



## **The Grand National Archery Society**

### **Protection of Children and Vulnerable Adults Policy Guidelines**



It is a time for cultural change not just within sport but also in all areas of life, as more people understand the need for Child Protection and are more aware of its importance.

The GNAS has prepared a Protection of Children and Vulnerable Adults policy to protect these vulnerable members and also protect the members who supervise and coach them, from fallacious allegations.

Child protection is about ensuring best practice and a number of GNAS clubs and organisations have already taken the initiative and implemented child protection policies and procedures. We do however recommend that all GNAS clubs and organisations show their commitment to providing a safe environment for all archers, by adopting the GNAS policy and guidelines. In doing so, you reduce the risk of allegations of abuse and poor practice.

Should you need further advice on Child Protection please do not hesitate to contact the GNAS, NSPCC or Sports Coach UK. There are also many other organisations that can help you and their contact details can be found in the GNAS Protection of Children and Vulnerable Adults policy.

*K Hodgkiss*

Karen Hodgkiss (Mrs)  
GNAS Child Protection Officer

The following good practice guidelines should assist you in your child protection strategies. They should however, be read in conjunction with the GNAS Protection of Children and Vulnerable Adults policy.

The following terms are used throughout this document:

(Parents)	Generic term to represent parents, carers and guardians
(Young People)	Also refers to archers with disabilities and vulnerable adults
(Substantial Access)	being in a position of authority/influence when working with young people

### **Action to Take:**

- Adopt a child protection policy and promote the GNAS policy.
- Publicise a statement of zero tolerance of bullying.
- Adopt and implement a policy of best practice and ensure procedures are in place to deal with poor practice.
- Ensure the club's/organisation's position on child protection is clearly publicised. Display literature so that everyone understands that child protection is taken seriously.
- Operate an "open door" environment. Keep parents and juniors informed about what the club/coach/volunteers are doing. Advise parents that coaches will go through a screening process.
- Establish procedures through which all complaints or concerns can be voiced and dealt with confidentially.
- Ensure you have the details for the arrival and collection of children and young people, together with any emergency contact telephone numbers.
- Keep a record of any medical conditions, which may affect a junior or disabled archer and any medication they require. Obtain permission from parents to administer first aid treatment in the event of an accident. (Please refer to Parental Consent Form in GNAS Policy).
- Advise parents and children that all archers (including children) applying for MB status or greater or a FITA Star 1200 or greater become eligible for drug testing at any UK domestic tournament. Please refer to the GNAS Shooting Administrative Procedures.

- Keep an accident book and record all injuries however slight, with details of any treatment given. Record how and where the accident happened and include dates/times, action taken and the details of any witnesses. This information may be relied upon in the event of an insurance claim.
- Ensure there is appropriate supervision for juniors. (Please refer to the GNAS policy). In the instance where a parent supervises their child, the responsibility for the care of that child would remain with the parent.
- Ensure that you are aware of arrangements for the arrival and collection of junior GNAS members. In the event of an emergency or delay in collecting their child, ensure parents provide the club with emergency contact details.
- Ensure two adults arrive for a session ahead of time to avoid children being left alone. Likewise do not depart until the last child has been collected.
- Obtain parental consent to coach junior members and provide an information pack, which sets out your coaching practice.
- Monitor staff training needs and ensure coaches are kept up to date with technical skills and child protection training.
- When recruiting new staff whether they are volunteers or paid staff, ensure correct procedures are adopted in the advertising and selection process. (Please refer to the GNAS policy).
- Appoint a Designated Child Protection Officer to deal with child protection matters and ensure there is another person who can deal with these matters in their absence.
- Ensure Club Child Protection Officer agrees to undergo a criminal record check. The appropriate form should be obtained from the GNAS Child Protection Officer.
- Ensure all adults with substantial access to children and vulnerable adults agree to undergo criminal record checks.
- The NSPCC have advised all sporting organisations that there is evidence of photographs and videos of children being taken at sporting events and adapted and added to child pornography sites. To reduce the risk of this occurring at tournaments, ensure anyone intending to use any photographic/digital/film/video recording, registers their intent with the tournament organiser. A registration form will be included in the tournament booklet. More information on this subject can be found in the GNAS policy.

