

**The Archery Foundation**  
**Reaches Beyond The Target**



[www: thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

Registered Charity 1143875

## **Safeguarding Children and Vulnerable Adults Policy**



# The Archery Foundation

## Reaches Beyond The Target

[www: thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

Registered Charity 1143875

This Policy has been formally endorsed /approved by:

The Trustees of the Archery Foundation

And will be reviewed every two years.

# The Archery Foundation

## Reaches Beyond The Target

[www: thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

Registered Charity 1143875

### **Definitions used within this policy:**

**Vulnerable People:** Children, Young People or Vulnerable Adults

**Child/Children/Young People:** A person aged less than 18 years

**Vulnerable Adult:** A person who is 18 years of age or over, and who is or maybe in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself, or unable to protect him/herself against significant harm or serious exploitation.

**Adult:** a person aged 18 years or over.

**Abuse:** Is a violation of individuals human and civil rights by any other person or persons.

**Designated Person:** A person with specific safeguarding designated responsibilities.

**Lead Officer:** A person with overall responsibility for safeguarding within a department or organisation.

**Club Welfare Officer:** A person with specific safeguarding responsibilities.

**NGB:** National Governing Body for Sport. e.g. Archery GB

# The Archery Foundation

## Reaches Beyond The Target

[www: thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

Registered Charity 1143875

### **Introduction**

Trustees, Officers and Volunteers of The Archery Foundation ('The Foundation') recognise their responsibility and the importance of effective safeguarding controls, as detailed in 'Working Together to Safeguard Children' 2010.

The Foundation places the highest priority on the safety and well being of children, young people and vulnerable adults, and recognises the duty of all to ensure the safety and well being of vulnerable people within sport and physical activity, and any club, association, or organisation providing sporting opportunities on behalf of the Foundation must do so with these principles in mind.

The Foundation also recognises and agrees to practice, where appropriate, with the bounds of the All Wales Wellbeing Act, 2018 in all dealings with vulnerable persons.

### **Core Values**

The Foundation has adopted the following Core Values in its' Safeguarding approach:

- The welfare of the child, young people and vulnerable adults is paramount, and all have the right to protection from abuse. (C and YP Act 1989).
- All vulnerable people's sporting and physical activity experiences must be guided by what is best for that person.
- Adults interacting with vulnerable people in sport and recreational activity should do so with integrity and respect for the individual.
- All activities should be conducted in a safe, fair, positive and encouraging atmosphere.
- Adults who take a responsibility for vulnerable people have a duty to ensure that they are competent to provide safe and rewarding experiences or those in their care, through attending appropriate training, education, and holding an appropriate DBS check.
- All incidents of poor practice, suspicions and allegations will be taken seriously and responded to in a swift and appropriate manner.
- Confidentiality should be maintained in line with the relevant Data Protection legislation and the Human Rights Act 1998. Information sharing will be conducted in line with HM Government 'Information Sharing: Guidance for Practitioners and Managers'.

# The Archery Foundation

## Reaches Beyond The Target

[www: thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

Registered Charity 1143875

Organisations and individuals providing sporting and physical activity experiences for vulnerable people on behalf of the Foundation are required to sign up to:

The Archery Foundation Equal Opportunities Policy or equivalent.

SCUK or equivalent (e.g. NGB) code of Ethics and Sport.

The Archery Foundation Guidelines for the Protection of Young People and Vulnerable Adults in Sport, Leisure and Recreation.

### **Contracting others to deliver sport and physical activity.**

Unlike many other organisations, the Archery Foundation is not a sole provider of sports and physical activities. There will be occasions when the Foundation contracts one of its' local partners to deliver an activity or service on the Foundations behalf. In these situations, we will insist upon the following to be in place. We will also advocate that all other organisations involved in coaching children, young people or vulnerable adults in sport adopt the same approach.

1. Organisations must have a comprehensive Child Protection/Adult Protection policy in place (if relevant).
2. Organisations must have a designated person/s with clearly defined roles and responsibilities in relation to child and or adult protection and be appropriately trained to deal with any child or adult protection issues that may arise.
3. Organisations must have appropriate and effective recruitment and deployment processes in place in order to ensure unsuitable people are prevented from working with children, young people and vulnerable adults. This includes specifically for coaches the requirement to comply with the UK Coaching core minimum standards.

#### **ESSENTIAL:**

- Minimum age for an independent or lead coach (18)
- Minimum age for an assistant or support coach (16)
- Independent or Lead coach to hold UKCC Level 2 or equivalent
- Assistant or support coach to hold UKCC Level 1 or equivalent
- Coach or subcontracted organisation to hold appropriate Public Liability Insurance
- All coaches to have undergone a DBS Enhanced check

Organisations without previous experience in sport may wish to contact the Foundation to discuss the way forward to ensure that full compliance with the Safeguarding policy can be met.

# The Archery Foundation

## Reaches Beyond The Target

[www: thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

Registered Charity 1143875

### **DESIRABLE:**

- Independent or Lead Coach to have undertaken the following specific training if relevant:  
Safeguarding and protecting children in sport.  
  
Equity in coaching.  
  
How to coach Disabled people in sport.
- Organisations must have the appropriate arrangements in place for the provision of First Aid for all members of the group.
- Organisations contracted by the Foundation are required to have in place, effective processes to deal with complaints, disciplinary and appeals issues.

When contracting organisations to deliver recreational activity opportunities, the Foundation will require the following to be in place:

1. A Child Protection / Vulnerable Adult policy (if relevant). If AGB coaches are used, then they must comply with AGB policy.
2. The person leading the activity has an appropriate level of qualification and experience for the proposed / activity.
3. Organisations must have in place appropriate arrangements for First Aid for all members of the group.

### **Guidance for the use of images**

The Foundation recognises that publicity and pictures (including video footage) of people enjoying sport and physical activity are essential to promote the sport, the NGB and a healthy lifestyle. The following rules apply when Children, Young People or Vulnerable Adults are concerned.

The Archery Foundation will comply with these guidelines and we would encourage and support other organisations to adopt the same approach.

1. Organisations must ensure that the parent / guardian / carer / young person has granted consent for the taking and publication of photographic images.
2. All vulnerable people must be appropriately attired for the activity.
3. Photography or recording should focus on the activity rather than a particular individual.
4. Personal details, such as address, email or telephone numbers should be kept secure in line with the Data Protection Act 1998, as amended. Where possible, to reflect Archery Foundation policy, photographs and video should reflect the diverse range of people participating.
5. Anyone taking photographs or recording an event must be able to show a valid reason for doing so, and seek the permission of the organisers / person on charge, and complete a registration form with their contact details as a minimum. (This includes professional photographers and media). Event organisers will approach anyone

# The Archery Foundation

## Reaches Beyond The Target

[www: thearcheryfoundation.org.uk](http://www.thearcheryfoundation.org.uk)

Registered Charity 1143875

not complying with this requirement. They may need to refer to the local Police Service if this person continues to record unauthorised images.

6. All concerns in respect of inappropriate or intrusive photography should be reported in confidence to the appropriate designated person.
7. Images will only be stored and retained in accordance with the Data Protection legislation of the day.