or young person)
Signature: Print Name: Date:
I (insert name of child/young person) consent to (insert name of Archery GB Club) photographing or videoing my involvement in archery:
Signature: Print Name: Date:

**Tournament Registration 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.

## GLOSSARY

### **Additional Information (CRB):**

- Enhanced checks may contain 'additional' information. Occasionally the Chief Police Officer, may if thought necessary in the interests of the prevention or detection of crime, release 'additional' information to the Counter Signatory only, in the form of a separate letter and should not be revealed to the applicant

### **Approved Information (CRB):**

- Enhanced checks may contain 'approved' information. This is non-conviction information provided by the police from their local records. The Chief Police Officer in each force will decide what, if any, information to provide. The CRB will print this information on both the applicant's and Counter Signatory's copy

### **Caution: (CRB)**

- A caution is a formal warning about future conduct given by a senior police officer, usually in a police station, after a person has committed an offence. It is used as an alternative to a charge and possible prosecution

### **Children:**

- The Criminal Justice Court Service Act (CJCSA) defines a child as someone who is under 18 (under 16 if the child is employed)

### **Common Assessment Framework – A message for Parents and Carers**

- *The Common Assessment Framework (or CAF) is a new way of working with children and young people. It involves listening to you and your child to find out your child's needs and what is working well in your child's life. The CAF is voluntary – parents and your child/children can choose to be involved*

### **Common Assessment Framework – A message for Children and Young People**

- *The Common Assessment Framework (or CAF) involves listening to you to find out what help you need, and what is working well in your life. An action plan is then put together with you to make sure you get the right sort of help. The CAF is there to help you but, if you do not want to take part in the CAF you do not have to – it really is up to you*

### **Counter signatory:**

- A person within a Registered Body who is registered with the CRB to countersign applications and receive the Disclosure

### **CEO**

- Chief Executive

### **CPO**

- Child Protection Officer

### **CRB**

- Criminal Records Bureau

### **Criminal Record:**

- A record of convictions held on the Police National Computer for individuals convicted of crimes

### **DCSF:**

- Department for Children, Schools and Families

### **DH:**

- Department of Health

### **Disclosure:**

- The term that is used to describe the service provided by the CRB/CRBS and the document issued to the applicant and Registered Body when a CRB check has been completed

### **Disclosure Fee:**

- The cost of a CRB check

### **Enhanced CRB Check:**

- Also referred to as an Enhanced Disclosure. These are for posts that involve a far greater degree of contact with children, young people and vulnerable adults. In general the type of work will involve regularly caring for, supervising, training, or being in sole charge of such people. This level of check involves an additional level of check to those carried out for the Standard CRB check – a check on local police records. Where local police records contain additional information that may be relevant to the

post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced CRB check. Exceptionally, and in a very small number of circumstances (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the Counter signatory and should not be revealed to the applicant

**ISA:**

- Independent Safeguarding Authority

**Knowledge:**

- What you must know and understand in order to carry out a role

**Lead Counter signatory:**

- A senior figure within a Registered Body who has overall responsibility for the use of the CRB checks in their organisation.

**Local Police Records:**

- Police records, not held on the Police National Computer, containing non-conviction information

**Method of Delivery:**

- The ways in which the skills and knowledge can be developed through a range of learning opportunities, e.g. workshops and training courses

**NSPCC CPSU**

- National Society Prevention Cruelty to Children – Child Protection in Sport Unit

**PoCA List:**

- Protection of Children Act List. This is a list, managed by the Department for Education and Skills (DfES) on behalf of the Department of Health (DH), of people banned from working with children

**Police National Computer:**

- A national police database that contains information about criminal records, i.e. convictions, cautions, reprimands and warnings

**Portability:**

- Portability refers to the re-use of a CRB Disclosure, obtained for a position in one organisation and later used for another position in another organisation. This practice is no longer endorsed by the CRB due to the risks factors involved and will not be utilised in Archery GB

**Positions of Trust:**

- Roles that involve working with Children, Young People and other Vulnerable Groups, that the CRB is dedicated to protecting

**PoVA List:**

- Protection of Vulnerable Adults List. This is a list, managed by the Department for Education and Skills (DfES) on behalf of the Department of Health (DH), of people banned from working with Vulnerable Adults

**Registered Bodies:**

- Organisations that have registered directly with the CRB to use its services

**Regularly:**

- This term carries its ordinary meaning as used in common parlance. Regularly could be used to describe the duties that a person carries out everyday but not all day; every week but not on every day; every month but only once a month

**Safeguarding and promoting the welfare of children:**

- Is defined for the purpose of this guidance as:  
Protecting children from maltreatment  
Preventing impairment of children's health or development  
Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care  
Undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully

**Secretary of the Society:**

- The Chief Executive or his/her nominated Deputy

**Skills:**

- Skills are developed abilities that people obtain either through learning opportunities or experience

**Spent Conviction:**

- The Rehabilitation of Offenders Act (ROA) 1974 sets out to make life easier for many people who have been convicted of a criminal offence and who have since lived on the right side of the law. A person convicted of all but the most serious criminal offences and who receives a sentence less than 2.5 years in prison, benefits from the Act if they are not convicted again during a specified period. This is called the rehabilitation period. In general terms, the more severe the penalty is, the longer the rehabilitation period. Once a rehabilitation period has expired and no further offending has taken place, a conviction is considered to be 'spent'. Once a conviction has been spent, the convicted person does not have to reveal it or admit its existence in most circumstances, including, for example, when applying for a job. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a spent conviction. There are some exceptions to the general principle that spent convictions do not have to be declared. When assessing the suitability of a person for a position of trust, an employer is entitled to ask a candidate to reveal details of all convictions, whether spent or not. This is, in part, to ensure that children, young people and other vulnerable groups are adequately protected from those in positions of authority over them. These positions of trust, or excepted professions, are set out in the ROA Exceptions Order

**Volunteer:**

- The CRB defines a volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives'

**Warning:**

- A Young Person given a second formal warning about future conduct is given a final warning. A reprimand has replaced the caution for Young People aged under 18

**Well-being:**

- To improve the well-being of children in relation to the five outcomes as set out in Every Child Matters; Stay Safe; Be Healthy; Enjoy and achieve; Make a positive contribution; Achieve Economic Wellbeing

**Working with Children:**

- The definition of this term is in two parts:
  - a) a child care position within the meaning of the Protection of Children Act. The Criminal Justice and Court Services Act (CJCSA) 2000 replaces the original definition in the Protection of Children Act with 'regulated position' for the purposes of Part II of the 2000 Act. Within the 2000 Act, section 36 sets out what the regulated positions are for the purposes of Part II of the Act; or
  - b) a position in which employment or further employment is prohibited or restricted by regulations made under section 218 of the Education Reform Act 1988

## **SAFEGUARDING VULNERABLE ADULTS**

The Archery GB Child Protection Steering Group is currently working on an updated Safeguarding Vulnerable Adults Policy.

Until this is formulated and endorsed by the Board Vulnerable Adults must refer to the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults. For referral purposes contact must be made with the Adult Social Services Department.