



## Safeguarding Policy and Procedures

<b><u>Responsible for the Review of the Policy</u></b>	<b><u>Responsible for review of procedures</u></b>
Club Chair	ClubVice Chair/ Club Secretary

Version	Section Approved	By	Date of Approval	Next Review Date
1.0	Policies & Procedures	Committee/Membership		

# Safeguarding Policy and Procedures

## Authority for this Policy

**Trent Valley Archers(TVA)** is a community based amateur archery sports club which recognises the diversity and equality as laid out in the clubs "Equity Statement".

- The authority of this policy shall be the responsibility of the committee and will be enforced with due diligence if or when the occasion arises.
- No member will be allowed exemption from this policy as the club believes that **ALL** archers are equal

This policy will be updated and altered from time to time to suit the changes in laws and regulations from our governing body Archery GB.

## Policy

**Trent Valley Archers acknowledges the duty of care to safeguard and promote the welfare of children, young people, and adults alike, as per the government guide "Working Together to Safeguard Children" and the Care Act 2014 which provides a framework to share concerns about adults at risk with the Local Authority. and TVA is committed to ensuring safeguarding practice reflects statutory responsibilities, Government guidance and complies with best practice and appropriate ARCHERY GB Policy requirements and Codes of Conduct and NSPPC Child Protection in Sport.**

The policy recognises that the specific welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex gender or sexual orientation, and socio-economic background, all children and adults at risk have a positive and enjoyable experience of sport at TVA in a safe environment and are protected from abuse whilst participating in archery or outside of the activity. TVA acknowledges that some adults, children, including disabled children and young people or those from ethnic minority diverse ethnic communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

## Aims

As part of our safeguarding policy TVA will:

- Promote and prioritise the safety and wellbeing of children, young people, and adults at risk
- Ensure that all TVA members adhere to the Archery GB codes of conduct, policies and procedures
- Ensure all TVA members follow best practice
- 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, young people and adults at risk.
- Ensure all members know how to report a concern of abuse or poor practice.
- Ensure appropriate action is taken in the event of incidents/concerns of abuse.
- Provide support to the individual/s who raise or disclose the concern.
- Ensure that club members will be protected from reprisals or victimisation for whistleblowing where they have a genuine concern, and a disclosure has been made in an appropriate manner. (Who will protect them, who can they turn to? Can they be provided with information for the whistleblowing charity <https://protect-advice.org.uk/>)
- Ensure that confidential, detailed, and accurate records of all safeguarding concerns are maintained and securely stored as per the Data Protection Act 2018 and GDPR regulations.
- Prevent the employment/deployment of unsuitable individuals. (how will this be done i.e. job application and self declaration form and who is responsible for employment of people working with children).
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in **TVA**. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## Procedures

**TVA** has a zero-tolerance approach to bullying, cyberbullying, discrimination, harassment, inappropriate photography and other unwanted behaviours.

Any safeguarding concerns should be brought to the attention of the club **Safeguarding Officer** as soon as possible. **Contact details for the Safeguarding Officer should be available to all club members.**

These concerns may then be recorded using the Archery GB incident report form which can be downloaded from the Archery GB website or obtained from the **Safeguarding Officer**.

Serious concerns or allegations of serious misconduct will be referred immediately to the appropriate authorities (E.g., Staffordshire Police, Staffordshire Archery Association (SAA) and/or Archery GB National Safeguarding Officers) as deemed appropriate by the **Safeguarding Office, Club Chair and Secretary**.

All other concerns and allegations e.g., behaviour and discipline, will be investigated and recorded by the **Club Chair**, and **Safeguarding Officer**, if required, according to the **TVA** or SAA discipline policy. Wherever possible, minor complaints will be resolved informally and amicably, with the involvement of a mediator where necessary. If any complaint cannot be resolved informally to the satisfaction of all parties, the **Chair** may convene an independent Disciplinary Committee to consider imposing a warning or sanction. In cases of extreme or repeated misconduct this could mean suspension of membership or even permanent expulsion from **Trent Valley Archers** (*See Disciplinary Policy*).

## Monitoring

This policy was adapted from the NSPCC April 2017 Child Protection sample policy. **(This was last updated Dec 2019)**

The 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 Children Board, UK Sport and/or Home Country Sports Councils and Staffordshire Archery Association or Archery GB
- changes in **TVA** club organisation or arrangements
- as a result of any other significant change or event.

## Links

Archery GB Codes of Conduct:

<https://www.archerygb.org/about-us-structure-safeguard/about-us/codes-of-conduct/>

Archery GB Safeguarding:

<https://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/>

NSPCC Child Protection in Sport Unit:

<https://thecpsu.org.uk/>

**Ann Craft Trust (Safeguarding Adults at Risk):**

<https://www.anncrafttrust.org/>

Approved by Trent Valley Archers Committee:

TBC

Signed:

*Club Chair*

Date: 09/2020

This policy was drafted:	It was reviewed:	This policy is due for renewal:
September 2020	TBC	+ years?

Stewart Saunders

TVA Safeguarding Officer

September 2020