



## **Welsh Field Archery Association Child and Vulnerable Adult Protection Policy**

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*Date Approved* : **May 2007**

**Welsh Field Archery Association  
Child Protection Policy**

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# Welsh Field Archery Association Child Protection Policy

## 1 Introduction

The Welsh Field Archery Association (WFAA) has adopted the ***Child-Safe Sport in Wales*** guidelines for children and young people and ensures that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All WFAA members have a responsibility to report concerns to the appropriate officer.

Club Officials/volunteers are not trained to deal with situations of abuse or to make a decision that abuse has occurred.

## 2 Policy statement

The WFAA has a duty of care to safeguard all children involved in WFAA and club level field archery activities from harm. All children and vulnerable adults have a right to protection, and the needs of disabled children and others including adults who may be particularly vulnerable must be taken into account. The WFAA will ensure the safety and protection of all children and vulnerable adults involved in field archery through adherence to the Child Protection guidelines adopted by the WFAA.

A child is defined as a person under the age of 18 (The Children Act 1989).

A vulnerable adult is a person over the age of 18 who needs assistance due to physical or mental disability.

The WFAA is committed to creating and maintaining the safest possible environment for children and young people.

- Recognising that all children and vulnerable adults have the right to freedom from abuse.
- No child or vulnerable adult will be allowed to be involved in Archery with any group unless a parent or guardian is with them
- All volunteers notifying the committee that they are working with children and or vulnerable adults will be required to sign a ***Child-Safe Sport in Wales*** Volunteers and Staff declaration form.
- Ensuring that all such volunteers are approved by the committee and accept responsibility for helping to prevent the abuse of children and others in their care.
- Responding swiftly and appropriately to all suspicions or acts of abuse and providing parents/guardians and children with the opportunity to voice and any concerns they may have.
- Appointing a Child Protection Officer who will take specific responsibility for child protection and act as a main point of contact for Club Officials, parents/guardians, children and outside agencies.
- Ensuring access to confidential information is restricted to the Child Protection Officer or the appropriate external authorities.

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- Reviewing the effectiveness of our Child Protection Policy and activities annually.

Where it is not clearly stated in this document, the document relates to Vulnerable Adults as well as children in all instances.

### 3 Policy aims

The aim of the WFAA Child Protection Policy is to promote good practice by:

Providing children and young people with appropriate safety and protection whilst participating in the sport of field archery.

### 4 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 young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported to the Child Protection Officer.

Should a child enter a club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances if notified by the authorities the club must work with the appropriate agencies to ensure the child receives the required support.

#### 4.1 Good practice guidelines

All members should be encouraged to demonstrate exemplary behavior in order to protect themselves from false allegations. The following are examples of how to create a positive culture and climate.

- Always work in an open environment (e.g. avoid private or unobserved situations and encourage open communication with no secrets).
- Treat all young people/disabled adults equally, and with respect and dignity.
- Always put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance. (e.g. it is not appropriate for members to have an intimate relationship with a child or to share a room with them).
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Make sport fun, enjoyable and promote fair play.
- Avoid any form of physical contact wherever possible that could be misconstrued by the person or any observer

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- Ensure that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the **Child-Safe in Sport Wales** guidelines. Young people should always be consulted and their as well as their parent/guardians agreement gained prior to any physical contact. Some parents are becoming increasingly sensitive about manual support and their decision should always be adhered to.
- Involve parents/guardians, encourage them to take responsibility for their children at all times
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female Club Official/volunteer. However, remember that same gender abuse can also occur.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Do not act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment assist the parent/ guardian in this as necessary, bearing in mind your own training and abilities but seek professional trained help should the situation require.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written parental/guardian consent if club officials are required to transport young people in their cars.

### **4.2 Practices to be avoided**

The following should be avoided except in emergencies.

- Avoid spending time alone with children away from others
- Avoid taking or dropping off a child to an event

### **4.3 Practices never to be sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

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- Do things of a personal nature for children or disabled adults, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

Due to the nature of the sport of Field Archery we must be aware of the limitations this places on the suitability of people of all ages to participate in the sport. Children with physical disabilities may not be able to participate and as such we must be aware of the limitation and act accordingly.

### 5 Incidents that must be reported/recorded

If any of the following occur you should report this immediately to the club official in attendance and then to the Child Protection Officer and record the incident. You should also ensure the parents/guardian of the child are informed:

- If you accidentally hurt an archer.
- If he/she seems distressed in any manner.
- If an archer appears to be or acts sexually aroused by your actions.
- If an archer misunderstands or misinterprets something you have done.

### 6 Use of photographic/filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Protection Officer.

Media or other photographic coverage of a WFAA event must be applied for in writing in advance to the Child Protection Officer. Written consent from the parents/guardians via the Child Protection Officer must be received before any such photographic coverage will be permitted. The authorising form of consent must be kept by the WFAA official. Only photographers known to the WFAA official at the time may be allowed to take photographs when requested to do so by the WFAA official. In a public place there is no legal restriction on this but the WFAA official should always confront any photographer not known to them.

Videoring as a coaching aid: There is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers and their parents/guardians should be made aware that this is part of the coaching programme and such films should be stored safely. This should only occur when the parent guardian has completed a form giving permission.