### **Action never to take:**

- Strike a child.
- Use profane, insulting, harassing or otherwise offensive language.
- Spend excessive amount of time alone with the same junior or disabled archer.
- Take children alone on car journeys, no matter how short without first consulting the parents.
- Share a room with a child.
- Take children to your home where they will be alone with you.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Intrude into the private life of a child.
- Engage in rough, physical or sexually provocative games.
- Allow or engage in any form of inappropriate touching. (One to one coaching should be done openly and minor physical contact should be done with the agreement of the archer).
- Make sexually suggestive comments to a child or young person, even in fun.
- Allow a child to use inappropriate language unchallenged.
- Reduce a child to tears as a form of control.
- Allow allegations of abuse or poor practice to go unrecorded.
- Allow a sexual relationship to develop between yourself and a young person between 16 and 18 years of age whilst there is a relationship of trust between you. (Please refer to the GNAS policy).

## Duties of Designated Child Protection Officers

- Ensure a second person, a “deputy” is suitably trained and screened. He or she must be kept up to date on the club’s/organisation’s ongoing poor practice and abuse cases in order that they can take over the role if and when required.
- Ensure all adults with substantial access to children attend a child protection awareness course. Sports Coach UK and the NSPCC Child Protection in Sports Unit provide this type of training and cost approximately £22.00 per person. Your Local Authority Sports Development unit may be able to help you with funding for training. (Qualified coaches will obtain child protection training as part of the licensing scheme).
- Ensure recruitment procedures are in place for new volunteers. (Please refer to the GNAS policy).
- All adults with substantial access to children and vulnerable adults should undergo some form of criminal record check to ensure anyone with this access is not a danger to these members. You must therefore obtain their consent to undergo a criminal record check.
- Obtain application forms for standard disclosure from either the agency direct or from the GNAS office.
- Ensure you check the identity documentation of each person undergoing a criminal record check and sign the appropriate section of the form, which clarifies this verification has been done.
- Have the contact details for the local Social Services Department and Police readily available and incident report forms for recording any allegations.
- Ensure allegations of abuse are dealt with confidentially and swiftly and offer support to those who report concerns regarding suspicions of abuse or poor practice. (Please refer to the GNAS policy).

***Confidentiality must be maintained at all times and on a strictly “need to know” basis. False allegations are of great concern not only because of the personal distress caused to the individuals and their families, but also a false accusation against a coach could destroy their career.***

- All allegations should be accurately recorded and stored in a secure place with access available to designated people only.

## **Guidance On Dealing With Enquiries Relating To Allegations Of Abuse:**

Have pen and paper readily available to take notes and also an Incident Report Form.

Ask the caller for their contact details so that you may call them back if their call is disconnected – but do not persist to the point that they hang up!

### **REMEMBER:**

- Remain calm
- Try to record facts and get times/dates
- Record names and contact details of everyone who is involved or been informed
- Do not “judge” or assume
- Do not make promises that you can’t keep
- Do not ask questions except to clarify the information required on the Incident Report Form
- Do not try to stop the child telling you about their problem
- Do not allow anyone else outside the police or social services to interview or ask questions of the child
- Offer them the NSPCC help line number 0808 800 5000.

Remember that you are not qualified to determine whether or not abuse has taken place. You must inform the Social Services and/or local police.

Ensure you make a full record of what had been said, heard and/or seen as soon as possible. This record will be referred to during further investigations.

Contact your local social services department or go directly to the police if out of hours. Take the name and designation of the social services member of staff or police officer and follow this up with confidential written confirmation within 24 hours of receiving the allegation.

The parents should be contacted as soon as possible (unless they are the alleged perpetrators). The social services department will advise accordingly.

Send a confidential report to the GNAS Child Protection Officer.

Confidentiality should be maintained on a strictly “need to know” basis and any relevant documentation stored in a secure place with limited access to designated people.