

# Shoot Safe \* Stay Safe

A Resource for Developing Good Practice in Archery



Lough Cuan Bowmen



# Shoot Safe Stay Safe

## Introduction



Lough Cuan Bowmen is an archery club based in Newtownards, Co. Down. The Club was founded in 1986 and promotes archery as a competitive and recreational sport. Lough Cuan Bowmen is affiliated to Archery NI, Archery GB and World Archery (WA), formerly Fédération Internationale de Tir à l'Arc. ( FITA).

We have links with Clubs across the Island of Ireland and our archers participate in events at national and international level.

Friendly and welcoming we do not take ourselves too seriously yet this does not mean that the club does not have success - our archers regularly represent Great Britain and Northern Ireland at international level and hold awards from local, national and world championship events.

As a club we host 'have-a-go' events for Youth, Pensioner Groups, Schools, Duke of Edinburgh Award Scheme, local Fairs and Corporate Events. We run frequent classes for beginners who want to experience the sport of archery under the supervision of a qualified coach. We also welcome new members who are already experienced in archery. Our archers practice Field as well as Target archery in all styles - Long-Bow, Traditional, Barebow, Recurve and Compound. LCB operates under the governance of Archery GB and this document conforms to the Archery GB guidelines for Safe-guarding and Codes of Practice for archers.

Learn



Compete



Believe



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## Why have we put this document together?

This document fulfils two key functions for our archery club:



1. To provide advice and guidance on the safeguarding of children, young people and vulnerable adults in Lough Cuan Bowmen Archery club.



2. To provide good practice guidelines (code of conduct) for members of Lough Cuan Bowmen.

## How have we put this document together?

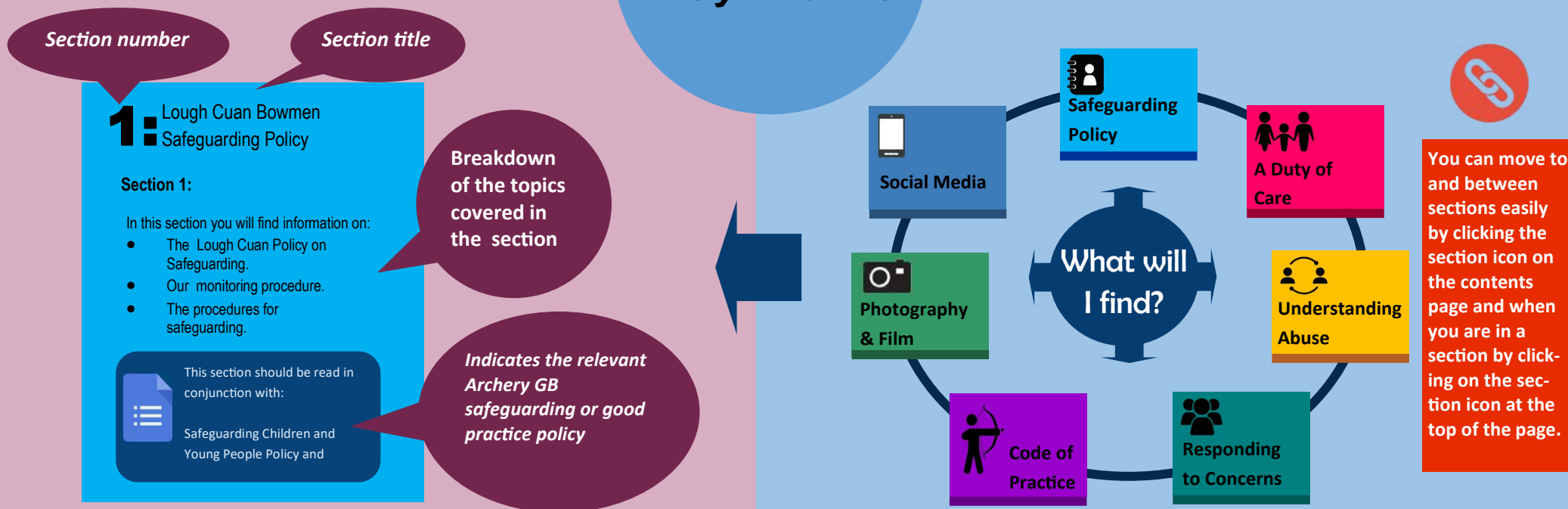
There are 7 main sections and an appendix to the document, each addressing an aspect of safeguarding, code of conduct and good practice. Each is colour coded and has a unique icon to let you know which section you are reading.

# #7



There are a number of ways you can approach reading the document. If you want to get an overall understanding of the information on safeguarding and good practice you can start at section one and read through the guide. Alternatively if you require information on a specific aspect of safeguarding and good practice you can go to the appropriate section.

## Finding Your Way Around



## Section 1. Safeguarding Policy



In this section you will find information on:

- The Lough Cuan Policy on Safeguarding.
- Our monitoring procedure.
- The procedures for safeguarding.
- The key principles of our good practice.

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## Section 2. A Duty of Care



In this section you will find information on:

- Our Duty of Care.
- Definition of a legal duty of care and a moral duty of care.

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## Section 3. Understanding Abuse



In this section you will find information on:

- The relation of trust..
- Definition of abuse and neglect
- The different categories of abuse:
- The vulnerability of children with disabilities.
- The dangers of bullying

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## Section 4. Responding to Concerns



In this section you will find information on:

- Responding to a Concern.
- Taking Appropriate Action

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## Section 5. Code of Practice



In this section you will find information on Code of Conduct for:

- Senior Archers.
- Junior Archers.
- Coaches, committee members, volunteers
- Parents, Carers and spectators.

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## Section 6. Photography & Film



In this section you will find information on:

- The use of photography and filming in archery settings:
- Good Practice
- Club Events
- External Photographers
- Parents/Carers/ Spectators

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## Section 7. Social Media



In this section you will find information on the appropriate use of social media:

- Use of social media
- Good practice tips
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## Section 8. Appendices



In this section you will find information on the appropriate use of social media:

- Archery GB policy & procedures
- Useful contacts
- Legislative framework
- Safeguarding forms

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## IMPORTANCE OF CHILDHOOD

The importance of childhood should be understood and valued by everyone involved in sport. The right to happiness within childhood should be recognised and enhanced at all levels of sport.

## NEEDS OF THE CHILD

All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people. The stages of development and ability of children should guide the types of activity provided within sport.

## QUALITY ATMOSPHERE AND ETHOS

Children's sport should be conducted in a safe, positive and encouraging atmosphere. Standards of behaviour for leaders and children in sports organisations should be as important as the standards set for sports performance. Standards of excellence should extend to personal conduct.

## EQUALITY

All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their potential alongside other children. Sports Leaders should be aware of and seek to gain competence in addressing the needs of young people with disabilities or any other additional needs.

## Principles of good practice for children's participation in sport

## INTEGRITY IN RELATIONSHIPS

Adults interacting with children in sport are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced. All adult actions in sport should be guided by what is best for the child and carried out in the context of respectful and open relationships.

Code of ethics and good practice for children's sport.  
Sports Council for NI/Irish Sports Council

## FAIR PLAY

All children's sport should be conducted in an atmosphere of fair play. ....defined as : much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. ....The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour. The importance of participation for each child, best effort and enjoyment rather than winning should be stressed. Children should be encouraged to win in an open and fair way. Behaviour, which constitutes cheating in any form, should be discouraged.

## COMPETITION

Competition is an essential element of sport and should be encouraged in an age appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place. A balanced approach to competition can make a significant contribution to children's development while at the same time providing fun, enjoyment and satisfaction. Through such competition children learn respect for opponents, officials and rules of the sport. .... As adults we need to strike a balance between a young person's desire to win and a young person's right to participate, irrespective of ability. Remember that success is not the same as winning and failure is not the same as losing.

# 1: Lough Cuan Bowmen Safeguarding Policy

## Section 1:

In this section you will find information on:

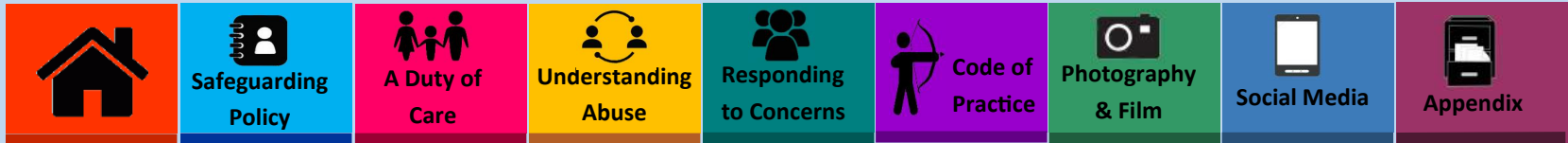
- The Lough Cuan Policy on Safeguarding.
- Our monitoring procedure.
- The procedures for safeguarding.
- The key principles of our good practice.



This section should be read in conjunction with:

Safeguarding Children and Young People Policy and Procedures AGB





[Our Policy](#)

[Our Monitoring](#)

[Our Procedures](#)

[Our Practice](#)

At Lough Cuan children and Young people are a valued and integral part of our club and we acknowledge the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance, Archery GB guidelines and complies with best practice.

A child or young person, as referred to in this document, is any person under the age of 18 (both terms may be used).

**Our policy:**

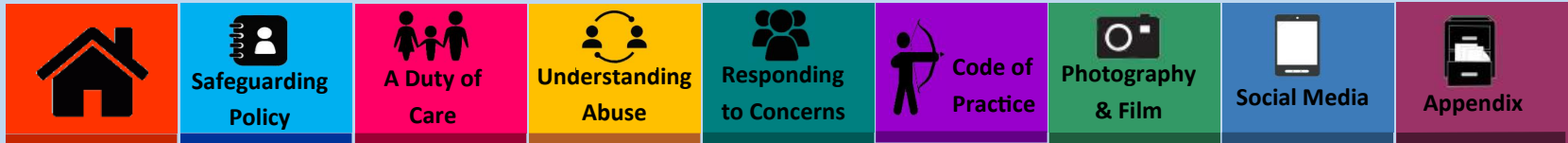
- recognises that the welfare and interests of children and young people are paramount in all circumstances.
- aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children and young people:
  - have a positive and enjoyable experience of archery as members of Lough Cuan Bowmen in a safe and child centred environment;
  - are protected from all aspects abuse whilst participating in archery or outside of the activity.