### 7 Recruitment and training of staff Club Officials and volunteers

The WFAA recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. Pre-selection checks must include the following:

- All notified and approved volunteers should complete an **WFAA Volunteer Form**. The application form requires a declaration of the volunteers past and a self disclosure about any criminal record.
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau should the need arise

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- Only those known to and sponsored by the Club and or WFAA committee will be allowed to work with children. No Non WFAA members will be allowed to work with any children in the sport of Field Archery within the remit of the WFAA

### 8 Interview and Induction

All approved volunteers will receive formal induction by the club committee or if required the WFAA committee / Child Protection Officer during which:

- They will sign the **WFAA Volunteer Form**
- Their qualifications will be substantiated by the club supporting them.
- Child protection procedures are explained and any specific training needs are identified.

### 9 Training

The WFAA requires:

- Coaches and non-coaching volunteers to complete a recognised awareness training on child protection if required by the Child-Safe in Sport Wales structure. This will be organised by the WFAA. At this time this is not required but if the requirement is recognised in the future all volunteers will be required to take part in this.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person. ( This document )
- Relevant personnel to gain a national first aid training course (where necessary).
- Attend update training when necessary.

### 10 Responding to allegations or suspicions

It is not the responsibility of anyone in the WFAA, in an unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

The WFAA will assure all volunteers members that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

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

- A WFAA Child Protection/committee investigation
- A criminal investigation,
- A child protection investigation,

On the occasion of a complaint the person will be barred from attending any WFAA / Club meetings until such a time as the matter is concluded.

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In the outcome of an upheld complaint the persons membership will be cancelled and all other official Archery organizations will be notified of the fact and the identity of the person.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

### **11 Action if there are concerns**

#### **11.1 Concerns about poor practice**

If, following consideration, the allegation is clearly about poor practice; the Child Protection Officer will deal with it as a misconduct, a training issue.

If the allegation is about poor practice by the Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the chairman of the WFAA who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings, withdraw WFAA membership with recommendation to the members club that club membership is withdrawn or pursue a criminal investigation by means or reporting the matter to the relevant authorities.

#### **11.2 Concerns about suspected abuse**

Any suspicion that a child has been abused by a volunteer Club Official should be reported to the Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Child Protection Officer will refer the allegation to the social services department who may involve the police, or the Child Protection Officer may go directly to the police.

If the Child Protection Officer is the subject of the suspicion/allegation, the report must be made to the chairman of the WFAA who will refer the allegation to Social Services and Police.

### **12 Confidentiality**

Every effort should 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:

- The Child Protection Officer.
- The parents/guardians of the person who is alleged to have been abused
- The person making the allegation.
- Social services/police.
- The alleged abuser (and parents/guardians if the alleged abuser is a child).

Seek social services advice on who should approach the alleged abuser.

Information should 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).

## **13 Internal Enquiries and Suspension**

The WFAA Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the WFAA General Committee will assess all individual cases to decide whether a member can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the WFAA General Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of abuse:

Consideration will be given to the kind of support that children, parents/guardians and members of staff or Club Officials may need. Depending on the circumstances, outside help may be used.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

### **13.1 Allegations of previous abuse**

Allegations of abuse may be made 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).

Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, 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. This is reinforced by the details of the Protection of Children Act 1999.

### **13.2 Action if bullying is suspected**

If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

It must be noted that many actions here can only apply to this behaviour if it is directly present in the sports place. If a person approaches you with concerns or worries from bullying outside the sports area you should always listen but ensure the persons parent or guardian is brought into the conversation unless that person is implicated. Should that be the case then identify another adult that can assist.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children 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 person in charge or someone in authority.
- Create an open environment.

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- Investigate all allegations and take action to ensure the victim is safe.
- Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Child Protection Officer or the school (wherever 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's parents.
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim.
- Provide support for the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

### **14 Concerns outside the immediate sporting environment (e.g. a parent or guardian):**

Report your concerns to the Child Protection Officer, who should contact social services or the police as soon as possible. See 14. below for the information social services or the police will need.

If the Child Protection Officer is not available, the person being told of or discovering the abuse should contact social services or the police immediately.

Social Services and the Child Protection Officer will decide how to involve the parents/guardians carers.

The Child Protection Officer should also report the incident to the WFAA General Committee, who will ascertain whether or not the person/s involved in the incident play a role in the WFAA and act accordingly.

Maintain confidentiality on a need to know basis only.

## **15 Information for Social Services or the Police about suspected**

### **abuse:**

To ensure that this information is as helpful as possible, a detailed record will be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child.
- The child'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 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 was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details.
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

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**APPENDICES**

## Appendix A: Document Control

### Version History

<i>Version</i>	<i>Date</i>	<i>Comments</i>
0.1	March 2006	First draft prepared by Mathew Symmonds
0.3	November 06	Updated in line with <i>Child-Safe in Sport</i> Wales
1.0	May 07	Updated after input from Child Protection officer

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**Appendix B: Review**

**Document Review – Covers updates for suitability and any legal changes**

Date (annual as minimum)	Reviewers Name	Changes – ref document page and paragraph	Date Committee approved
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**Document Approved By**

<i>Name</i>	<i>Date</i>	<i>Responsibility</i>
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**Appendix C. Forms**

The following forms are required to be reviewed in line with this document and are linked to the policy .

Form Title	Purpose	Distribution
Volunteer Support Form	To register WFAA member Volunteers	Any member who volunteers to assist in the running of the WFAA that involves working with Children or vulnerable adults
Use of Video/photographic image form	To register any person taking video or photographic images at a WFAA managed shoot	Any person attending a WFAA shoot that wishes to take video or photographic images of the children or vulnerable adults
Record of Complaints	To record any complaints received	Child Protection Officer General Secretary WFAA Executive Committee
Complaint Form	To register any complaint about the WFAA	All members