

SAFEGUARDING POLICY

Commitment to Safety

1. Archers of Teme (the 'Organisation') works actively to prevent harm and promote the welfare of all children and adults at risk that we interact with (i.e. as Archers of Teme's clients). This Safeguarding Policy applies to individuals referred to as 'Beneficiaries'.
2. The Organisation is committed to ensuring the safety and well-being of all the Beneficiaries, free from discrimination based on age, disability, race, religion, sexual orientation, gender identity, or any other protected characteristic.
3. This Safeguarding Policy adheres to the latest safeguarding laws of England, Wales, Northern Ireland, and Scotland, including relevant government guidance. If there is any conflict between this Policy and these laws, Archers of Teme will always prioritise upholding the legal requirements.
4. Archers of Teme has implemented this Safeguarding Policy in fulfilment of its obligations as an organisation working with children and adults at risk.
5. For questions about this policy, please contact Steve Sykes in the first instance, via email steve_sykes1@yahoo.co.uk or via phone 07484199325.

Safeguarding Policy Scope

6. This Policy applies to everyone representing Archers of Teme in the UK, regardless of position, or affiliation
7. To ensure its effectiveness, Archers of Teme may revise the Policy at any time. We will communicate any changes transparently.
8. This Policy outlines Archers of Teme's approach to harm prevention for its Beneficiaries through Member's conduct and practices.
9. This Safeguarding Policy applies to the organisation and operation of all Archers of Teme activities that involve children and adults at risk (i.e. Relevant Activities). These primarily include coaching and training

Safeguarding Definition

10. The term 'Safeguarding' refers to practices and procedures designed to protect vulnerable individuals from harm or potential harm. It also promotes their overall wellbeing. Safeguarding is particularly crucial for children and adults at risk, with most legal obligations related to their care. This Policy specifically addresses:
 - a. Children, who are individuals under 18 years old (in England, Wales, and Northern Ireland) or under 16 years old (in Scotland).
 - b. Adults at risk, who are individuals 18 years old or over (in England, Wales, and Northern Ireland) or 16 years old or over (in Scotland) who require care and support, and due to this, are unable to protect themselves from harm (e.g. illness, disability). This can be temporary or permanent.
11. This Safeguarding Policy outlines Archers of Teme's commitment to protecting its beneficiaries from harm caused by:
 - a. Archers of Teme activities, practices, and the potential for harm arising from the conduct of its Members, or
 - b. People and situations beyond Archers of Teme and its Members' control. This includes instances where Members are

aware of, ought to be aware of, or reasonably suspect a situation that poses a safeguarding risk.

12. This policy defines a 'Safeguarding Concern' as any conduct or situation that a Member or someone else suspects might violate the safeguarding commitments above.

How Archers of Teme Protects Its Beneficiaries: Key Safeguarding Measures

13. Prioritising child safety by following local safeguarding arrangements. These comprehensive plans, developed by local authorities, police, and healthcare providers, offer valuable leadership and guidance to ensure children's well-being.

14. Prioritising safeguarding adults by applying leadership and guidance provided by local Safeguarding Adults Boards.

15. All Members will receive guidance on reporting safeguarding concerns. Also, Archers of Teme encourages them to report any Safeguarding Concerns they identify (set out below under the heading 'Procedures: Reporting').

16. We create a safe, accessible, fair, and efficient space for all Members to raise safeguarding concerns (colleagues, beneficiaries, or anyone else involved). We expect all Members to listen attentively and professionally. Members are expected to support those raising concerns and guide them through Archers of Teme's established reporting procedures. All reported concerns will be handled by designated individuals and teams following Archers of Teme's relevant procedures (detailed below under 'Procedures: Investigation and Response').

a. Archers of Teme has fair and objective procedures to address all safeguarding concerns, even when they involve Members. Allegations are taken seriously, with the severity of the claims considered throughout the process. We are committed to protecting all parties involved. This means we will only presume guilt or publicly criticise people once a thorough investigation is completed.

b. Reports that qualify as protected disclosures under whistleblowing law will be handled with the utmost confidentiality and following all relevant whistleblowing policies law.

17. Steve Sykes is designated as the lead for safeguarding policies and procedures within Archers of Teme.

18. Following appropriate recruitment processes for all new instructors. These processes include:

a. Conducting pre-employment checks following relevant regulations.

b. All new Instructors must take part in, and understand the content of, all necessary safeguarding training before having any contact with Archers of Teme's Beneficiaries. This training equips them with the knowledge and skills to keep everyone safe.

c. Following Archers of Teme's recruitment and selection procedures.

19. Every Member should be provided with instruction that is appropriate to their role, responsibilities, and degree and type of contact with Beneficiaries. This should, if appropriate, include training on:

a. Identify and respond to abuse by recognising signs of physical, emotional and sexual abuse, neglect, and exploitation.

b. Learn active listening skills and how to navigate disclosure of safeguarding concerns, including confidentiality.

c. Follow reporting procedures by understanding when and how to report concerns using Archers of Teme's established procedures.

d. Stay informed by discovering additional resources like policies, documents, and external training to stay up-to-date on safeguarding best practices.

20. Treating all safeguarding information with the utmost confidentiality and security. This involves:

a. Complying with UK data protection legislation, including The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

b. Following Archers of Teme's data protection policies and procedures.

c. Providing Members with training on data protection and privacy, if appropriate.

d. Making easy to access Steve Sykes, who can be contacted by emailing steve_sykes1@yahoo.co.uk or at 07484199325 for Staff Members as an identifiable point of contact for questions or concerns about data protection and privacy.

e. Sharing safeguarding information internally ONLY on a strict need-to-know basis to ensure the best possible care for the beneficiary involved.

21. Building a safe environment by creating a culture of transparency and awareness to prevent harm. For example:

a. Encourage open communication by informing beneficiaries about Archers of Teme's safeguarding procedures and how to report any concerns.

b. Acknowledgment by the Members of safeguarding laws, Archers of Teme's safeguarding commitments and procedures, and Members' responsibilities concerning these.

22. Regularly reviewing all safeguarding policies and procedures to ensure that they are up-to-date with safeguarding law and that they remain suitable for Archers of Teme's Relevant Activities and workforce, and meeting any review and evaluation requirements specific to Archers of Teme's industry and organisation type.

Members' Responsibilities

23. All Members are responsible for promoting the safety and well-being of all of Archers of Teme's Beneficiaries by following all of Archers of Teme's policies and procedures relevant to safeguarding and all UK laws relevant to safeguarding. Specifically:

a. All Members at Archers of Teme play a role in keeping Beneficiaries safe. In case of doubt, it is important to contact Steve Sykes to clarify any aspect of roles and responsibilities.

b. Encourage all Members to actively participate and ask questions if anything is unclear to Steve Sykes.

c. Do not risk the safety or well-being of any of Archers of Teme's Beneficiaries by avoiding any of the next situations:

i. Subjecting them to or facilitating abuse of any sort.

ii. Engaging in any sexual activity with children (i.e. anybody under the age of 18).

iii. Participating in or facilitating any activities that may commercially exploit Beneficiaries. For example, failing to report suspected child labour or trafficking.

d. Members must report all Safeguarding Concerns that they have regarding Beneficiaries' safety, regardless of whether the concerns relate to potential wrongdoing of other Members, other Beneficiaries, or external parties (e.g.

parents, teachers, other organisations, or members of the public).

Procedures: Reporting

24. To ensure the safety of Archers of Teme Beneficiaries, Members should recognise potential safeguarding concerns like abuse, neglect, and threats to well-being.

25. Members who identify a safeguarding concern should report it following the next steps:

a. Write down your concerns or the conversation that led to your concerns.

b. Report your concerns to the Welfare (safeguarding) officer.

26. Members unable to follow the standard reporting steps should still report the concern in another alternative way. This may be the case if, for example:

a. Contacting someone potentially involved in the concern, or someone the Member feels uncomfortable approaching, or

b. In emergencies involving a risk of serious harm, contact emergency services (e.g. police, ambulance, mental health crisis line) directly, or, if appropriate, report the concern to a senior member of Archers of Teme.

Procedures: Investigation and Response

27. All Reported Safeguarding Concerns at Archers of Teme are treated seriously and addressed promptly according to the following process:

The Welfare officer will pass your concerns on to Archery GB Safeguarding Officer. Club members do not investigate or act on any information they have. Club members should not make any promises to anyone involved in the concerns. This is the responsibility of the Archery GB Safeguarding Officers

28. We aim to keep Members who report a Safeguarding Concern informed about its progress as much as possible, depending on the nature of the concern and the confidentiality of the investigations.

29. In case of breach of this Safeguarding Policy or safeguarding law in general by a Member, they will be treated fairly and will only be barred if appropriate in the circumstances and in accordance with Club rules.

30. External referrals or notifications (e.g. to police services, local authorities, or regulatory bodies) will only be made when deemed necessary and strictly following applicable laws, including data protection regulations, to ensure the safety and well-being of Beneficiaries