

TYNEDALE ARCHERY CLUB

SAFEGUARDING POLICY DOCUMENT

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SAFEGUARDING
MISSION STATEMENT

TYNEDALE ARCHERY CLUB IS COMMITTED TO ENSURING ALL CHILDREN, ADULTS AT RISK, GENERAL MEMBERSHIP (INCLUDING ALL COMMITTEE MEMBERS AND OTHER OFFICERS), AND VISITORS, WILL BE KEPT AS SAFE AS POSSIBLE.

TYNEDALE ARCHERY CLUB WILL ALWAYS RESPOND TO PROTECTION CONCERNS BY FOLLOWING CLUB, REGIONAL AND NATIONAL PROCEDURES. TO INCLUDE IF NECESSARY, STATUTORY ORGANISATIONS SUCH AS THE POLICE, LOCAL AUTHORITY DESIGNATED SAFETY OFFICERS AND THE NSPCC.

TYNEDALE ARCHERS OPERATE A ZERO TOLERANCE POLICY WHICH INCLUDES ABUSE, AGGRESSION OR THREATS MADE IN PERSON. THIS CAN BE OVER THE TELEPHONE, OR IN WRITTEN COMMUNICATION (INCLUDING ON SOCIAL MEDIA).

This document includes the following sections:

1. Introduction
2. Codes of Practice
3. Relationships and Responsibilities
4. Overview of Examples of Abuse
5. Responding to Possible Signs of Abuse
6. Responding to the Child/Adult at Risk
7. Sharing with Professionals
8. Taking Appropriate Action
9. What Happens Next?
10. Reporting Procedures
11. Summary
12. Relevant forms

SAFEGUARDING MODULE

SECTION ONE

INTRODUCTION

All archery clubs should be a safe and welcoming place for children, young people and adults at risk. Nobody should feel discriminated against.

Research indicates that abuse is significantly under-reported and un-registered and the unofficial estimate of children in need of protection is many thousands more.

Children and young adults at risk, should not be discriminated against due to their age, gender reassignment, race, gender, religious beliefs, disability or sexual identity/orientation

Abuse can occur outside of the sport as well, via social media, grooming etc. Even if an incident occurs outside of the Archery GB environment, it must still be reported if the adult/young person concerned is involved in archery. This is in accordance with standard practice regarding Archery GB.

All those directly or indirectly involved with children's sport have a responsibility to –

- Ensure they comply with organisations code of practice
- Be able to recognise when there are concerns about a child
- Understand the impact of abuse on children
- Respond accordingly to children/adults reporting concerns

A 'child' is defined as being under 18 years of age

An 'adult at risk' is aged 18 years and over

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**ALL ORGANISATIONS PROVIDING SERVICES FOR
CHILDREN SHOULD HAVE IN PLACE:**

Safeguarding at Committee/Board level	Whistleblowing procedures	Clear lines of accountability
Safe recruitment	Staff training	Information sharing
A culture of safety and protection	Escalation procedures	A designated safeguarding lead
	A culture of listening	

SECTION TWO
CODE OF PRACTICE FOR SPORTS COACHES – KEY
PRINCIPLES

1. **RIGHTS** – Coaches must respect and champion the rights of every individual.
2. **RELATIONSHIPS** – Coaches must develop a relationship with the athlete (and others), based on openness, respect and mutual trust.
3. **PERSONAL RESPONSIBILITIES** – Standards must demonstrate proper personal behaviour and conduct at all times
4. **PROFESSIONAL REONSIBILITIES** – Professional standards; coaches must demonstrate a high level of competence.

SECTION THREE

RELATIONSHIPS

Relationships must be based on openness, honesty, mutual trust and respect

Following these guidelines, it is highly inappropriate for sexual relationships between coaches and young people.

COACHES SHOULD NOT

- **SHOULD NOT** Engage in any behaviour that constitutes **ANY** form of abuse (physical, sexual, emotional, neglect or poor practice).
- **SHOULD NOT** Engage in sexual activity with young participants, either while coaching them or in the period of time immediately following the end of the coaching relationship (or at any other time).

COACHES SHOULD

- **SHOULD** promote welfare and best interests
- **SHOULD** take action if there are any concerns
- **SHOULD** empower young participants to be responsible for their own decisions
- **SHOULD** clarify opportunities and services.

RESPONSIBILITIES

As a coach you are in a position of power and trust. You must demonstrate a very high level of moral and ethical standards.