Lough Cuan Bowmen acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

**We will seek to keep children, young people and vulnerable adults safe by:**

- promoting and prioritising the safety and wellbeing of children and young people;
- ensuring all members understand their roles and responsibilities in respect of safeguarding and are provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults;
- ensuring appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual(s) who raise or disclose the concern;
- ensuring that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- ensuring robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be promoted and are mandatory for everyone involved in Lough Cuan Bowmen. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the club.



[Our Policy](#)

[Our Monitoring](#)

[Our Procedures](#)

[Our Practice](#)

### Monitoring

The policy will be reviewed annually with a full review every three years, or in the following circumstances:

- changes in legislation and/or government guidance;
- as required by NI legislation, Safeguarding Board for NI, Sport NI, Archery NI and Archery GB;
- as a result of any other significant change or event.

Monitoring and Review		
Action	Date	Lead Person
Verified by LCB committee	18th May 2018	B Latimer
1st Annual Review	May 2019	
2nd Annual Review		
Full Review		

### When we have a concern we can contact

**Lough Cuan Bowmen  
Designated Safeguarding Officer (DSO)**  
Bill Ellison  
Mobile:

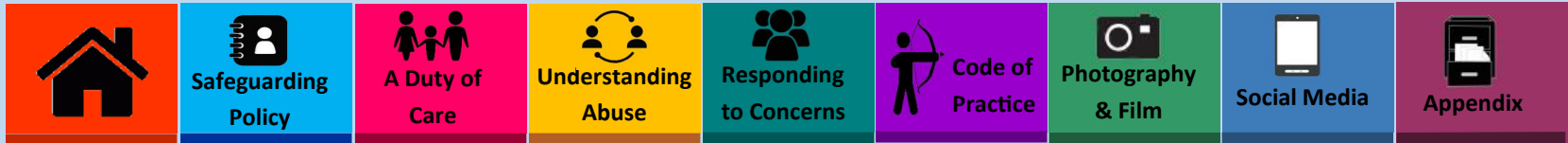
**Deputy DSO**  
TBA

**PSNI**  
Newtownards Station  
36-40 John Street,  
Newtownards  
BT23 4LZ  
**Phone : Emergency 999. Non emergency 101**  
**Email:** [ArdsandNorthDown@psni.pnn.police.uk](mailto:ArdsandNorthDown@psni.pnn.police.uk)

**South Eastern HSC Trust**  
Tel: (For referral) 0300 1000 300

**North Down Gateway Team**  
James Street  
Newtownards  
BT23 4EP  
Tel: 028 9181 8518  
Out of hours  
028 95049999 (Regional number) / 028 90565444





[Our Policy](#)

[Our Monitoring](#)

[Our Procedures](#)

[Our Practice](#)

## To make sure our policy is effective we have developed good procedures

In order to support members, coaches, volunteers and help children and their families, Lough Cuan Bowmen has set in place appropriate policies and procedures which protect Children, Young People and Vulnerable Adults and the club.

As a club we have in place a:

### Safeguarding Policy

This will help to minimise risks for Children, Young People and Vulnerable Adults, and inform club officials, coaches, members and parents. Leaders and it can act as a deterrent to potential abusers and will promote good standards of practice within the club. All involved with children and young people will be conversant with the child protection policy and practices.

### Designated Officer(s)

This person(s) will be nominated and their appointment approved at the annual business meeting. The designated person will receive child protection training and will provide consultation and advice on contacting child protection agencies when necessary.

### Qualified Coaches

Coaches will have appropriate qualifications and be conversant with safeguarding issues and the principles of good practice.

## Team Procedures

Procedures which facilitate communication between different groups in the club and a code of conduct and good practice guidelines for coaches, children and young people, and members, which provides a means of preventing inappropriate discipline, counteracts bullying or scapegoating and lessens potential for abuse by adults or young people.

## Recruitment Policy

This policy (enacted when appropriate) where leaders are sought for positions of responsibility involving children and young people the following may be sought:

- Completion of an Application Form
- Informal interview with club committee member(s);
- Two references (where the applicant is not well known);

## Annual Review

Annual review of work with children and young people. This provides an opportunity to recognise and affirm what has been achieved and to identify any areas that require development.

## Professional Development

This should help coaches, safeguarding officer and helpers develop best practice and be able to respond confidently to any expressions of concern about children's welfare.

[Our Policy](#)

[Our Monitoring](#)

[Our Procedures](#)

**[Our Practice](#)**



**At Lough Cuan we believe that our Junior archers are entitled to:**

- be happy, have fun and enjoy archery
- be listened to
- be believed
- be safe and to feel safe
- participate in archery on an equal basis, appropriate to their ability and stage of development
- be treated with dignity, sensitivity and respect
- experience competition at a level at which they feel comfortable and the desire to win as a positive and healthy outcome for striving for best performance
- comment and make suggestions in a constructive manner
- make a complaint in an appropriate way and have it dealt with through an effective complaints procedure
- be afforded appropriate confidentiality
- be represented at decision making bodies/meetings
- have a voice in the running of their club
- approach the Children's Officer/Designated Person with any questions or concerns they may have.



[Our Policy](#)

[Our Monitoring](#)

[Our Procedures](#)

**[Our Practice](#)**



**At Lough Cuan Bowmen our Good Practice includes:**

- Treating all children and young people equally, and with respect and dignity;
- Always putting the welfare of each child and young person first, before winning or achieving goals;
- Creating a stimulating environment for archery which allows all children and young people to enjoy archery and develop their individual skills and competence.
- Making archery fun, enjoyable and promoting fair play;
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets);
- Building balanced relationships based on mutual trust that empower children and young people to share in the decision-making process;
- Giving enthusiastic and constructive feedback. Looking at areas of strength and areas for development:



- Recognising the developmental needs and capacity of children and young people - avoiding excessive training or competition and not pushing them against their will;
- Members and coaches maintaining safe and appropriate boundaries with children and young people;
- Keeping up to date with technical skills, qualifications, insurance in sport and current Archery GB Rules and Regulations;
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of children and young people;

[Our Policy](#)

[Our Monitoring](#)

[Our Procedures](#)

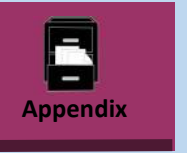
**[Our Practice](#)**



### At Lough Cuan Bowmen our Good Practice includes:

- Ensuring that if any form of manual and/or physical support is required, it should be provided openly and appropriately. Children, young people and their parents must always be consulted and their agreement gained;
- Involving Parents and Carers wherever possible. For example, encouraging them to take responsibility for their children and young people. If groups have to be supervised, always ensure members, coaches, or parents work in pairs;
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff.
- Ensuring that at tournaments or residential events, adults should not enter children's or young person's rooms or invite children or young people into their rooms;
- Securing parental consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment using the standard forms available
- Keeping a written record of any injury, accident or incident that occurs, including the incident details and any treatment given using the current Accident/ Incident Report Forms
- Requesting written parental consent if club officials are required to transport children and young people in their cars;
- Copying parents and guardians in on any electronic or written communication with children and/or young people.





# 2:

## Lough Cuan Bowmen A Duty of Care

### Section 2:

In this section you will find information on:

- Our Duty of Care.
- Definition of a legal duty of care and a moral duty of care.



This section should be read in conjunction with:

Duty of Care Northern Ireland  
SCG01b



Duty of Care

Legal Duty

Moral Duty

## A Duty of Care

In relation to children and young people, Lough Cuan Bowmen has a “duty of care”. This section is to clarify what that duty entails and to provide some guidance as to what steps can be taken in order to demonstrate that this duty is being met.

In essence, “duty of care” means that LCB needs to take such measures as are *reasonable* in the circumstances to ensure that individuals will be safe to participate in archery.

A “duty of care” may be imposed by common law or statute, by contract, or by acceptance by an individual. In some cases the law imposes a “duty of care”. For example, the “duty of care” the police have when they arrest someone.

There is no general “duty of care” upon members of the public towards the public at large. If there is a formal relationship, however, for example between a club and a club member, or a coach and an athlete, there is a “duty of care”.

When children and young people are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.

The duty occurs in two ways:

- A **Legal** “duty of care”
- A **Moral** “duty of care”

## Legal Duty of Care

The **Legal “duty of care”** has a strict definition. The most obvious example of this is in Health and Safety procedures where clear guidance is provided about what reasonable steps should be taken to minimise the hazards related to activities, substances or situations.

In many sports activities, given the health and safety considerations, it is recognised that a sports organisation (LCB) or individual (e.g. coach) owes a “duty of care” to its members. However, it is also understood and recognised that accidents can and do happen, and that it is not possible to predict every eventuality. Liability for the legal “duty of care” would only arise when an incident occurs and it can be demonstrated that the risk was foreseeable but no action had been taken to remedy it.



Duty of Care

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Legal Duty

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Moral Duty

In any subsequent legal action the courts would apply the following criteria to determining if an organisation or individual would be held responsible:

- Injury is reasonably foreseeable
- Proximity
- It is fair, just and reasonable to impose a “duty of care”?

The plaintiff would have to show:

- That they were owed a “duty of care”
- That the defendant breached this duty
- That the plaintiff suffered damage as a result of the breach.

It is recognised that there is a higher “duty of care” owed to children and young people and this is something that those working with children and young people must reflect. An example of this is the Occupier’s Liability Act 1957. This requires that an occupier must be prepared for children to be less careful than adults would be in a similar situation. This consideration should be even greater if a child is known to have learning difficulties or is known to have a medical condition which may make them more vulnerable than the average child to foreseeable risk of harm.

**Children and Young People in a club or sports activity**

Any person in charge of children and young people involved in a sports club or activity has a “duty of care” and should take all reasonable care for their safety. The duty when involved in a sports club is reasonably straightforward: it is comparable to the duty of a teacher in charge of a class of children of the same age.



