



## **Chichester Archers ~ Safeguarding Policy and Guidance**

### **Introduction.**

This Policy follows that of Archery GB and reflects the aims and beliefs of both our Club and that of the national organisation.

We must meet legal requirements and expectations to protect and promote the well-being of children and young people.

Section 11 of the Children Act 2004 places duties on a range of organisations, agencies and individuals to ensure their functions and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children and young people.

Our members and volunteers need to know about their responsibilities for protecting and promoting the well-being of children and young people, how they should respond to child-protection concerns, and how to refer matters to social services or the police if necessary.

You can find a summary of the government guide 'Working Together to Safeguard Children' in the NSPCC CPSU Resource Library [here](#) .

The Archery GB Safeguarding Policy can be found [here](#)

### **Policy statement and aims**

As members of Chichester Archers we accept the duty of care to protect and promote the well-being of all children and young people and are committed to making sure safeguarding practice reflects our legal responsibilities, government guidance and best practice.

A child or young person (both terms may be used), as referred to in this document, is any person under 18.

This policy recognises that the well-being and interests of children and young people should be the priority in all circumstances. The policy aims to make sure that no matter what age, sex, religion or beliefs, ethnic background, disability, sexuality, social situation or economic background, all children and young people:

- have a positive and enjoyable experience of sport in a safe and child-centred environment; and
- are protected from abuse while taking part in archery or outside of archery.

We realise that some children and young people, including disabled children or those from ethnic-minority communities, can be particularly vulnerable to abuse, and we accept responsibility for taking reasonable and appropriate steps to make sure they are protected. We will protect the safety of all children and young people involved with us by keeping to this policy.

## **Procedures**

### **Promoting good practice**

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

Abuse can take place in many situations, including at home, in school and in a sporting environment. Some people will actively look for employment or voluntary work with children and young people in order to harm them. On the other hand a coach, instructor, teacher, official, Club member or volunteer can have regular contact with children and young people and be an important link in identifying cases where they need protection. If you have concerns about the behaviour of a fellow Club member you should raise it, formally or informally, with a Club official or the Club Safeguarding and Welfare Officer.

If a child is abused outside the sporting environment, sport can play a crucial role in improving their self-esteem. In these instances, the club's activity organiser must work with the appropriate agencies to make sure the child or young person receives the support they need.

### **Good practice guidelines**

All members and volunteers should be encouraged to behave appropriately to promote children's and young people's welfare and reduce the risk of allegations being made. The following are common-sense examples of how to create a positive culture and climate.

It may sometimes be necessary for members or volunteers to do things of a personal nature for children and young people, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and permission of parents and the children involved. Avoid taking on responsibility for tasks you are not appropriately trained for.

## Good practice

You should do the following.

- Always work in an open environment (for example, avoid private or unobserved situations and encourage open communication with no secrets).
- Treat all children and young people equally, and with respect and dignity.
- Always put the well-being of each child and young person above winning or achieving goals.
- Keep safe and appropriate boundaries with children and young people.
- Build balanced relationships, based on mutual trust, that give children and young people the chance to share in the decision-making process.
- Make sport fun, enjoyable and promote fair play.
- Make sure that if any form of manual or physical support is needed, it should be provided openly and appropriately. Children, young people and their parents must always be consulted, and you need to get their agreement.
- Keep up to date with technical skills, qualifications, sports insurance and our current rules and regulations.
- Involve parents and carers wherever possible. For example, encourage them to take responsibility for their children. If groups must be supervised, always make sure parents, teachers, coaches or officials work in pairs.
- Make sure that if you take mixed teams away, they should always be accompanied by a male and female member of staff. However, remember that same-sex abuse can also happen.
- Make sure that at tournaments or residential events, adults should not enter children's or young people'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.
- Recognise the development needs and abilities of children and young people. Avoid too much training or competition, and do not push them against their will.
- Get parents' written permission to act 'in loco parentis' (where you take on parental responsibility for a child while they are in your care) if a child or young person needs emergency first aid or other medical treatment.
- Keep a written record of any injury, accident or incident that happens, including the incident details and any treatment given, using the current accident and incident report forms
- Ask for parents' written permission if you must transport children and young people in your car.
- Copy parents and guardians in on any electronic or written communication with children or young people.

## **Practices to be avoided**

Unless it is an emergency, you should avoid:

- spending time alone with children and young people; and
- taking a child or young person to an event or activity.

If these situations cannot be avoided, you need permission from someone in charge in the club or from the child's or young person's parents.

### **Never do the following.**

- Take part in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child or young person.
- Allow or take part in any form of inappropriate touching.
- Allow children or young people to use inappropriate language or behaviour.
- Make sexually suggestive comments to a child or young person, even if just for fun.
- Have a sexual relationship with someone under 18 who you are coaching.
- Reduce a child or young person to tears as a form of control.
- Fail to act on and record any allegations made by a child or young person.
- Do things of a personal nature for children and young people if they can do it themselves.
- Invite or allow children or young people to visit or stay with you at your home unsupervised.

## **Responding to and reporting concerns**

It is not the responsibility of any one person working within Chichester Archers to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the Safeguarding and Welfare Officer or the appropriate authorities.

We fully support and protect all members and volunteers who reports their genuine concerns. Make sure you keep a record of your concern and how you reported it. You will also be asked to complete a safeguarding incident report form or an accident incident form and send it to the Safeguarding and Welfare Officer who may well share it with Archery GB and/or other appropriate authorities.

## **Incidents that must be reported and recorded**

If any of the following take place, you should report this immediately to the appropriate Club Officer and record the incident using the relevant incident report form. You should also make sure the parents of the child or the young person are told if:

- you accidentally hurt a child;
- they seem distressed in any way;

- they appear to be sexually aroused by your actions;
- they misunderstand or misinterpret something you have done;

However, it may not be necessary, or even advisable for you to carry out the notification yourself ~ please discuss this with the relevant Club Official at the point at which you notify them which should be as soon as possible.

If the child or young person is in immediate danger or is injured, contact the emergency services and report the concern to the Club's Safeguarding Officer.

### **Reporting and dealing with concerns about suspected abuse**

You should report any suspicion that a child or young person has been abused to your Club Safeguarding Officer. They will take any steps needed to make sure the child or young person (and any other child or young person who may be at risk) is safe.

It is important to remember that the well-being of the child or young person is your most important concern. It is not up to you to decide whether or not the child or young person has been abused, only to report your concerns appropriately.

The Safeguarding and Welfare Officer may refer the allegation, either formally or informally, to the West Sussex Child Protection Team, which may then involve the police. The Safeguarding and Welfare Office must also notify the Archery GB Safeguarding officer, who will immediately refer this to our Case Management Panel.

Social services, supported by the police, will give advice on contact with parents or guardians.

If the Club Safeguarding and Welfare Officer is suspected of being involved in the abuse or poor practice, you must report the matter to the Club Chairman or to the Archery GB Safeguarding officer.

As an individual you can ask for advice from the Local Authority Designated Officer (LADO) at any time. Their contact details can be found [here](#)

### **Confidentiality**

You should make every effort to make sure that confidentiality is maintained for everyone concerned. Information must be handled and passed on only to those who need it. This may include the following people.

- Club Safeguarding and Welfare Officer
- Parents or guardians of the person who is alleged to have been abused
- The person making the allegation
- Local Authority Designated Officer (LADO)
- Social services
- The Police

- The County or Regional Safeguarding Officer
- Archery GB Safeguarding Officer

### **Storing information**

We will store information securely with limited access for certain people, in line with current data-protection legislation. We will make sure that personal information is:

- adequate, relevant and not excessive for the purpose for which it is held
- accurate and, where necessary, kept up to date; and
- not kept for longer than is necessary for its purpose

### **Safer recruitment**

Most people who want to work or volunteer with children and young people within sport are well motivated and, without them, sports clubs and organisations could not operate.

Unfortunately, some people are not appropriate to work with children and young people. To help screen out and discourage those who are not suitable, it is essential that the Club has effective recruitment and selection procedures for staff and volunteers. To that end the Club will use Safer Recruitment measures in relation to those Club Members and Coaches who have unregulated access to young children or vulnerable adults.

The Disclosure and Barring Service (DBS) (previously the Criminal Records Bureau) and Independent Safeguarding Authority (ISA), help Club Committees make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children and Chichester Archers makes use of their structures.

For more information see [Disclosure & Barring Service](#)

### **Anti-bullying**

Sports organisations play an important role in creating a positive environment that challenges bullying. This can be done by giving children and young people the power to understand the effect of bullying and how best to deal with it and agree standards of behaviour.

For more information see:

Chichester Archers Anti-Bullying Policy

Archery GB Anti-Bullying Policy click [here](#)

NSPCC Protecting Children from bullying and cyberbullying click [here](#)

## **Whistle-blowing**

It is important that you have the confidence to come forward to speak or act if you are unhappy with anything.

Whistle-blowing happens when a person raises a concern about a dangerous, illegal activity or any wrongdoing within their sports organisation.

Whistle-blowing can involve sharing potentially vital information about health-and-safety risks, environmental factors, harm of children, young people or vulnerable adults, covering up for someone and much more. Any of these factors should be dealt with immediately, so 'blow the whistle' as early as possible to prevent any real damage being done.

In the first instance you should raise any concerns with either the Chair of the Committee or the Safeguarding and Welfare Officer.

You can find more information on whistleblowing on the NSPCC CPSU [website](#).

## **Elite athletes**

A number of researchers over the years have highlighted the particular vulnerability of those young people who are taking part in elite-level sport.

The NSPCC Child Protection in Sport Unit has produced a briefing paper to help governing bodies, coaches and parents to consider the effect and pressure being placed on young elite athletes and what is acceptable practice within their sport.

You can find more information on the NSPCC CPSU [website](#).

## **Monitoring**

We will review this policy:

- as part of our policy review cycle;
- in line with changes in the law or government guidance;
- as required by the Local Safeguarding Children Board, UK Sport or home country sports councils;
- as a result of any other significant change or event.

Policy last reviewed: February 2026

Next review due: February 2027