COACHES SHOULD

- Always behave in a respectable manner
- Be positive role models
- Ensure everything is as safe as possible
- Report any incidents of inappropriate action by a young person towards them as soon as possible

EXAMPLES OF GOOD COACHING PRACTICE

Follow governing body of Archery GB guidelines

1. Make use of educational opportunities
2. Seek relevant information to keep up to date
3. Maintain a professional level of coaching
4. Comply with Safeguarding procedure
5. Locate Support Services in your area

You could also contact other clubs/coaches regarding:

- Sports Development Officers
- Specific Experts e.g. Elite Level, Disability or Mental Health
- Local, National Squads
- Trial Organisers
- Schools

Check your own coaching Practice

You can review

- Feedback from participants and parents
- Appraisals
- Mentor System
- Session Planning
- Work Load
- Home demands and own health/lifestyle

PHYSICAL CONTACT

1. Children have a right to say what level of contact they are comfortable with
2. We all have different boundaries in terms of physical contact
3. Adults should explain the nature and reason for physical contact
4. Doing this may help to protect children in different environments
5. Provide an introduction to participants/parents to explain there may be tactile contact and why
6. Encourage children to voice concerns if they aren't happy
7. As a coach, it is important to let athletes know if you are uncomfortable in relation to them being in your own personal space. This can be done in a professional manner to ensure the message is clear.

PROFESSIONAL BOUNDARIES ON SHARING SAME SPACE

- Dressing rooms
- Journeys to and from venues
- Overnight stays – Hotels/Guest Houses

Coaches are defined as being in a 'Legal Position of Trust' as are teachers

A 'Position of Trust', involves a person in a position of authority over another person

MAINTAINING PROFESSIONAL BOUNDARIES

If you think a young persons behaviour indicates that they are seeking to develop or engage in an inappropriate relationship with you, immediately bring this to the attention of your clubs Welfare Officer or Safeguarding lead. **Do not** respond to a young person in a disrespectful way, or by embarrassing/humiliating them and explain your professional boundaries.

Remember, in all instances, it is not your responsibility to decide whether abuse has taken place – but it is your responsibility to report your concerns.

SECTION FOUR

ABUSE/LOWER LEVELS OF CONCERN

This is when concerns do not meet definition of abuse, but still presents risks to young people. For example, giving lifts to young people without permission. Also, on-line safety:

ON LINE SAFETY RECOMMENDATIONS

- Avoid 'befriending' children on Social Media
- Create a page or community for the whole group
- Include parents or others on group messages
- Make the eCommunications guidance clear on your Code of Practice
- All Social Media to follow Club guidance

Report lower levels of concern to club authorities who will lead investigations.

CATEGORIES OF CHILD ABUSE

NEGLECT

When adults persistently fail to meet a child's basic physical/psychological needs. Examples;

- Inadequate food, shelter, clothing
- Regularly leaving child alone or unsupervised
- Failing to protect a child from physical harm or danger
- Does not give appropriate medical care or treatment
- Does not give affection or/and attention

NEGLECT IN SPORTS ENVIRONMENTS COULD INCLUDE

- Giving inadequate instruction
- Not giving appropriate safety kit
- Allowing use of dangerous equipment
- Exposing children to extreme temperatures

PHYSICAL ABUSE

- Hitting, shaking or throwing a child
- Poisoning, burning or scalding a child
- Giving inappropriate drugs or alcohol
- Causing physical harm

SEXUAL ABUSE

Occurs when adult (male and female) or other young children use children for their own sexual needs

- Full sexual intercourse
- Masturbation, oral sex, anal intercourse or fondling
- Producing pornographic material (videos, texting, photographs)
- Showing a child pornographic material

EXAMPLES IN SPORT

- Some individuals deliberately target organisations involved with children
- Individuals mask touching for their own sexual benefit
- Some coaches think it is totally acceptable to have a sexual relationship with children they coach
- Some people use coaching to take inappropriate photographs/videos in vulnerable positions
- Some people use coaching to groom young people
- Some people use Social Media to identify young people that are involved in sport

PHYSICAL INDICATORS OF NEGLECT

- Constant hunger, begging or stealing food from other children
- An unkempt state - dirty or smelly
- Loss of weight
- Inappropriate dress

BEHAVIOURAL INDICATORS OF NEGLECT

- Tired all the time
- Frequently being late for school
- Failing to attend medical appointments/hospital
- Havin few friends
- Being left alone unsupervised

PHYSICAL BEHAVIOURS OF SEXUAL ABUSE

- Pain or itching in the genital area
- Bruising or bleeding in the genital area
- Having an STD
- Vaginal discharge or infection
- Stomach Pains
- Discomfort when walking or sitting down
- Pregnancy