There have been many cases concerning liability for accidents suffered by school pupils while at school that can be usefully applied to the sports setting. Out of these cases has evolved a general principle, which identifies the expected standard of care for teachers as that of a *reasonably prudent parent*, taking into account the fact that a teacher will have responsibility for a whole class of children.

This means that teachers are not required to achieve perfection with regard to their supervision of children, but that if they fall below the standards of a reasonably prudent parent and injury is suffered as a result, the teacher may be held to be negligent. Those responsible for the management or supervision of children and young people in a club setting should consider what steps they may need to take in order to demonstrate the *reasonable* standard of care.



Duty of Care

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**Legal Duty**

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Moral Duty

Examples of this could include:

- Keeping up to date registers of attendance
- Keeping up to date records of contact details
- Maintaining appropriate supervision ratios
- Maintaining up to date information on specific medical conditions – allergies, asthma, epilepsy
- Ensuring that first aid provision is available at the venue

Ensuring those responsible for supervising the children and young people have been subject to

The Management of Health and Safety Regulations 1999 require that employers must make risk assessments and specify controls to reduce the risks of their activities.



Those responsible for sports activities should consider themselves in a similar position to an employer and carry out a risk assessment for their activities. When carrying out risk assessments, it is vital to attend to the requirements relating to the “duty of care” and the other aspects of health and safety. Some sports have developed risk assessment templates and it is important, if these have been developed, to complete these. It is not necessary to complete an assessment on each individual activity or session if this occurs on a regular basis. An annual or seasonal assessment would be sufficient. If, however, potentially hazardous equipment is used as part of the activity then this equipment must be checked before the start of each and every session.

Duty of Care

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Legal Duty

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**Moral Duty**

## Moral Duty of Care

The **Moral “duty of care”** is more correctly a *responsibility* for safety and welfare. Members of staff have a responsibility for those children and young people, and other staff, who are under their control.

To determine if a breach of the “duty of care” has occurred the ordinary civil law of negligence would be applied. The question is whether the accused in acting, or omitting to act, has failed to reach the standard of *a reasonable person*.

In specialist sports activities the qualified instructor has a “duty of care” for all those taking part irrespective of their age or position. The key point here is that the individual administering the activity, whatever their status, should be appropriately trained and authorised.

In addition to this those in charge of children have an additional charge and that is to act “*in loco parentis*”. This term is best explained as requiring the adult to act as “a reasonable parent”. You will note that this is not necessarily the actual parent and what the child’s parent may permit the sport may not. So that whilst a parent may say that their child can stay out until midnight, a reasonable parent might not.

Within sports organisation the “duty of care” would start by ensuring the activity is authorised by the sport and the relevant instructors are qualified for the task but then would go on to ensure that it is managed in a safe manner throughout.



Duty of Care

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Legal Duty

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**Moral Duty**

### Reasonable measures

This is best explained as what is considered to be reasonable. For voluntary organisations (LCB) the DHSSPS has established the Standards set out in Getting It Right (2005) to identify what an organisation should reasonably undertake in relation to child protection.

The Standards require that voluntary organisations have the following procedures and guidelines in place for:

- Recruitment and Selection
- Effective Management of staff/volunteers
- Reporting Concerns
- Code of Behaviour
- Sharing Information
- General Safety and Management of Activities

Other steps that would be considered reasonable measures would include:

- adherence to guidance,
- advice or directions provided by a sports body (Archery GB, Archery NI)
- or other relevant body.



# 3

## Lough Cuan Bowmen Understanding Abuse

### Section 3:

In this section you will find information on:

- The relation of trust..
- Definition of abuse and neglect
- The different categories of abuse:
  - Physical
  - Emotional
  - Sexual
  - Institutional
  - Financial
- The vulnerability of children with disabilities.
- The dangers of bullying



This section should be read in conjunction with:

Reporting and Dealing with Concerns about Poor Practice. SCG 02



## A Relationship of Trust

### Categories of Abuse

- Physical
- Emotional
- Sexual

### Children and Young people with Disabilities

### Other Types

- Institutional
- Financial

### Bullying

## Relationship of Trust

A 'Relationship of Trust' exists where a club member, member coach, official or volunteer is in a position of power or influence over a child or young person by virtue of the nature of the activity being undertaken. Adults must develop an appropriate working relationship with children and young people based on mutual trust and respect.

### A code of abuse of Trust would include:

- Any behaviour which may allow a sexual relationship to develop between the person in a position of trust and individual/s in their care must be avoided.
- Any sexual activity which is not freely consensual is a criminal offence.
- All those within Archery GB have a duty to raise concerns about behaviour of adults, which may be harmful to those in their care, without prejudice to their own position.
- Other forms of abuse of trust may be physical or psychological i.e. singling out a child or young person by allowing them to struggle to put equipment away, or leaving them to wait on the field.

Everyone working with children or young people has a responsibility to ensure their safety and welfare and under the Government Guidance "Working Together to Safeguard Children" LCB (Archery GB) has a responsibility to protect children and young people from abuse and neglect.

## What is Abuse and Neglect?

Child abuse is any form of physical, emotional, sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust. Abuse can happen to a child or young person regardless of their age, gender, race or ability.

Abusers can be adults (male or female) and are usually known to and trusted by the child, young person, and the family, e.g. the abuser may be a family member, or they may be someone the child or the young person encounters in residential care or in the community, including during sports and leisure activities.

An individual might abuse or neglect a child or young person directly, or may be responsible for abuse because they fail to prevent another person harming that child or young person. The influence of a coach, official or team manager over children and young people may lead to abusive situations developing.

## A Relationship of Trust

### Categories of Abuse

- Physical
- Emotional
- Sexual

### Children and Young people with Disabilities

### Other Types

- Institutional
- Financial

### Bullying

## Categories of Abuse

### Physical Abuse

- Where adults or other young people deliberately physically hurt or injure children including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning. This category of abuse can also include when a parent reports non-existent symptoms of illness or deliberately causes ill health in a child or young person they are looking after.
- Most children and young people sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. The age of the child or young person must also be considered. It is possible that some injuries may have occurred for other reasons, e.g. skin disorders, and rare bone diseases.

Examples of physical abuse in sport may be:

- when a child or young person is forced into training and competition that exceeds the capacity of his or her immature and growing body.
- when a child or young person is exposed to over playing, over training or fatigue.
- where the child or young person is given drugs to enhance performance or delay puberty.

### Physical Abuse Indicators include:

- Unexplained or inappropriately explained injuries.
- Improbable excuses explaining injuries.
- Excessive physical punishment.

- Avoiding activities due to injuries or possibility of injuries being discovered.
- Medical problems that go unattended.
- Person appears frightened or subdued in the presence of particular people.
- Aggression towards others.
- Fear of parents being approached for an explanation.
- Running away.

### Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or young person, such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to children and young people that they are:

- Worthless or unloved.
- Inadequate or valued only in so far as they meet the needs of another person.
- It may feature age or developmentally inappropriate expectations being imposed on children and young people e.g. interactions that are beyond their developmental capability.
- Over-protection and limitation of exploration and learning.
- Preventing the child and young person from participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another.
- It may involve serious bullying, or the exploitation or corruption of children and young people.

## A Relationship of Trust

### Categories of Abuse

- Physical
- Emotional
- Sexual

### Children and Young people with Disabilities

### Other Types

- Institutional
- Financial

### Bullying

- Some level of emotional abuse is involved in all types of maltreatment of a child or young person.
- Constantly shouted at, threatened, taunted, humiliated or ignored.
- Constantly criticised and bullied.
- An unrealistic pressure to perform consistently to high expectations is placed upon the child or young person by the coach, officials or parents.
- Pressure not to succeed i.e. constantly demeaning the efforts of the child or young person.

### Emotional Abuse Indicators include:

- Person exhibits low self esteem.
- Running away.
- Extremes of passivity or aggression.
- Self decline in concentration.
- Indiscriminate friendliness and neediness.
- Self-harm or mutilation.
- Untypical changes in behaviour e.g. sleep disturbance, etc.



## Sexual Abuse

When adults (male or female), or other young people, use children to meet their own sexual needs. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities whether or not they are aware of, or consent, to what is happening.

These include the following:

- Physical contact, including sexual intercourse and/or sexual activity with a child and/or young person under the age of 16.
- Inappropriate touching.
- Non-contact activities such as involving children and young people in looking at, or, in the production of, sexual online images, watching sexual activities, or encouraging them to behave in sexually inappropriate ways.
- Some of the aforementioned activities can occur through the internet.
- Exposure to sexually inappropriate language or jokes.
- Taking or possessing inappropriate photographic materials involving children or young people.
- Boys and girls can be sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.
- It should be noted that in sports situations where physical contact is made i.e. in stretching exercises or supporting, sexual abuse may go unnoticed.

## A Relationship of Trust

### Categories of Abuse

- Physical
- Emotional
- Sexual

### Children and Young people with Disabilities

### Other Types

- Institutional
- Financial

### Bullying

- The child or young person may be targeted by the abuse through a deliberate grooming process involving secrecy testing to ensure that the abuser can trust them “not to tell” and to gain the confidence of the child or young person. The parents may also be groomed so that they can trust the abuser implicitly and the abuse can carry on without question.
- Some children or young people may never be able to tell someone they have been sexually abused. Changes in their behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that they have been sexually abused.

### Sexual Abuse Indicators include:

- Child and/or young person appears unusually subdued, withdrawn or has poor concentration.
- Lack of trust in adults or over familiarity with adults, fear of a particular adult.
- Sleep disturbances (nightmares, bed-wetting, fear of sleeping alone).
- Stained underwear, soiling or wetting.
- Reluctance or refusal to participate in physical activity or to change clothes for games.
- Drug, alcohol or solvent abuse.
- Sexual promiscuity, over-sexualised behaviour.
- Discomfort/difficulty in walking or sitting.
- Fear of bathrooms, showers, closed doors.
- Having irrational fears.
- Psychosomatic factors, e.g. recurrent abdominal or headache pain.
- Social isolation – being withdrawn or introverted – poor peer relationship.

