

Ivanhoe Archers

Child Safeguarding Policy



Version 1

Updated Feb 2024

Review Feb 2025

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Definition of a child/ young person

The terms 'Child' or 'Young Person' throughout this policy refers to those under the age of 18 as defined by the Child Protection Act 2004.

Ivanhoe Archers -Our Statement

Our organisation acknowledges the duty of care to safeguard and to promote the welfare of children. We are committed to ensuring that safeguarding practice reflects statutory responsibilities, government guidance and complies with the best practice. Working in accordance with **Archery Great Britain** requirements.

This policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- ✓ Have a positive and enjoyable experience of sport at Ivanhoe Archers in safe and child centred environment.
- ✓ Are protected from abuse whilst participating in Archery or outside of the activity.

We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Our Policy

What we'll do

As part of our safeguarding policy we will:

- ✓ Promote and prioritise the safety of children and young people
- ✓ Value, listen and respect children and young people
- ✓ Ensure robust safeguarding arrangements and procedures are in operation
- ✓ Adopt safeguarding best practice through our policies, procedures and code of conduct for club members
- ✓ Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

- ✓ Provide effective management of club members through supervision, support, training and quality assurance measures so that all club members know about our policies, procedures and behaviour codes and follow them confidently and competently
- ✓ Ensure appropriate action is taken in the event of all incidents or concerns, both lower level and concerns of abuse, and support provided to the individual(s) who raise or disclose the concern
- ✓ Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- ✓ Record and store information securely, in line with data protection and guidance
- ✓ Prevent unsuitable individuals from undertaking key roles by selecting members safely, ensuring all necessary checks are made
- ✓ Appoint a nominated Welfare Officer for children and young people, as per Archery GB requirements and checks
- ✓ Develop and implement an effective online safety policy and related procedures
- ✓ Share information about safeguarding and good practice with children and their parents via signposting to club information
- ✓ Make sure that children, young people and their parents know where to go for help

The policy and procedures will be widely promoted and are mandatory for everyone involved within Ivanhoe Archers. Failure to comply with the policy will be addressed without delay and may ultimately result in exclusion from the organisation, reported to Archery GB and the relevant safeguarding authorities.

Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- ✓ **Changes in legislation and/or government guidance**
- ✓ **As required by the local safeguarding partnership, UK Sport and/or home country sports councils and Archery Great Britain**
- ✓ **As a result of any other change or event**

This policy was last review on.....(Date)

Signed

[this should be signed by the most senior person with responsibility for safeguarding in Ivanhoe Archers]

Contact details

Our Welfare Officer

Name.....

Telephone.....

Email.....

Secondary Welfare Officer (if applicable)

Name.....

Telephone.....

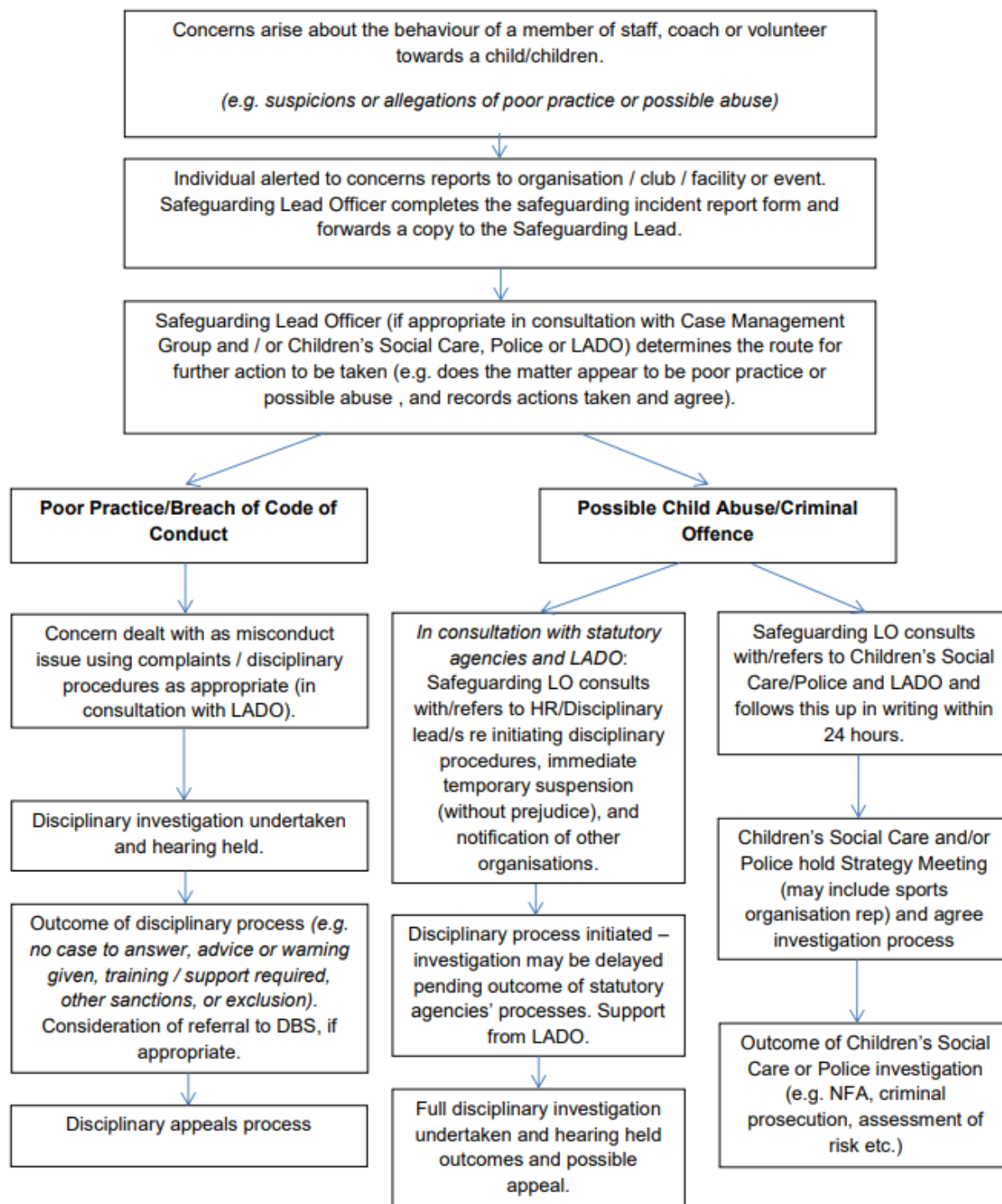
Email.....