BEHAVIOURAL INDICATORS OF SEXUAL ABUSE

- Sudden changes in behaviour (becoming aggressive)
- Apparent fear of someone
- Having nightmares
- Having sexual knowledge that is beyond the child's making sexual drawings or sexual language
- Self-harming or suicide attempts
- Saying they have secrets they can't tell anyone
- Abusing drugs or alcohol
- Unexplained sources of money
- Not being around friends
- Acting in a sexually explicit way

PHYSICAL INDICATORS OF EMOTIONAL ABUSE

- A failure to thrive and grow
- Sudden speech disorders
- Development delay

BEHAVIOURAL INDICATORS OF EMOTIONAL ABUSE

- Being unable to play/unwilling to take part
- Excessive fear of making mistakes
- Sudden speech disorder
- Self-harm or mutilation
- Fear of parents being contacted

PHYSICAL INDICATORS OF BULLYING

- Stomach ache or headaches
- Scratches or bruising
- Damaged clothes
- A short memory
- Fatigue through lack of sleep
- Frequent loss of possessions

BEHAVIOURAL INDICATORS OF BULLYING

- Fear or avoidance of people/groups
- Reduced concentration
- Being clingy
- Mood swings (being tearful)
- A reluctance to go to school
- Appearing isolated
- Drop in performance
- Self-Harm
- Attempted suicide

SECTION FIVE

RESPONDING TO POSSIBLE SIGNS OF ABUSE

- ❖ **Always** take immediate action by reporting your concerns if a child indicates that they are being abused
- ❖ **It is NOT** your responsibility to decide whether abuse has taken place – but it **IS** your responsibility to report your concerns.

COLLEAGUES

Don't forget to be aware that you also have to consider club colleagues abusing athletes, OR colleagues could be being abused.

RESPONDING TO REPORTS OF CONCERN

- A direct report to you
- A conversation with a child/parent /colleague
- Observation
- Receipt of anonymous allegation – text/email/letter
- All types of abuse, low-level to serious

DIRECT REPORT FROM A CHILD

- A child can indicate their concerns through behaviour
- A child will only tell people they can trust
- When a child tells you of their concerns, they are seeking help and support
- Listen and talk seriously

TIMING AND LOCATION

- A child may want to see you alone away from others
- This maybe before or after a session
- If this is during a club shoot, get help to cover
- Do not listen to a child in a completely private place, try to ensure other members of staff are present or close by

SECTION SIX

RESPONDING TO THE CHILD/ADULT AT RISK

RESPONDING TO THE CHILD

- It will have taken a lot of courage for the child to approach and talk to you
- Do not panic. Act calmly to reassure the child
- Acknowledge that what the child is doing is difficult, but they are right to confide in you
- Make sure you can understand what the child is saying
- Be honest straight away by telling the child you cannot make promises that you may not be able to keep
- Do not promise to keep the conversation secret. Explain that to help them, you may have to talk to other people.
- Write everything down
- Take the child seriously
- Do not allow shock or distaste to show
- Keep questions to a minimum
- Do not speculate or make assumptions
- Encourage the child to use their own words
- Do not make negative comments about alleged abuser/s
- At the end of the conversation, ensure the child is either being collected, or can go home on their own if this is a safe place
- If you have concerns about the child's immediate safety, call the emergency services
- Do not approach any alleged abuser/s
- Possibly record conversation on mobile phone with permission

RESPONDING TO REPORTS AND OBSERVATIONS THAT CAUSE CONCERN

- Make a note of any concerns. Seek support and use your organisations procedures to report these.
- All concerns should be recorded using an incident report form
- Once the form has been completed, sign it, date it, produce copies if required, store form in a safe and secure location
- Who ever you talk to, everyone will need to keep the information confidential
- You will not be expected to take full responsibility, the lead Safeguarding Officer will take control. This may be DNAA or Archery GB. or other organisations.

SECTION SEVEN

SHARING WITH PROFESSIONALS

- In some situations, it could/would be inappropriate to discuss concerns with the child's parents for obvious reasons. It may be necessary to inform Children's Services or the Police
- If this is the case, your organisation Safeguard Lead will take responsibility for this
- If this line is not available and a child needs urgent medical attention, then you must seek this as a matter of urgency. Inform medical staff of your concerns and contact Children's Services/Police and explain the situation

SECTION EIGHT

TAKING APPROPRIATE ACTION

1. If **URGENT CHILD AT RISK** – Police or Children’s Services
2. Designated person with responsibility for safeguarding (Club or regional Officer)
3. Telephone Helplines – NSPCC – 0808 800 5000

If your concerns are about someone who is in a position of responsibility, ask to speak to the ‘Local Authority Designated Officer’ (LADO) who co-ordinates referrals.