- Running away from home.
- School problems e.g. failing standards, truancy.
- Low self-esteem.
- Display of sexual knowledge beyond the child’s age
- Eating disorders.
- Anxiety, depression, self harm/mutilation.
- Pregnancy.
- Fear of medical examination.
- Abnormal sexual drawings.
- Developmental regression/acting younger than their age.

### Neglect:

Neglect is when adults fail to meet a child or young persons’ basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child’s or young person’s health or development, for example; failing to provide adequate food, shelter and clothing, failing to protect a child or young person from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Examples of neglect in sport could include: not ensuring children or young people are safe; exposing them to undue cold or heat, or exposing them to unnecessary risk of injury.

### Racial Discrimination and Equity:

Children or young people from British minority ethnic groups (and their parents) may have experienced harassment, racial discrimination and institutional racism.



## A Relationship of Trust

### Categories of Abuse

- Physical
- Emotional
- Sexual

### Children and Young people with Disabilities

### Other Types

- Institutional
- Financial

### Bullying

Although not formally recognised as a form of child abuse, racism can be emotionally harmful to them. Some racist acts also involve acts of physical violence towards individuals or groups. Through adherence to Equity Policy, problems such as discrimination against ethnic minority groups must be avoided.

### Other Types of Abuse

In addition to the above types of abuse, children and young people with disabilities in residential homes or other institutions might experience:

### Abuse of Children or Young People with Disabilities

Some children or young people are mentally or physically more vulnerable than others, which could make it easier for abusers to exploit them. They may also find it more difficult to recognise and report abuse and to be believed, e.g. if their disability means that they:

- Have limited life experience and have not developed the social skills needed to work out what the behaviour and attitudes of others mean. This could make them less able to understand what appropriate and inappropriate behaviour is.
- Have been encouraged to comply with other people's wishes and not to question authority figures.
- Are afraid to challenge potentially abusive situations because of fear of the consequences. It is often easier to be compliant and pleasing rather than risk angering an authority figure and getting into trouble.

- May not be able to report abuse because there is no-one they can report it to or because they do not have the appropriate language to use.
- May not be able to recognise that abuse has taken place.
- Feel powerless because they have to depend on others for personal support.
- May not be able to physically remove themselves from abusive situation.
- Are not believed because their authority figures cannot accept that anyone would abuse a child or young person with disabilities.
- May not have anybody they can trust and confide in.
- May feel guilt or shame about the abuse which prevents them from reporting it.
- May not have a sense of ownership of their own bodies because they are so used to being examined physically by others as part of their medical and physical care.
- Have low self-esteem and a poor self image.





## A Relationship of Trust

### Categories of Abuse

- Physical
- Emotional
- Sexual

### Children and Young people with Disabilities

#### Other Types

- Institutional
- Financial

#### Bullying

## Institutional Abuse

When staff in a home or other institutions sacrifice the needs, wishes and lifestyle of a child or young person in favour of the institution's regime, e.g. by showing lack of respect for a their dignity or privacy, or denying them opportunity to make day-to-day choices or decisions about their life. An example in sport could be if coaches or volunteers followed their club's usual procedures where these conflicted with the rights and needs of a disabled child or young person.

## Financial Abuse

Deliberate misuse and exploitation of any person's money or possessions, e.g. if the person is not allowed to spend their money as they wish, or if someone takes it from them to spend on themselves.

## Bullying

Bullying may be seen as particularly hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms including children or young people being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone.

Bullying is a significant issue for children and young people and has been the main reason for calls to Child Line for the last number of years.

### Bullying can include:

- Physical e.g. hitting, pushing, punching kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional e.g. being unfriendly, excluding, tormenting (emotionally and physically), sending hurtful text messages, ridiculing, humiliating, threatening gestures and ignoring.
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- Sexual: Unwanted physical contact or sexually abusive comments.
- Cyber: All areas of internet, such as e-mail and internet chat room misuse. Mobile threats by text messaging and calls

### Bullying Indicators:

- Hesitation or reluctance to come to attend training or activities
- Reluctance to go to certain places or work with a certain individual(s).
- Has unexpected cuts or bruises.
- Becomes withdrawn, anxious or lacking in confidence.
- Often the last one picked for a team or group activity for no apparent reason or being picked on when they think your back is turned.

## A Relationship of Trust

### Categories of Abuse

- Physical
- Emotional
- Sexual

### Children and Young people with Disabilities

### Other Types

- Institutional
- Financial

## Bullying

- Clothing or personal possessions go missing or get damaged.
- Losing pocket money repeatedly.
- Suddenly prone to lashing out at people either physically or verbally when normally quiet.
- Attempts or threatens suicide or runs away.
- Comes home with clothes torn or training equipment damaged.

### Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children and young people to speak and share their concerns (it is believed that up to twelve children or young people per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the injured party to speak out and tell the Club Official/CPO. Create an open environment.
- Investigate all allegations and take action to ensure the injured party is safe.
- Speak with the injured party and bully(ies) separately.



- Reassure the injured party that you can be trusted and will help them, although you cannot promise not to tell anyone else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Club Official/CPO (whenever the bullying is occurring).

### Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology to the injured party
- Inform the bully(ies) parents.
- Provide support for the injured parties coach.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change their behaviour.
- Hold meetings with the families to report on progress.
- Inform the Archery GB CPO of action taken.
- Keep a record of action taken.



### Something to think about

These lists are not exhaustive for suspected abuse and the presence of one or more of these symptoms is not proof that abuse has taken place, but it should raise concerns. *It is not the responsibility of anyone involved in LCB to decide that a child or young person is being abused but it is their responsibility to act upon their concerns. Report to the designated officer(s)*

# 4

## Lough Cuan Bowmen Responding to Concerns

### Section 4:

In this section you will find information on:

- Responding to a Concern.
- Taking Appropriate Action



This section should be read in conjunction with:

Concerns about Possible Abuse  
SCFD01





## Responding to Concerns

### Taking Appropriate Action

Lough Cuan Bowmen in line with Archery GB has developed policies, procedures and put in place systems to manage concerns or allegations of poor practice and abuse against children, young people and vulnerable adults. Lough Cuan Bowmen will always work in accordance with procedures as set out in the guidance. I

It is not the club's responsibility to decide if a child is being abused or poor practice has occurred. Any concerns or allegations will be managed by the appropriate authorities, with the club's cooperation and assistance. However, all adult members within Lough Cuan Bowmen have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. It is your responsibility to record and report your concerns.

There are 2 parts to dealing with a concern when it arises.

#### **Responding to concerns:**

If a young person or adult has concerns, it is important that they are able to report them to someone at the club. It is therefore important that the club know how to respond, and who will do this.

#### **Taking appropriate action:**

Once a concern has been reported, it is important that appropriate action is taken. It will not be the club's responsibility to decide if action needs to be taken, unless a child is in immediate risk of harm. It is however, the club's responsibility to report the concerns appropriately in accordance with Archery GBs' policies, procedures and systems.

## Responding to concerns

There are a number of reasons why a person might need to report a concern:

- In response to something a young person has said to you – a disclosure.
- In response to signs or suspicions of abuse.
- In response to allegations made against a member of staff or a volunteer.
- In response to allegations made about a parent, carer or someone not working within the sport.
- In response to bullying.
- In response to a breach of the Code of Practice (see section 5).
- Observation of inappropriate behaviour .
- In response to anything which makes a young person uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person.

## Responding to Concerns

### Taking Appropriate Action

#### What to do if a concern is raised (disclosure)

##### Always:

- Stay calm
- Reassure the person reporting their concerns that they have done the right thing in telling you
- Keep an open mind
- Listen carefully to what is said and take the seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. To help you do this, try asking questions starting with what, who, where, when and who.
- Tell them what you will do next and with whom the information will be shared
- Report the incident to your Club Safeguarding Officer as soon as possible.
- Record in writing what was said using the young person's own words as soon as possible, using the club's referral form (template XX)



##### Never:

- Panic
- Make promises you cannot keep
- Put words into the young person's mouth
- Ask leading questions
- Make a young person repeat the information unnecessarily
- Delay in reporting to your Club Safeguarding Officer
- Make assumptions
- Approach the alleged abuser
- Take sole responsibility
- Discuss the information with other coaches, volunteers, parents etc.

***Remember – the safety and welfare of the child/ young person is paramount.***

**Taking Appropriate Action**

**Taking appropriate action**

LCB has clear procedures for reporting concerns. It is important that you follow the procedure detailed and fulfil your role in the process. It is not your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

**How do you report your concerns?**

The flow chart on page 34 provides an illustration of the reporting process .

It is important that information regarding the concerns is recorded properly and promptly. To assist with this process, LCB has developed a Safeguarding Referral Form which gives guidance and structure on the information required.



**Who do you report your concerns to?**

As soon as possible after a concern, disclosure have been reported to you, complete the Safeguarding Referral Form and contact the Club Safeguarding Officer, who will:

- Support and reassure you
- Listen to you
- Take all concerns seriously
- Believe you
- Act immediately within LCB/Archery GB policies, procedures and systems

In the absence of the Club Safeguarding Officer, please contact the deputy safeguarding or a committee member. If a committee member is not available, and a child is in immediate risk of danger, you must avoid delay and seek advice (dependent on location) from the Leisure centre safeguarding officer, your Local Health Trust, the Local Safeguarding Children’s Board (LSCB) or the Police. You should report to the relevant Local Authority in the area in which the child lives. As soon as possible, inform the club Safeguarding Officer and explain the action taken to date.

## Responding to Concerns

### Taking Appropriate Action

#### For other situations where a child is not in immediate danger or risk:

Club shoot, training event:

- You must report your concerns or any information received to the Club Safeguarding Officer, (club committee/official) who will refer the matter to the appropriate authorities and Archery GB.

Organised Club event e.g. Have a go:

- You must inform the organisation leader, who will follow their reporting procedures. Also inform the club Safeguarding Officer for their information.

LCB and the organisation will work to safeguarding protocol and procedures that have been developed through the Local Authority's Local Safeguarding Children's Board (LSCB).

If your concern is regarding the Club Safeguarding Officer, report directly to a committee member who will take appropriate action and report to Archery GB Lead Safeguarding Officer.

#### What happens next?

Statutory agencies will follow procedures under The Children Acts 1989 & 2004, and Government Guidance '*Children and Young People: Rights to Action*' and '*Safeguarding Children: Working Together under the Children Act 2004*'.





Responding to Concerns

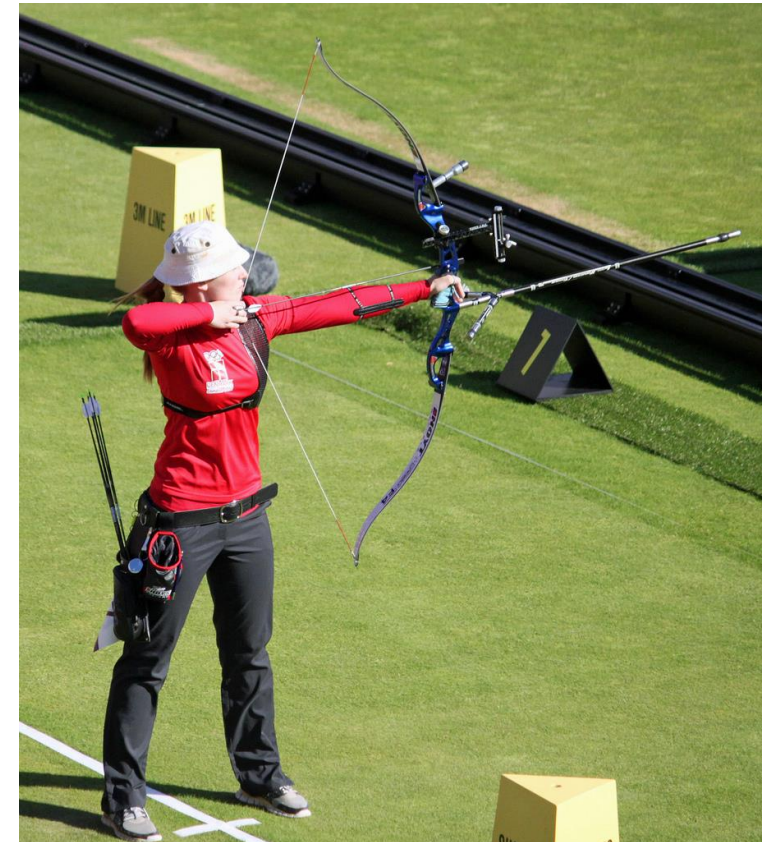
**Taking Appropriate Action**

Where a concern is reported to Archery GB and further action is required, Archery GBs' Lead Safeguarding Officer will follow the Safeguarding and Protecting Young People Complaints and Disciplinary Regulations.

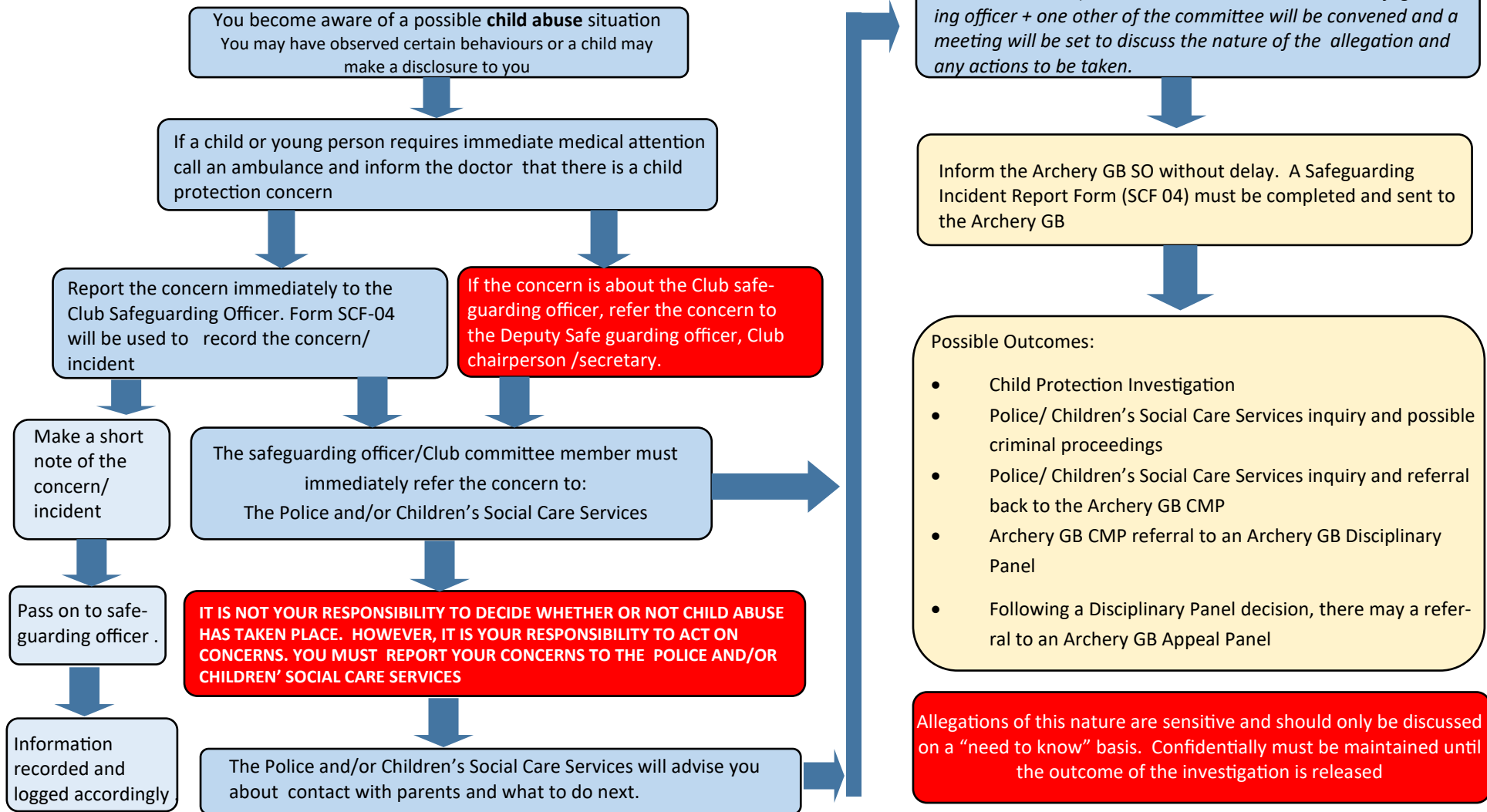
At all times, Archery GB will support and communicate with the Club Safeguarding Officer where required in the management of the situation.

In most circumstances, the majority of matters will be dealt with at the local level. However all recorded incidents will be notified to Archery GB for their records.

As soon as possible after concerns have been reported to you, complete the safeguarding referral form (template XX) and contact your Club Safeguarding Officer. In their absence contact a club committee member .



## Reporting Concerns of Possible Abuse Within the Archery Environment

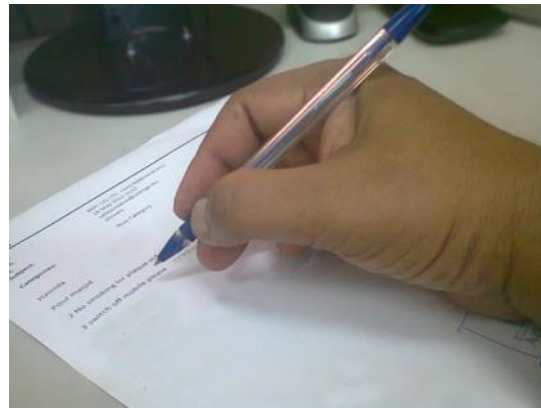


Responding to Concerns

Taking Appropriate Action

### Reporting Concerns of Possible Abuse Within the Archery Environment

- The relevant form for recording a concern about possible abuse is the SCF- 04 Safeguarding Incident Report Form. This form should be always be used when children, young people and vulnerable adults are involved.
- This form will be completed in conjunction with the safeguarding officer.



**archery GB**

**SAFEGUARDING INCIDENT REPORT FORM**

In the event of a Safeguarding incident, the following procedure should be followed (for incidents that do not involve Children, please use the standard Incident Report Form SCF 003):

- Contact Emergency Services/Relevant Authorities if required;
- For all safeguarding incidents, complete two copies of this form, keep one copy of the form in the incident book and forward one copy to organisation's secretary;

**Organisation Information (Club/County/Region/Academy/Tournament etc)**

Organisation Name: \_\_\_\_\_  
 Your name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel No: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Mob: \_\_\_\_\_

**Child/Young Persons Details**

Child's Name: \_\_\_\_\_  
 Parent/Carer's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Ethic: Origin \_\_\_\_\_ Male  Female   
 Address: \_\_\_\_\_  
 Tel No: \_\_\_\_\_  
 Email: \_\_\_\_\_ Mob: \_\_\_\_\_  
 Have Parents/Carers been notified: Yes  No  if yes, please give details of what was said: \_\_\_\_\_

**Whose concerns are being reported?**

Are you reporting your own concerns or responding to concerns raised by someone else?

My own concerns  Name: \_\_\_\_\_  
 Someone else's concerns  Relationship to the child: \_\_\_\_\_  
 Position in club: \_\_\_\_\_  
 Contact details: \_\_\_\_\_

**Person(s) involved in the incident or alleged to have caused the incident:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Male  Female   
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_ Position in Club: \_\_\_\_\_

Archery GB Safeguarding Children and Young People Policy  
 SCF 04 Archery GB Safeguarding Incident Report Form – October 2014  
 This information will be stored as it fits with the Data Protection Act 1998

# 5:

## Lough Cuan Bowmen

### Good Practice Guidelines

#### Section 5:

In this section you will find information on:

- The Code of Conduct for Senior Archers.
- The Code of Conduct for Junior Archers.
- The Code of Conduct for Coaches and committee members and volunteers.
- The Code of Conduct for Parents, Carers and spectators.
- Responding to breach of code of conduct



This section should be read in conjunction with:  
Codes of Conduct

- Adult Archers 220001
- Young Archers 22002
- Coaches, Leaders and Officials 22003
- Spectators, Parents and Carers 22004



## Good Practice Guidelines

Senior Archers

Junior Archers

Coaches, committee members and volunteers.

Parents, Carers and spectators.



In Lough Cuan we pride ourselves on the behaviour and standards we display as individuals and as a club. We encourage all our members and those associated with the club to promote and maintain high standards of behaviour in archery and to take pride in being a member of Lough Cuan Bowmen.

As an archer and club member, you have an important part to play. That is why as a club we are asking everyone to engage with a range of guidelines which will make archery fun, enjoyable and safe for everyone in the club.

Our good practice guidelines apply to all our members when participating in and administering the sport of archery, whether at club shoots and events or at other local, regional, national or international shoots and events. Our guidelines are based around 3 core values

- ⇒ Respect for Self
- ⇒ Respect for Others
- ⇒ Respect for Archery

In order to protect the reputation of Archery GB, the code also applies to those associated with Archery GB or who are involved in archery whilst outside the UK.



Good Practice Guidelines

**Senior Archers**

Junior Archers

Coaches, committee members and volunteers.

Parents, Carers and spectators.

**As a Senior Archer in Lough Cuan this is what I will be doing to make a positive contribution to the club.**

**Adult Archers**

Everyone in Lough Cuan has a responsibility to promote high standards of behaviour in Archery and as an adult archer, you have a particularly important role to play as a role model to our junior archers and as a club member in the variety of archery contexts you engage in.

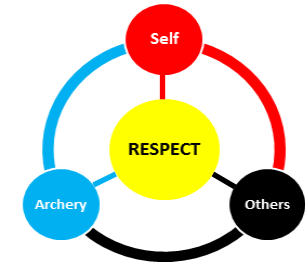
**As a club member it is important to have**

**Respect for Archery**

- Respect the spirit of fair play in archery
- Adhere to the Rules of Shooting and the spirit of archery
- Display and promote high standards of behaviour
- Promote fair play – I won't cheat, complain or waste time
- Endeavour to ensure the sport is enjoyable for everyone
- Accept success and failure, victory or defeat with dignity
- Be on time for training, competitions and events
- Never engage in or tolerate public criticism of fellow archers, coaches or officials

**Respect for Self**

- I will endeavour to ensure my own safety and the safety of others:
- To participate to the best of my ability and promote a positive self image.
- Never participate when under the influence of alcohol or drugs
- Never engage in or tolerate offensive, insulting or abusive language or behaviour
- Never engage in or tolerate bullying, intimidation or harassment .
- Abide by Archery GB Rules and Policies including:
  - Archery GB Equality Policy
  - Archery GB Anti-doping rules
  - Archery GB Bribery Act



Good Practice Guidelines

**Senior Archers**

Junior Archers

Coaches, committee members and volunteers.

Parents, Carers and spectators.



**Respect for others**

- Speaking to my fellow archers, coaches, judges and officials with respect.
- Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour:
- Place the well-being, safety and enjoyment of each archer above everything including standards of performance
- Never use or tolerate the use of social media (e.g. Facebook/Archery Interchange) to engage in bullying, intimidation or harassment
- Remembering we all make mistakes
- Always respecting the confidentiality of other archers.

- Treating other people’s equipment as I would wish them to treat mine.
- Always having the best interests of my fellow archers at heart.



Good Practice Guidelines

Senior Archers

**Junior Archers**

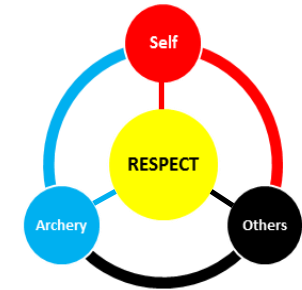
Coaches, committee members and volunteers.

Parents, Carers and spectators.



At Lough Cuan you as junior member can make a valuable contribution to all aspects of club development.

As a club we make a commitment to you to create a safe environment where you can have fun, meet with friends and develop your skill as an archer.



As a Junior Archer I will endeavour to have:

**Respect for Archery**

- Be on time and be polite
- Try my hardest and do my best
- Play fairly – I won't cheat
- Set high standards of fair play and be an example others want to follow
- Accept success and failure, victory and defeat, with dignity
- Respect archery facilities and equipment



**Respect for Self**

- To participate to the best of my ability and promote a positive self image.
- Take responsibility for my actions
- Never smoke, drink alcohol or take drugs (other than prescription)
- Never use inappropriate language or gestures
- Tell someone I trust if the behaviour of others make me feel uncomfortable.



Good Practice Guidelines

Senior Archers

**Junior Archers**

Coaches, committee members and volunteers.

Parents, Carers and spectators.



**Respect for Others**

- Listen and respond to my coach
- Respect the decisions of officials
- Control my emotions – verbal or physical abuse is not acceptable
- Never bully, spread rumours or tell lies (including social media e.g. Facebook) Protect other archers from abuse and bullying.
- Welcome and encourage new young people.
- Make sure I tell my coach/parents if I another young person needs help

**Breaking the Code of Conduct**

By joining Archery GB, You are agreeing to stick to this Code of Conduct and all of the Archery GB Policies, rules, regulations and procedures.

If you break the Code of Conduct your parents may be informed and your behaviour might be investigated and disciplinary action might be taken.

Good Practice Guidelines

Senior Archers

Junior Archers

**Coaches, committee members and volunteers.**

Parents, Carers and spectators.

### Coaches, Leaders and Officials

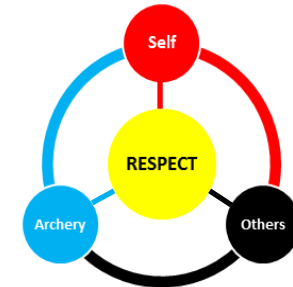
While we all have a responsibility to promote high standards of behaviour in archery there is a particular responsibility on club officials and coaches to set and exemplify high standards.

#### Respect for Archery

- Adhere to the Rules of Shooting and the spirit of archery
- Display and promote high standards of behaviour
- Promote Fair Play – be impartial, fair and consistent
- Endeavour to ensure the sport is enjoyable for everyone
- Be on time for training, competitions and events
- Never engage in or tolerate public criticism of fellow archers, coaches, officials or clubs.

Promote the reputation of archery and take all possible steps to prevent it from being brought into disrepute .

- Accept success and failure, victory or defeat with dignity
- Encourage each archer to accept responsibility for their own behaviour/performance
- Realise my responsibility as a role model and set a positive example to all those involved in archery
- Never use my privileged position of authority/trust to exert influence over others



Good Practice Guidelines

Senior Archers

Junior Archers

**Coaches, committee members and volunteers.**

Parents, Carers and spectators.

- Always have appropriate boundaries between my position of trust and my friendships
- Never engage in any inappropriate personal relationships (“inappropriate” – as defined within a position of trust within the Sexual Offences Act)
- Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour
- Never engage in or tolerate offensive, insulting or abusive language or behaviour
- Never engage in or tolerate bullying, intimidation or harassment
- Never use or tolerate the use of social media (e.g. Facebook/Archery Interchange) to engage in bullying, intimidation or harassment

**Abide by Archery GB Rules and Policies including:**

- Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults;
- Archery GB Equality Policy;
- Archery GB Anti-doping rules;
- Archery GB Bribery Act

**Take personal responsibility:**

- To ensure that I am suitably insured for archery;
- To update Archery GB with changes to personal information.

**Respect for Others**

- Speak to my fellow archers, coaches, judges and officials with respect
- Always respect the confidentiality of archers
- Treat other people’s data as I would wish them to treat mine
- Always have the best interests of archers at heart



Good Practice Guidelines

Senior Archers

Junior Archers

**Coaches, committee members and volunteers.**

Parents, Carers and spectators.

I will endeavour to ensure my own safety and the safety of others

- Never participate when under the influence of alcohol or drugs
- Have an Archery GB (or other accreditor e.g. First Aid) qualification or accreditation appropriate to the nature of the activity and the role being undertaken
- Ensure that activities carried out by archers are suitable for their age, strength, maturity and the ability of each individual participant
- Place the well-being, safety and enjoyment of each archer above everything including standards of performance
- Explain exactly what I expect of archers and what they can expect of me
- Ensure all parents/cares of young archers understand these expectations
- Have a working knowledge of your facilities (Standard/ Emergency Operating procedures, Risk Assessments etc)



Good Practice Guidelines

Senior Archers

Junior Archers

**Coaches, committee members and volunteers.**

Parents, Carers and spectators.



While archery and being a member of Lough Cuan Bowmen (and affiliated to Archery GB) offers a wide range of opportunities for skills development, fun, friendship, competition and archery related activities, occasionally some issues and concerns arise. As a club we will carry out appropriate investigations inline with the policy and procedures of LCB and Archery NI/GB.

### Breaking the Code of Conduct

By joining Archery GB, everyone agrees to abide by this Code of Conduct, all Archery GB policies, rules, regulations and procedures.

Archery GB therefore has the right to investigate and take disciplinary action, as in line with the Archery GB Disciplinary Policy, Regulations and Procedures, against any alleged breaches of this Code of Conduct or our policies, rules, regulations and procedures, which may bring Archery GB into dispute.

Good Practice Guidelines

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Senior Archers

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Junior Archers

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Coaches, committee members and volunteers.

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**Parents, Carers and spectators.**

**Parents, Carers and Spectators,**

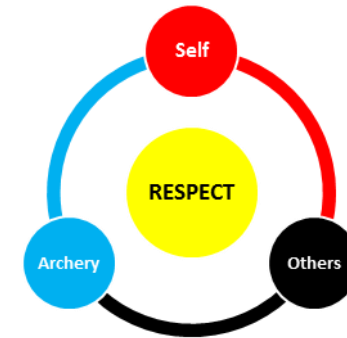
We all have a responsibility to promote high standards of behaviour in Archery. As a spectator and/or parent/carer, you have a big part to play. That is why Archery GB is asking every archer to follow a code of conduct.