CPSU procedure flowcharts



Outline safeguarding reporting procedure concerns

1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)

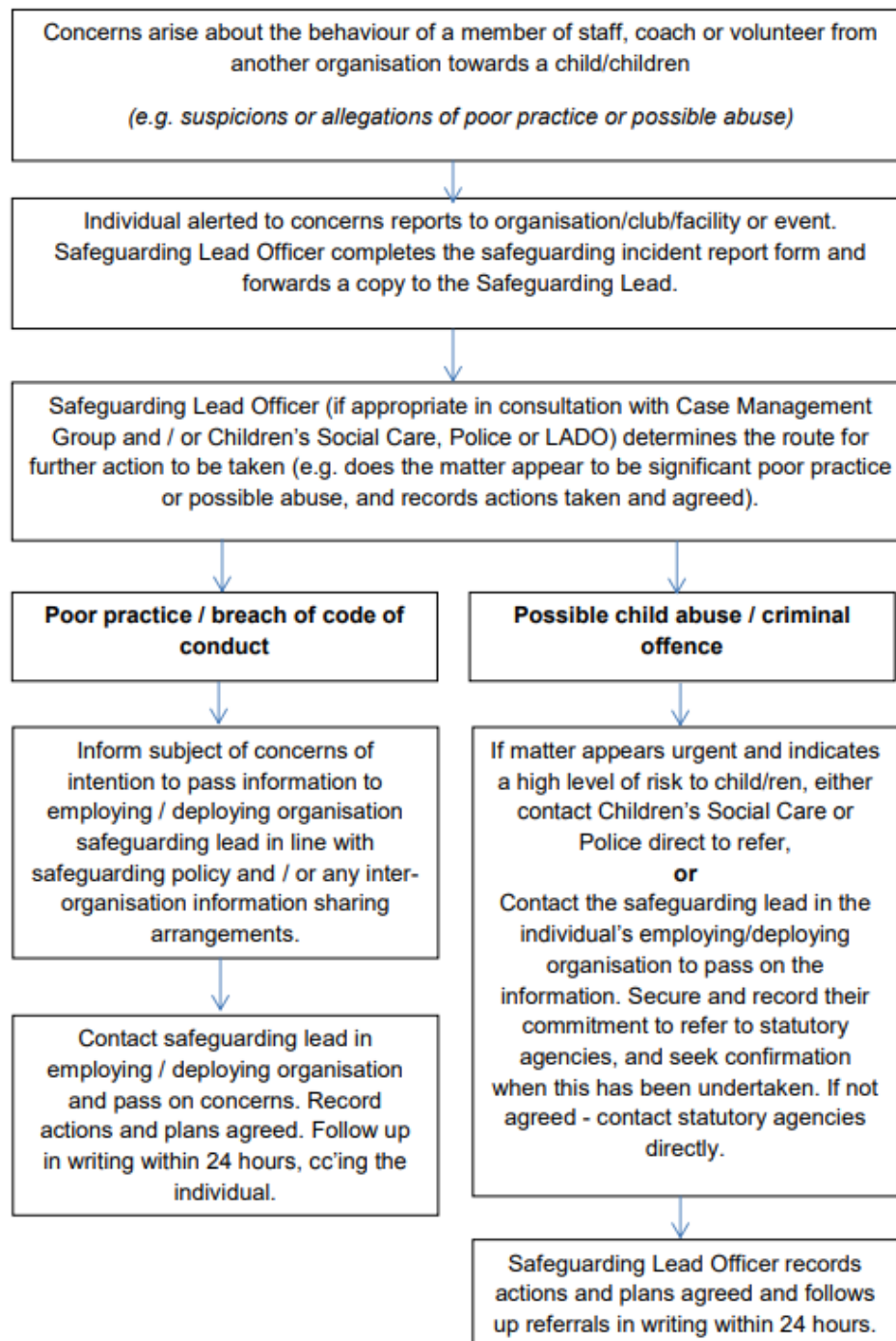


CPSU procedure flowcharts



Outline safeguarding reporting procedure concerns

2. About the behaviour of another organisation's staff member or volunteer (e.g. allegations reported about an individual working for a partner organisation)

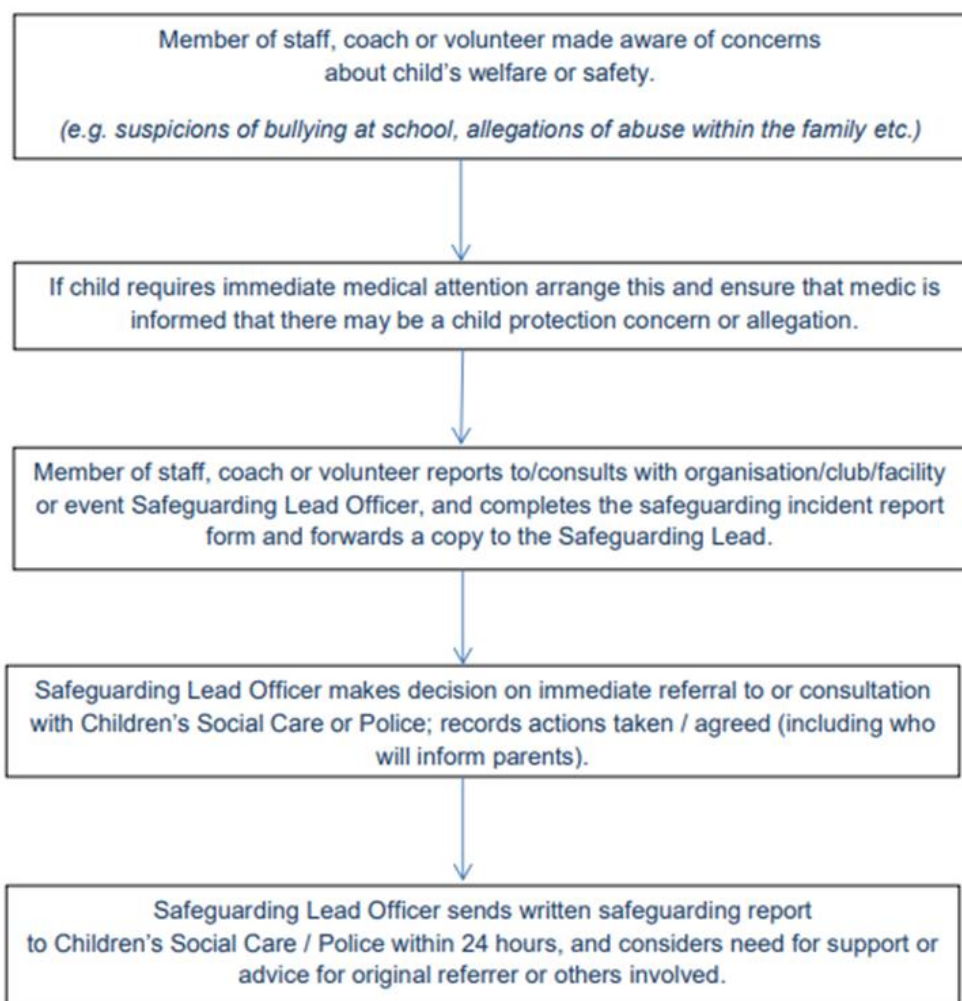


CPSU procedure flowcharts



Outline safeguarding reporting procedure concerns

3. About children and young people arising outside of sport (e.g. at home, school or in the community)



Ivanhoe Archers Incident reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – child / young person					
Name				Date of birth	
Gender ⁱ	Male ☐	Female ☐	Non-binary ☐	Another description (please state) ☐	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No ☐	Please explain why this decision has been taken
	Yes ☐	Please give details of what was said / actions agreed