- Give your Name/Role/Address/Telephone Number
- Give clear accurate details of the child – Name/address/Age/Date of Birth
- What you have observed
- Include/date/time/what was observed/child’s behaviour and emotional state
- What the child has said
- Details of any alleged abuser
- What action has been taken
- Police/Children’s Services will advise you what to do next, including whether to and how and when to involve parents. They will take responsibility regarding further enquiries/investigations that are required
- Record carefully what you have heard, seen and done, including conversations with professionals
- Send all this information to Safeguarding lead in your organisation

SHARING WITH A DESIGNATED PERSON

- DNAA contacts:
Lynne Nicholson and Yannis Smirnis e-mail –
safeguarding@dnna.co.uk

- Archery GB Contacts
Alex Owens, Welfare and Safeguarding Officer AGB
Karen Hodkiss, Safeguarding and Governing Officer AGB
Email – safeguarding@archery.gb.org
Telephone : 0195 2677 888 then press Option 2.

Archery GB also provide an anomous reporting form on their website that allows a person to report concerns.

- Alternatively, contact NSPCC on 0808 800 5000

SHARING WITH PARENTS

- You should always be committed to working with parents when there are concerns about their children
- In doing so, it may well become clear as to certain behaviour by the child
- Parents will also normally inform the Club if the child is unwell or upset, but occasionally, this information will not reach you
- In cases like this, simply talking to the parents can/will help to resolve any concerns
- Sometimes, it may not be appropriate to discuss or contact parents/guardians for obvious reasons. In those cases, contact Statutory Services or the Police
- If the concerns are about a person who plays a role within the sport, then the Club Welfare Officer or Senior Colleague, should contact the relevant Child Protection/Lead Safeguarding Officer

However small a concern is, as Club Welfare Officer/Lead Safeguarding Officer, you will take responsibility for deciding the next step and whether to inform Children's Services or other Organisations

Children's Services have a responsibility to respond to all concerns about possible child abuse. They will decide if the Police will have to make further investigations.

It is important to be open and honest with parents, but in some cases it may put the child in further danger. If in doubt, discuss your concerns first with appropriate and qualified personnel

SECTION NINE
WHAT HAPPENS NEXT?

Three types of possible investigation

1. Criminal/Police
2. Child Protection (Children's Services/Police)
3. Disciplinary (employing organisation)

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- In consultation with Statutory Agencies/Governing Body of the Sport/Club, it be should decide regarding the accused in relation to a possible suspension from coaching/club duties, pending further enquiries
- Using all the information, the decision should be made to reinstate the person if the evidence is not 'beyond reasonable doubt'. This must be done in conjunction with Club members, fellow staff and parents

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SAFEGUARDING REPORT FORM

Information contained on this form will form part of Archery GB's Case Management Panel (CMP) investigation into the alleged incident. The person completing this should notify each individual whose details are on this form that their information may be shared with a number of organisations and individuals relevant to the investigation.

* Mandatory to complete in full

Your Club/Organisations Name:

* Section One: Your Details (Person raising the concern)			
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First Name:		Surname:	
Address:		Postcode:	
Daytime/ Evening Contact Numbers			
E-mail address			
Position in Archery GB Club/Organisation			
Archery GB Membership No (if applicable)			
Relationship/connection to the child/young person			
Are you reporting your own concerns or responding to concerns raised by another person?	My concerns	Another person's concerns. Provide details below:	

*Section Two: Another Person's Concerns - Details			
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First Name:		Surname:	
Archery GB Membership No (if applicable)			
Position in Club/Organisation (if applicable)			
Connection to Child/Young Person			
Daytime/ Evening Contact Numbers			

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E-mail address	
Please explain the concerns, giving details of what you have seen/been told that makes you believe the child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photo's, etc)	
Date/Time:	
What happened:	
* Section Three: Concern – Where did the incident take place	
Please give a description of the concern/incident (include dates; time/s; where did it take place, work, home, inside or outside of the archery environment, description of injury; are you recording this as fact, opinion or hearsay. Provide full details – this must be completed.	
*Have you spoken to the young person(s)? Please provide details:	
*What is the relationship between the young person and the accused?	
*Have you spoken to the Parent/Guardian/Carer of the young person(s) involved?	