This Archery GB Code of Conduct applies not only to spectators and parents/carers but also, to all Archery GB members when supporting, watching, participating in and administering the sport of archery. The emphasis of this Code is on young people but it also recognises that spectators and parents are present in the senior sport.

Expected Minimum Standards of behaviour and Conduct

As a spectator and/or parent/carer I will:

- Respect the spirit of fair play in archery
- Remember that children take part for fun
- Recognise effort and good play as well as success
- Remain behind the competitors' area
- Display and promote high standards of behaviour
- Let coaches do their job and don't confuse the archers by telling them what to do
- Encourage the archers to respect one another as well as the officials
- Avoid criticising an archer for making a mistake – mistakes are part of learning
- Never engage in or tolerate public criticism of archers, coaches or officials



## Good Practice Guidelines

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Senior Archers

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Junior Archers

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Coaches, committee members and volunteers.

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### **Parents, Carers and spectators.**

#### Respect the rights, dignity and worth of others

- Respect other spectators, parents, officials, coaches and opponent archers.
- Respect the decisions of officials and teach young people to do the same
- Remember we all make mistakes
- Appreciate skill and good performance by all participants
- Encourage people always to settle disagreement amicably and without hostility
- Show an appreciation for volunteer coaches and organisers – their efforts contribute hugely to young people being able to take part

I will endeavour to ensure my own safety and the safety of others :

- Let the coach/official know of any injury that your child may have
- Place the well-being, safety and enjoyment of children above everything including standards of performance

Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour

- Never ridicule or admonish a young person for making a mistake or losing a competition
- Support all efforts to remove bad or abusive language or unsporting behaviour

Abide by Archery GB Rules and Policies including:

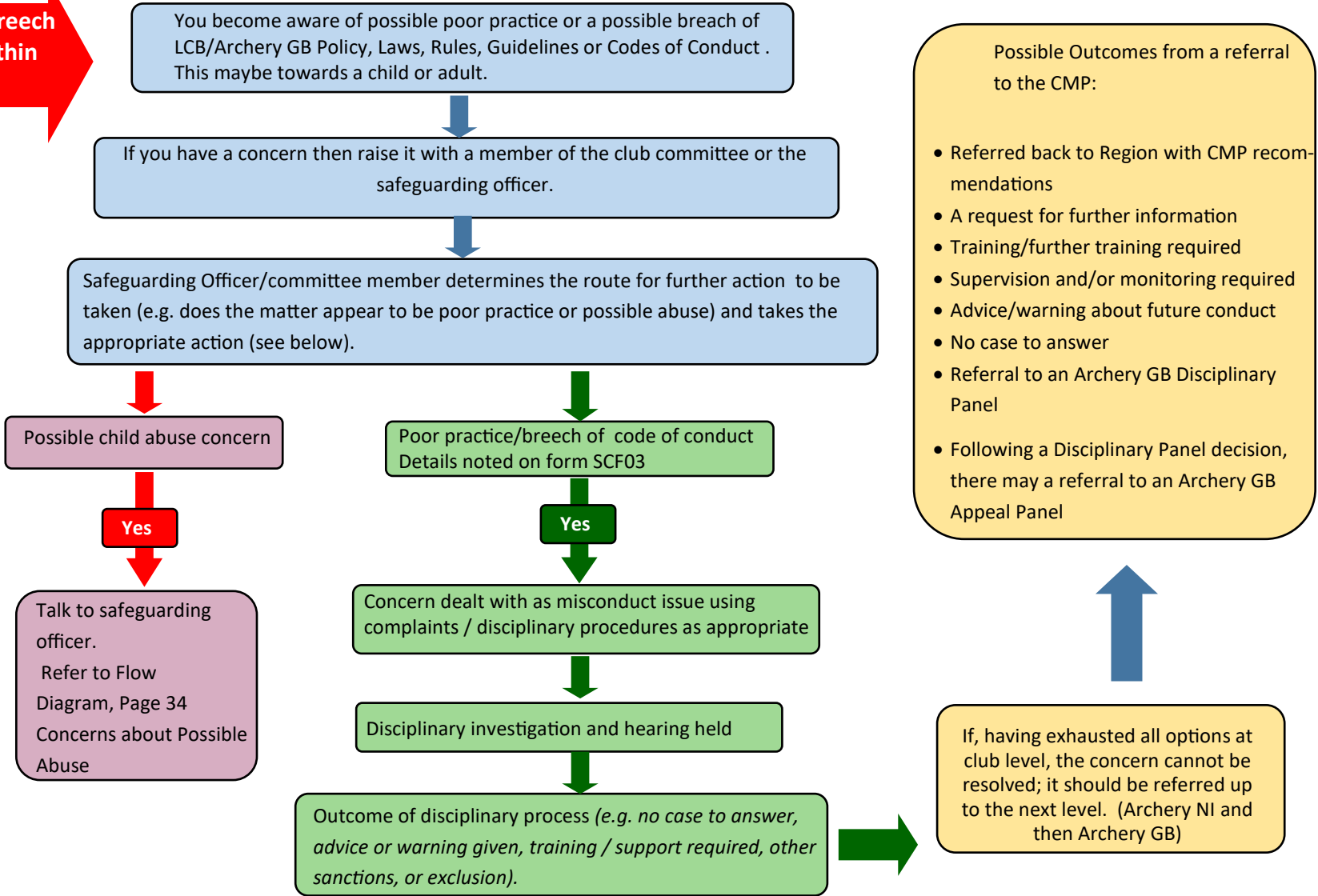
- Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults
- Archery GB Equality Policy
- Archery GB Anti-doping Policy
- Archery GB Bribery Policy

#### Breaking the Code of Conduct

In attending an Archery GB event as a spectator or parent/carer, you are agreeing to abide by this Code of Conduct, all Archery GB policies, rules, regulations and procedures.

Archery GB therefore, has the right to investigate and take disciplinary action, as in line with the Archery GB Disciplinary Policy, Regulations and Procedures, against any alleged breaches of this Code of Conduct or our policies, rules, regulations and procedures, which may bring Archery GB into disrepute.

**Reporting concerns of a breach of the code of conduct within the archery environment.**





Good Practice Guidelines

Senior Archers

Junior Archers

Coaches, committee members and volunteers.

Parents, Carers and spectators.



In reporting a possible breach of the code of conduct by a child, young person or adult archer there are reporting forms:

**LCB\_SCF02 Incident/Breach of Conduct—Child/Young Person Report Form**

This form is used in connection with adults—breach in code of conduct

**LCB\_SCF03 Incident/Breach of Conduct—Adult Archer Report Form.**

This form is used in connection with adults—breach in code of conduct.

# 6: Photography and Filming

## Section 6

In this section you will find information on:

- The use of photography and filming in archery settings:
  - Good Practice
  - Club Events
  - External Photographers
  - Parents/Carers/Spectators



This section should be read in conjunction with:

Photographing and Filming Children and Young People in Sport. SCG 05



**Introduction**

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Our Procedures

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Good Practice

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Club Events

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External Photographers

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Parents/Carers/Spectators

At Lough Cuan we are committed to providing a safe environment for children and young people and we endeavour to take all necessary steps to protect children and young people from the inappropriate use of their images in resource and club publications, on the internet and elsewhere.

We acknowledge that parents/carers often want to be able to celebrate the participation/achievements of their children when taking part in sporting activities through taking photographs or video. At Lough Cuan we want to promote their activities to encourage increased participation. We do not advocate the banning of photography or the videoing of children and young people, but recommend that appropriate and proportionate safeguards should be in place to ensure a safe archery environment for children and young people.

This guidance will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere. The guidance applies whether images are taken using cameras, mobile phones or any other equipment.



Why do we need to be careful?

- Images can be used as a means of identifying children and young people when associated with personal information,;
- Also, the content of a photograph can itself be inappropriate, or be used or adapted for inappropriate use.

Introduction

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**Good Practice**

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Club Events

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External Photographers

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Parents/Carers/Spectators

**In line with Archery GB we conform to the following principles of good practice:**

- The interests and welfare of Children and Young People is paramount;
- Children, Young People and their Parents/Carers have a right to decide whether their images are taken and how these may be used;
- Children, Young People and their Parents/Carers must provide written consent for their images to be taken and used;
- Consent is only meaningful when the organisation ensures that children, young people and their parents/carers understand the nature of potential risks associated with the intended type, use and distribution of the images.

**Our practice includes:**

- Where possible not using the name of the child/young person whose image is being used;
- If naming a child/young person or a group of children in an image, only their first names will be used, as this will reduce the risk of inappropriate, unsolicited attention from people within and outside of archery;
- Avoiding the inclusion of other detailed information about individual children/young people;
- Requesting consent from parents on the child's/young persons application form:
- Asking for the child/young person permission to

use their image. This ensures that they are aware of the way the image is to be used to represent archery.

- Asking for parental permission to use an image of a child/young person. This ensures that parents are aware of where and how the image of their child/young person will be used to represent archery, (e.g. in the club magazine, website, on Face book page, etc).
- Ensuring parents/carers understand the nature of the potential risks associated with the intended use of the image/s.
- Official club images will be stored and managed through Google drive, Facebook by club officials with 'media' responsibilities.
- Create and publicise a procedure for reporting the use of inappropriate images or the use of inappropriate images, to reduce the risks to children/young people. Follow the Archery GB procedures, ensuring Archery GB Membership Services (Child Protection Officer) is informed.
- Not approving/allowing photographic sessions outside an event or at a child's/young person's home;



Introduction

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**Good Practice**

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Club Events

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External Photographers

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Parents/Carers/Spectators

**At Lough Cuan the primary contexts for taking/recording images of children/young people are in relation to:**

- Celebrating participation and achievement;
- Publication in the club magazine;
- Publication on the club Facebook/twitter/Instagram/web page
- Coaching purposes. At all times there is no intention to prevent Coaches and Teachers using videoing as a legitimate coaching aid. However, children/young people and their parents/carers should be aware that this is part of the coaching programme and consent to it. Care should be taken in the secure storage of such materials and films.
- Club social events;
- Local media—TV, newspaper

**In selecting photographs/video of children/young people (or any club member) we:**

- Use images that positively reflect children and young peoples involvement in archery (and promote the best aspects of the child/archery;

- Use images that reflect a club organised activity.
- Use images of children and young people in suitable dress/kit (including required or recommended safety wear) to reduce the risk of inappropriate use;
- Use images that focus on the activity rather than on a particular child/young person;
- Use images that would not cause embarrassment to a child/young person.