Incident details*				
Date and time of incident				
Please tick one:	☐ I am reporting my own concerns.	☐ I am responding to concerns raised by someone else – please fill in their details:		
Name of person raising concern		Role within the sport or relationship to the child		
Contact number(s)				
Email				

Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)			
Child's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?		☐ No	☐ Yes – please provide further details:
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			

Declaration	
Your signature	
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with [insert name of your organisation] 's reporting procedures	
Safeguarding Officer's name	
Date reported	

¹ It is good practice for the question on gender to be optional rather than mandatory. Sometimes, software can restrict options, which will require compromising on this best practice until systems are updated. Any system or software limitations should be openly acknowledged by the organisation so that transgender people know the organisation is aware of the restrictions and is working to resolve it.

Temporary Suspension Letter Template

[date]

Dear **[name]**,

I am writing to inform you that we have been made aware of a serious allegation of **[insert a short description of allegation]** made against yourself.

Ivanhoe Archers has reviewed the information that has been made available to us and has made the decision to place a temporary suspension on your membership in line with Ivanhoe Archer's safeguarding and disciplinary policies.

This temporary suspension prevents you from participating in any capacity for Ivanhoe Archers. For the avoidance of doubt, this includes:

- undertaking any activity linked to Ivanhoe Archers
- coaching, refereeing, officiating, administering or volunteering in any capacity

Upon receipt of this letter, you are required to:

- **[include any specific practical information here. For example, handing over memberships cards, advising of current commitments that need cancelling]**

Please respond acknowledging receipt of this letter within **[number of days]** days to **[insert contact details, if different]**.

This temporary suspension is without any prejudice and will be reviewed on a regular basis.

If you have any questions, please do not hesitate to contact me.

Further contact will be made in due course.

Yours sincerely,

[your name]

[your role]

Your wellbeing

We appreciate that the news of a temporary suspension might be upsetting and that Archery may be a big part of your life, which has currently been put on hold.

If you do find yourself struggling during this difficult time, please do speak to someone – a family member, trusted friend, your GP – or seek support from organisations such as:

- Samaritans – tel: 116 123 – [samaritans.org](https://www.samaritans.org)
 - Mind – tel: 0300 123 3393 – [mind.org.uk](https://www.mind.org.uk)
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Photography and filming consent form

Ivanhoe Archers

In accordance with our child protection policy, we will not permit photographs, video or other images of young people to be taken without consent. If the child is under 16, consent must be obtained from a parent / carer.

(If the child is over 16, it's good practice to inform parents that photographs and/or videos of their child may be used if the child has given consent.)

Ivanhoe Archers will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately, please inform us immediately.

Name of child		Age	
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Declaration of consent – child aged 16 or over			
Please tick each box (or strike out what you do not consent to), then sign this form.			
☐	I give permission for my photograph to be used within the club for display purposes.		
☐	I give permission for my photograph to be used within other printed publications.		
☐	I give permission for my photograph to be used on the club's website.		
☐	I give permission for my photograph to be used on the club's social media pages.		
☐	I give permission for video of me to be used on the club's website.		
☐	I give permission for video of me to be used on the club's social media pages.		
☐	I give permission for video of me to be used for training or analysis purposes.		
Signature	*	Today's date	

Declaration of consent – parent / carer of child under 16			
Please tick each box (or strike out what you do not consent to), then sign this form.			
☐	I give permission for my child's photograph to be used within the club for display purposes.		
☐	I give permission for my child's photograph to be used within other printed publications.		
☐	I give permission for my child's photograph to be used on the club's website.		
☐	I give permission for my child's photograph to be used on the club's social media pages.		
☐	I give permission for video of my child to be used on the club's website.		
☐	I give permission for video of my child to be used on the club's social media pages.		
☐	I give permission for video of my child to be used for training or analysis purposes.		
☐	I confirm that I have read, or been made aware of, how these images or videos will be stored within the organisation.		
Signature	*	Today's date	
Print name			

For more information and advice on referring concerns to the local council:

Visit Safeguarding Children Partnership Board: Leicestershire and Rutland (policies and procedures):

<https://llrscb.proceduresonline.com/contents.html>

Leicester City Council – Duty and advice service

0116 454 1004.

A social worker will talk to you about your concerns and will advise of any action required. The service is open 24 hours, 7 days a week, all year. The service is the first point of contact for all new referrals to children's services and will deal with anything that relates to city children.

In cases of Emergency contact 999

The contents of this Policy was created from information and templates provided by:-

NSPCC Child Protection in Sport Unit- <https://thecpsu.org.uk/>

Archery GB Safeguarding –

<https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides>