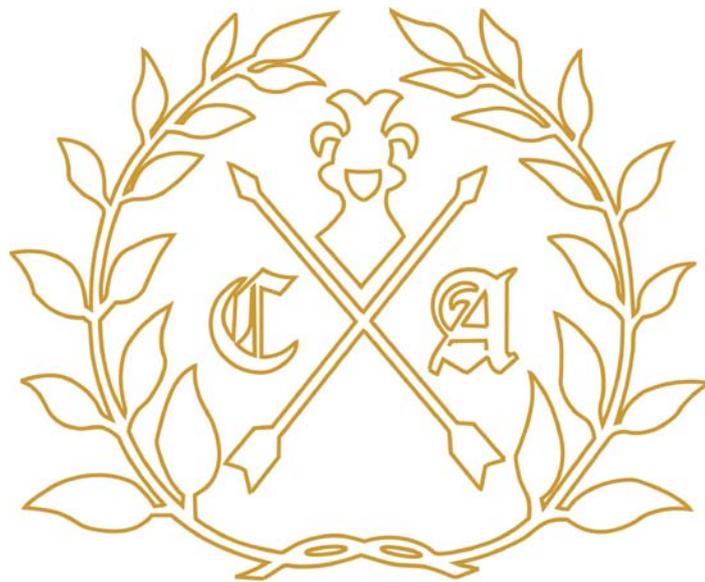


# **Cleve Archers**



## **Child Protection Policy**

**TO BE RETAINED BY THE PARENT OR LEGAL GUARDIAN.  
Cleve Archers Junior**

**CHILD PROTECTION POLICY**

Cleve Archers Junior Club ("The Club") is committed to creating and preserving the safest possible environment for children, and accepts the following principles:

- The child's welfare is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and / or sexual identity having the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

In accordance with these principles the Club will implement and maintain the following procedure:

**1) The Appointment of Nominated Persons**

The Club will appoint nominated persons who will have the responsibility for ensuring the confidentiality of any information and deciding what action to take in the event of a report of suspected child abuse.

The nominated persons (minimum 2) for the Club are:

- a) Tracey Rawle – Child Protection Officer.
- b) Tricia Pillay – Deputy Child Protection Officer.

It is not the responsibility of the nominated person to decide whether or not child abuse is occurring, but it is their responsibility to act on concerns.

**2) Training and Information**

The Club will ensure that the nominated persons are adequately trained in their responsibilities, but in recognition of possible delays in completing training, the Club will ensure that details of contacts are communicated to nominated persons.

Contacts include: Local Authority (Karen Lloyd, Sports Development Officer Tel no 9223533), Governing Body, Police, Social Services and NSPCC.

**3) Take Appropriate Action**

The nominated person who receives the information will take action according to two broad categories:

- a) Is it poor practice?
- b) Is it abuse?

In the case of a), the nominated person(s) will report to the Club's Management Committee to bring about correction. In the case of b), the nominated persons will report to any of the contacts specified in 2 on the previous page, and take action in accordance with the advice given by those contacts.

The Club agrees to act strictly in accordance with the guidance given to the nominated person(s), and with the prime concern being the safety of the child.

**4) Maintain Records**

The nominated persons who receive the information will record details including:

- a) The nature of the allegation: poor practice or abuse.
- b) Any description of physical symptoms/evidence.
- c) The child's account of causes/events.
- d) Dates and times.
- e) Facts as distinct from opinions/hearsay.
- f) Details of who was informed (Social Services/Police/Local Authority/Governing Body/NSPCC).

## **5) Review**

The Club will review the operation of this policy each year by analysing any information recorded and the resultant action taken.

## **6) Ensure Good Practice**

The Club accepts it duty to minimise risk of child abuse and will ensure that anyone appointed into a position of sporting contact with children will act in accordance with the good practices published by The National Coaching Foundation, included as Appendix 1 in this procedure.

## **7) Publish Procedures**

The Club will ensure that all members are aware of the Club's policy on Child Protection by publishing and distributing and/or displaying this policy.

### **Appendix 1.**

#### **GOOD PRACTICE IN THE CARE OF CHILDREN**

It is possible to reduce situation for the abuse of children and help to protect staff/volunteers by promoting good practice. The following are more specific examples of care which should be taken when working within a sports context:

- Always be publicly open when working with children. Avoid situations where a teacher/coach and individual child is completely unobserved.
- If any form of manual support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed, as it is difficult to maintain positions when a child is constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should always be considered.
- Where possible, parents should take on the responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure teachers/coaches work in pairs. Encourage an open environment (i.e. No secrets).
- Where there are mixed teams away from home, a male and female member of staff should always accompany them.

Everyone should also be aware that as a general rule it does not make sense to:

- Spend excessive amounts of time alone with children away from others.
- Take children alone on a car journeys, however short.
- Take children to your home where they will be alone with you.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabilities. These tasks should only be carried out with the full understanding and consent of the parents and the children involved. There is a need to be responsive to a child's reactions – if a child is fully dependent upon you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact or lifting or assisting a child to carry out particular activities.

If you accidentally hurt a child, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note. Parents or carers should be informed of the incident.

**Address of Cleve Archers Club Facilities:**

Outdoor: Cleve Archers, Up Yonder, Bury Hill, Moorend, Hambrook, Bristol BS16 1SS

Indoor: Chipping Sodbury School. Bowling Road, Chipping Sodbury Bristol. BS37 6EW.

<b>Club Committee Member</b>	<b>Address</b>	<b>Telephone</b>
<b>Secretary:</b> Anne Norbury	11 Starbarn Road, Winterbourne, Bristol	07974 772736
<b>Membership Secretary:</b> Andy Palmer	20 Lambrook Road, Fishponds, Bristol.	0117 9397493
<b>Chairman:</b> Richard Jones	62 Abson Road, Pucklechurch, Bristol.	0117 9372803

**Outdoor Season:** 1<sup>st</sup> March to 31<sup>st</sup> October

**Senior Club:** Any day of the week at any time. Preferably not Saturday morning unless you wish to help, in which case please contact one of the Junior committee members.

**Junior Club:** Saturday mornings 09:30hrs to 12:00 hrs.  
**Juniors over the age of 15** may shoot during the week provided that a senior (GNAS) member is willing to take responsibility for them. **Juniors under the age of 15** may shoot during the week provided that the parent or guardian remains with them and that a senior (GNAS) member is also present.

**Indoor Season:** 1<sup>st</sup> November to 31<sup>st</sup> March  
Friday evenings 7.30hrs to 9.30hrs.  
Saturday mornings 10.00hrs to 12.00hrs.

Parents / legal guardians of children under 12 are to remain with their child for the duration of the archery session. If a parents / legal guardians cannot stay, they must make arrangements for another **parent** to look after their child and communicate this to either the Club Chairman or Secretary or in their absence another senior member of the Committee.

If parents / legal guardians choose not to remain with their child during the club's archery sessions, they must agree remain with their child until the session commences.

In the event of insufficient supervisory personnel, the session will be cancelled.

It is the responsibility of the parents / legal guardians to collect their child at the time requested and to ensure the Club have a current contact number for use in the event of inclement weather or an emergency.

It is the responsibility of the parents / legal guardians to inform the Club of any medical conditions which might affect their child during archery sessions.

I / We acknowledge and understand that minor contact may be necessary as part of coaching.

I / We agree to the use of video / photography in the course of coaching my child.

I / We acknowledge that if my child enters and archery tournament, that I / We remain responsible for their care.

I agree to photographs of my child being published on our club website and in promotional material (e.g. Local newspaper.) \* **Please delete this paragraph if you do NOT give permission.**

I, the Parent/Legal Guardian of \_\_\_\_\_ agree to the above conditions in which I leave my child for the duration of the archery sessions.

The normal plans for arrival / departure of my child will be: \_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/Legal Guardian) Date \_\_\_\_\_

Signed: \_\_\_\_\_ Cleve Representative Name: \_\_\_\_\_

Date: \_\_\_\_\_

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