**CYMRIC ARCHERS, ARCHERY CLUB**

**Child Protection Policy and Safe-Guarding Policy**

**DATED: September 2022**

**SECTIONS 1 to 5 INCLUSIVE**

**SECTION 1: INTRODUCTION**

Cymric Archers acknowledges its responsibility to promote Safeguarding in archery to ensure enjoyment for all in the sport in a safe, inclusive, welcoming, and supportive environment to make Archery fun & safe for children.

Cymric Archers believe that all our members have a right to be heard, understood, and respected. However, we do consider actions that result in unreasonable demands on our members to be unacceptable and we aim to manage this under this code of conduct.

**ANTI-BULLYING**

1. Cymric Archers uphold Archery GB’s Anti-Bullying Policy & Procedures and will act on all forms of bullying. Which include but not limited to: Physically pushing, kicking, hitting, pinching etc, name calling, teasing/humiliation of others, derogatory or abusive comments, racial, homophobic, transphobic, or sexist comments. Any members witnessing or by any other means you agree to report this directly to the Club Welfare Officer.
2. Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour and MUST report ALL abuse to the Club Welfare Officer, failure to do so you are condoning the behaviour, this will also not be tolerated, and disciplinary action will be taken

**ABUSE OF POWER**

1. Coaches should ensure that they maintain healthy, positive, and professional relationships with all athletes. Coaches and others in position of authority and trust in relation to athletes aged 16 & 17 years must not engage in sexual relationships with them while that unequal power relationship exists. If you think/feel that a young person’s behaviour indicates that they are seeking to develop or engage in an inappropriate relationship with you immediately bring this to the attention of the Club’s Welfare Officer. Do not respond with that participant in any way that could be interpreted as encouraging the young person concerned. If you are concerned, keep a record of your concerns and any relevant details, and pass onto the Welfare Officer. **Taken from Archery GB Abuse of positions in Trust in Sport Form SCG 04.**
2. If you have concerns that an abuse of trust may have or has taken place, then please report this to the Club Welfare Officer. All communication is kept strictly confidential unless it is agreed or concerns that a Breach of Trust has taken place then the Welfare Officer will consult with the Governing Body Archery GB on any concerns that may need to be investigated. Alternatively, you can seek advice from the 24hr NSPCC Helpline 0808 800 5000.Further information & support will be given upon request from the Club Welfare Officer & all enquiries are strictly confidential.

**Taken from Archery GB Abuse of positions in Trust in Sport Form SCG 04.**

**PHOTOGRAPHY& FILMING CHILDREN / YOUNG PEOPLE IN SPORT**

1. Any photos taken at the club venue(s), competitions, club activities NO photos are to be posted on any media platforms personal or public, without the prior consent of the club welfare officer, this includes the members only Facebook page, to help prevent potential misuse of images. The Club Welfare Officer will have confidential information on all young members and whether permission is granted to use any images and how they may be used. Any member of the club not complying with this may result in disciplinary action being taken. It is in each member’s interest to ensure that each young person(s) photo is authorised for use by the Club Welfare Officer.
2. If a professional photographer is present at any shoot, they must have informed the Club Welfare Officer prior to the event.
3. No one to one/unsupervised photographic sessions are to take place without the Club Welfare Officer present
4. Any spectators must register with the Club Welfare Officer prior to the event & any unauthorised photography/videoing by a spectator they are asked to leave immediately, and details MUST be reported to the Club Welfare Officer.
5. Concerns regarding inappropriate or intrusive photography should be reported to the event organiser & club welfare officer and recorded in the same manner as any other child protection concerns
6. Professionals will be required to register prior to the event taking place with the Welfare Officer and the following identification details will be required:
7. Name & Address of the person using the camera
* Names of subjects (if specific).
* The reason or use of the images are being or intended to be put to.
* A clear brief about what is considered appropriate in terms of content and behaviour will be issued to state what areas photographic, recording equipment including mobile phones will be forbidden, such as toilets, whilst eating, as will unsupervised one to one photographs/recordings.
* Signed declaration that the information provided is valid and that the images will only be used for the reasons given and only then will a pass be given to the photographer who must always display it.

The club will work in the guidelines of Archery GB Photography & Filming Children/Young people in Sport, Safeguarding Children & Young People Policy.

**ONLINE SAFETY & SOCIAL MEDIA POLICY**

To ensure that we are working within the guidelines & code of conduct as set out by Archery GB to protect children & young people from the possible misuse to include bullying.

* All club media platforms are the responsibility of all club members, any signs of misconduct, abuse, harassment, or any safety concerns MUST be reported to the Welfare Officer.
* Club Members should NOT ‘friend’ or ‘follow’ children or young people from personal accounts on social media
* Club Members should NOT communicate with children or young people via personal accounts or private messages.
* Club Welfare Officer should be copied into any emails sent to children or young people
* Communication should be avoided with children or young people outside of normal office hours
* Emails should be signed off professionally, avoiding the use of emojis or symbols such as (‘X’s) kisses
* Club members will avoid having children’s or young people’s personal mobile number and all communication must be via the parent or carer
* Should a child or young person obtain a club members number by other means you will agree to:
* End the conversation immediately or stop replying
* Suggest discussing the subject further at the next practice or event
* Report to the Club Welfare Officer immediately, along with details of calls and/or text messages
* Any concerns regarding the child contact the Club Welfare Officer
* Mobile phones are to be on silent and discourage the use during events/practice sessions, provide parents with the Club Welfare Officer mobile phone number in case of emergency
* The principles of the above apply no matter which current or future technology is used – including laptops, computers, tablets, web-enabled game consoles and Smart TV’s

**GROOMING**

* Adhere to the code of conduct by Archery GB – Protecting Children from Grooming by reducing the risk of grooming behaviour to promote this the club include:
* Following safer recruitment procedures
* Enforcing the safeguarding policy – Children and Young People as enforced by Archery GB
* Enforcing the codes of conduct – children and young people as enforced by Archery GB
* Providing ongoing training & education to all club members
* Setting out clear reporting steps & who to report to in the club, whilst maintaining confidentiality
* Ensure all online safety polices & codes are conduct are adhered to
* Listening to children, involving children & their opinions in decisions and hearing what they have to say, which means they are more likely to speak up if they have any concerns
* Ensure the club has an open culture – encourage discussions about what is and what is not acceptable behaviour
* Codes of Conduct regarding Safeguarding, along with the Safeguarding Policy will be published & made available within a Welfare Folder at the Club and will be distributed to all members to sign, and a copy of this to be sent to the Club Welfare Officer
* Ensure that ever effort to make sure that confidentiality is maintained for everyone concerned. That information will only be passed on only to those who need it.

**SAFER RECRUITMENT**

* Any coaches / volunteers that will be in a coaching position / mentoring position will have to be DBS checked via Archery GB to ensure that their requirements are meet and help prevent unsuitable people from working with vulnerable groups, including children.

**TRAINING**

* Currently, there are no formal qualifications specifically for protecting children in sport.
* However, training developed by sports, and other organizations is available to strengthen the skills and knowledge of the sporting workforce to protect children and young people.
* The Club Welfare Officer is committed to ensuring that they are kept upto date, their DBS check is renewed along with any other relevant training courses will be attended.

**STORING INFORMATION**

The Club Welfare Officer will store information securely with limited access for certain people, in line with current data protection legalisation. 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 upto date; and
* Not kept longer than is necessary for its purpose.

All the above information and guidance has been taken from Archery GB Codes of Conduct & Policies regarding safe guarding Children & Young People.

**DISCIPLINE**

Any member deemed to have breached the Code of Conduct will be dealt with under the Disciplinary & Appeals procedure as detailed on the Club Constitution.

**SECTION 6: DECLARATION**

Cymric Archers hereby adopts and accepts this code of conduct as a current operating guide regulating the behaviour of members.

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| **Signed:**  | **Signed:**  |
| **Name:**  | **Name [Club Chair]** |
| **Date:**  | **Date:** |

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| --- | --- |
| **Signed:**  | **Signed:**  |
| **Name:**  | **Name [Secretary]** |
| **Date:**  | **Date:** |

|  |  |
| --- | --- |
| **Signed:**  | **Signed:**  |
| **Name:**  | **Name [Welfare Officer]** |
| **Date:**  | **Date:** |

Signed copies must be given to all above named committee members & archer to hold a signed copy.