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*Action taken so far:

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* Section Four: Details of the Child/Young Person (you have concerns about)				
First Name:		Surname:		
Male/Female:				
Parent/Legal Guardian name:			Parent/Legal Guardian contact numbers:	
Home Address:			Postcode:	
Date of Birth/Age				
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>
Name of Archery GB Club				
Archery GB Membership No: (if applicable)				
Is there any information about the child/young person that would be useful to consider?				
Is the Child/Young Person on the Olympic/Paralympic Pathway	Yes:		No:	
If yes, who is the Team Manager?				
Where did the incident/abuse happen e.g., inside or outside the archery environment? Provide full details				
Is there any information about the child/young person that would be useful to consider?				
*Section Five: Details of Child's/Young Person's Parents/Legal Guardians				
Name of Parents/Legal Guardian				
Address				
Contact details (tel no, email etc)				
Membership number (if applicable)				
Have Parents/Legal Guardians been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken.		
	Yes	Please give details of what was said / actions agreed.		

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	<input type="checkbox"/>	
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*Section Six: Details of Accused Person						
First Name:		Surname:				
Home Address:				Postcode:		
Telephone No:				E-mail:		
Date of Birth/Age						
Position in Sport				Contact Number:		
Relationship/connection to the child/young person						
Name of Archery GB Club/Organisation (if applicable)						
Archery GB Membership No: (if applicable)						
Position in Archery GB Club/Organisation						
Do they have contact with other children/young people in another capacity, e.g. in their work/family/as a volunteer.						
*Section Seven: Were there any witnesses?						
Name:						
Phone numbers:			Email:			
Address:						
Add additional witness details:						
*Section Eight: Details of External Agencies contacted so far:						
Organisation	Y/N	If yes, which?	Name/Number	Date/Time	Details of advice received	Reference Number
Archery GB Club						
Archery GB						
Police						
Children's Social						

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Care						
Other (e.g. NSPCC)						

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*Section Nine: Declaration

I believe the facts and matters contained in my statements are a true and accurate record

Conflict of Interest:

Disclosure:

I have no current conflicts of interest to **declare:**

I have current conflicts of interest to **declare:**

Provide information:

I declare that there are no facts or circumstances known to me which might call into question my impartiality or independence, i.e. I am not in a relationship directly/indirectly related to the alleged perpetrator.
I recognise my duty to disclose to Archery GB without delay any such fact or circumstance following my appointment.

(Contact the National Lead Safeguarding Officer for further advice on possible conflict of interest)

Signed:

Date:

Information must only be shared with Safeguarding/Welfare Officers and others that have a need to know to ensure the person is safe. The information contained in this report is strictly confidential and it must be kept secure and protected from loss or unauthorised access.

Signed:

Print Name:

Date:

Remember to maintain confidentiality on a need-to-know basis only. Only disclose information if it will protect the young person. Do not discuss this incident with anyone other than those on a need-to-know basis.

THIS FORM MUST BE RETURNED TO:
(Please mark envelope CONFIDENTIAL)

National Lead Safeguarding Officer
Archery GB
Lilleshall National Sports and Conferencing Centre
Newport

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SAFEGUARDING POLICY

Shropshire

TF10 9AT

or e-mail to: safeguarding@archerygb.org

YOUR CLUB

- Every Club should have a Safeguarding/Welfare Officer(s)
- This is who will investigate if necessary with concerns about child safety
- All members of the Club should know who this is

The following actions can be established quickly

1. Child's name (Check for correct spelling)
2. Be aware that parents surnames might be different from that of their children
3. Phone numbers/ Emergency contacts (are they up to date)
4. Addresses – are they up to date and complete
5. Make sure you have relevant Regional Representatives contacts

GOVERNING BODIES OF YOUR SPORT

- **DNAA**
- **AGB**

SECTION ELEVEN

SUMMARY

- The welfare of the child is of paramount importance
- If a child needs urgent medical assistance, seek this with urgency, then inform Statutory Services
- Seek advice from Children's Services before informing parents if you have concerns
- Talks to parents to clarify concerns about any injury or change in behaviour (unless you have been told/know parents are involved with abuse)
- If you are still concerned, follow DNAA or AGB procedures or contact Children's Services/Police/NSPCC
- If another Coach is involved, ensure your Governing body is informed
- Give clear accurate details, including child's name and address and the reasons for your concern
- Children's Services will advise you what to do next and take responsibility for ensuring appropriate investigations are undertaken if necessary
- Record carefully what you have seen, heard and done as soon as possible using your Club/Organisation report form
- Must be confidential

SECTION TWELVE
RELEVENT FORMS