**Photographs may be taken by:**

- Club committee members for official purposes;
- Club members during club events inline with club photography/film guidelines;
- Parents/carers who have made it known to a club committee member that they wish to do so;
- Visiting archers and spectators at club shoots having registered the photographic consent form.





Introduction

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Good Practice

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**Club Events**

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External Photographers

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Parents/Carers/Spectators

### **Guidelines for Use of Photographic Filming Equipment at Club activities.**

#### **Club organised shoots:**

- Children, young people and parents/carers will be made aware if a club member is taking photographs on behalf of the club and they can inform the photographer if they do not wish to be specifically photographed. (e.g. close ups, small group and team photographs);
- Specific details concerning photographic/video and filming equipment will be available with the registration form.
- Where a wide angle, more general photographs of the event sites, opening and closing ceremonies, etc. Separate to the issue of contents for 'identifying' photographs/footage of individual participants (as above) parent/carers and children/young people should at least understand that these type of images will be taken during, or at specific points in the event. It is not reasonable, practical or proportionate to require parental consents for taking these general types of images, or to preclude it on the basis of the concerns or a small number of parents/carers;
- Do not allow unsupervised access to children/young people or one to one photographic sessions at events;

- Children, young people, parents/carers and others should be informed that if they have concerns they can report these to the organiser;
- Visiting archers/Spectators should be asked to register at an event if they wish to use photographic equipment;
- Concerns regarding inappropriate or intrusive photography should be reported to a club committee member or tournament official and recorded in the same manner as any other child protection concern;
- Clarify issues of ownership, retention and access (by event staff, participants and parents/carers to the images;

#### **Have—a Go sessions**

#### **In addition to the guidance for club shoots at a Have—a Go sessions:**

- Permission should be sought from the organisation/group leader for photographs to be taken;
- Photographs should comply with the organisations/groups photography policy;
- Clarify at the end of the session which photographs are to be retained and for what purpose.

#### **At all sessions**

If anyone has concerns that someone they do not know is using their sessions for photography or filming purposes, they should contact a club committee member.

Introduction

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Good Practice

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Club Events

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**External Photographers**

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Parents/Carers/Spectators

**Other Professional Photographers/Filming/Video Operators** wishing to record the event should seek accreditation through the club committee by producing their professional identification for the details to be recorded. Ideally, this should be provided before the event takes place.

**Students or Amateur Photographers/Film/Video Operators** wishing to record the event should seek accreditation through the club committee by producing their student or club registration card and a letter from the Club/Educational Establishment outlining their motive for attending the event and planned use of the material.



Professionals should register prior to the event and their identification details be recorded. Ideally they should be:

- Name and address of the person using the camera;
- Organisation;
- Names of subjects (if a specific archer);
- The reason or use of the images are being or intended to be put to;
- Signed declaration that the information provided is valid and that the images will only be used for the reasons given.

On registering, the club will issue on the day an identification pass which will serve to highlight those who have accreditation, and should be returned at the end of the event.

Individuals will be briefed about what is considered appropriate in terms of content, behaviour as well as health and safety. It may include a list of any areas where photographic and recording equipment including mobile phones, is forbidden under all circumstances.

- Introduction

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- Good Practice

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- Club Events

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- External Photographers

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- Parents/Carers/Spectators**

### **Guidelines for Use of Photographic Filming Equipment by Parents/Guardians/ Spectators/ Participants at Sporting Events**

Anyone who is intending to use photographic filming equipment should register at the event through the photographic registration form and read the club photography/film guidelines.

Copies of the Register are retained for five years;

It is helpful for the event organisers to provide some indication e.g. a sticker for each registered camera, or badge to be displayed by the spectator to help others recognise those who have registered, and respond to those who do not appear to have registered



### **Images of Elite Young Athletes:**

As young athletes progress higher up the competitive ladder within their sport, elite level events are increasingly likely to take place in a public arena. Archery GB and Event organisers will quite reasonably seek publicity to positively promote their sport, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. Archery GB and Organisers retain their duty of care to these athletes and a responsibility to safeguard them. In respect of some elite young athletes aspects of the more general guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable.

It is important that other aspects of this guidance (for example about the nature, content and use of images; and about ensuring that photography sessions are supervised) are considered and applied. It is important for the athletes; their parents and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions. Young elite athletes and their parents should be supported by the sports organisation and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increase public profile.



Introduction

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Good Practice

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External Photographers

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Parents/Carers/Spectators

### Wording for Photographic Registration

In line with the recommendation in the Archery GB Safeguarding Children and Young People Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with Event Organiser/Club Official at the spectator desk before carrying out any such photography. If parents/carers have any particular concern about their child/young person being photographed or filmed they should notify the organisers

Lough Cuan Bowmen reserves the right to decline entry to any person unable to meet or abide by our conditions.

If you are concerned about any photography taking place at this event, please contact the a Club Official who will be pleased to discuss this matter with you.



# 7: Social Media

## Section 7

In this section you will find information on:

- The purpose of our social media policy
- How we use social media in LCB
- Good practice guidelines
- Tips for keeping safe



This section should be read in conjunction with:  
AGB Social Media Guide



**Purpose**

Usage

Good Practice

Keeping Safe

**Purpose**

This section sets out social media guidelines for our club members and connected participants to help them understand the acceptable standards of use of social media in Lough Cuan and the wider archery community. It sets out best practice designed to assist everyone in understanding what the benefits along side the potential risks are in using social media and how these can be managed. It is by no means exhaustive and should be read in conjunction with Archery GB, ‘Public Social Media Procedures’ and our club safeguarding policies and codes of conduct.

Social media is a dynamic, constantly-evolving form of communication that allows people to take part in online communities, generate content and share information with others. Users can now access interactive services across a multitude of services and devices, such as smart phones, tablet devices, game consoles, smart watches and personal computers.

**Definition**

‘Social media’ is a collective term referring to the latest generation of interactive online services such as blogs, discussion forums, podcasts and instant messaging. Social media includes some of the following:

- social networking sites e.g. Facebook, Piczo, Hi5 and MySpace, WhatsApp
- micro-blogging services e.g. Twitter
- video-sharing services e.g. YouTube
- photo-sharing services e.g. SmugMug, Flickr
- messenger services e.g. blackberry messenger, WhatsApp.

**Usage**



Social media services are particularly popular with children, young people and young adults, as they offer opportunities to be creative, connect with friends all over the world and share interests. Though it would be fair to say most generations are becoming more ‘connected.’

At Lough Cuan we are passionate about archery and what we do as a club. We believe in open communication and see social media as an opportunity to tell others about archery and share our passion. Therefore, as a club we are keen to embrace these new and emerging technologies.

Purpose

Usage

Good Practice

Keeping Safe







While there are multiple social media platforms, at Lough Cuan there are 5 that we use for official club communication:

- Facebook
- Twitter
- Instagram
- Website
- Messenger.

While sometimes not categorised under a specific social media platform, we also use e-mail and texting.



**As a club we use social media to:**

-  **Promote** the benefits of archery sport and recreational past time to children and young people and adults.
-  **Connect** with and promote archery to our local community and beyond.
-  **Engage** with our membership and the wider archery community in a creative and dynamic medium where users are active participants.
-  **Disseminate** messages about club, local, regional and international archery competitions, club events, training and coaching events etc.
-  **Share** and celebrate the achievements and successes of all club members at every level.
-  **Promote** the best practice in archery through the sharing and promotion of articles and videos etc to encourage archers to reflect on and engage in discussion on archery matters.



Purpose

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Usage

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**Good Practice**

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Keeping Safe

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 **So what can I do?**

Our social media platforms are open for members to engage in the positive ways referenced above if they enjoy those aspects of communication.

**Some things to do online:**

-  Social media is meant to be fun, informal and interactive so keep this in mind when creating your posts and tweets.
-  Make your posts friendly and welcoming.
-  Post content that is relevant to archery and Lough Cuan, exchange shooting tips, what you enjoy about archery, successes, achievements, photos and videos etc.



-  Check our pages regularly as we tend to update pages on a regular basis.
-  Do respond appropriately to any messages, notifications or posts that you have put up on our social media sites.
-  Interact with club members by sharing or retweeting any content you may find interesting, this will also encourage other users to do the same for you and will also help to spark up conversations.
-  If there is something that concerns you, then contact a committee member or parent and let them know about it.

Purpose

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Usage

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Good Practice

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**Keeping Safe**

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Our social media platforms give you the opportunity to celebrate your successes and achievements, connect with friends in the archery community and share information and fun stuff about archery. However, while these new ways of communication are changing the way we interact and ‘talk’ to each other and others in the archery world, they can sometimes lead to problems or misunderstandings.

In order to ensure our members, have a positive experience online we have come up with a few guidelines to provide helpful and practical advice for you when using our social media platforms.



### Some things to think about



We have our safeguarding policies and codes of conduct and your online activity should comply with these and you should take a bit of time to look at the parts that apply to you.



Social media platforms will have their own terms and conditions of use and you must comply with them first and foremost. For example, some will have age restrictions, Facebook does not permit young people under the age of 13, therefore LCB will not ‘accept’ members under this age in our Facebook group.



Remember when you comment or post online it is your view you are giving, only the committee members are an official spokesperson for the club and can make an official comment on club matters.



You are personally responsible for the content you publish on club media sites and please remember that the internet never forgets. This means everything you publish will be visible to the world for a very, very long time, even if you delete the post or photo.



A wee bit of common sense goes along way. Think carefully before you post, if you are about to post something (a comment or picture) that makes you even the slightest bit uncomfortable or you think may make another person uncomfortable, take a few minutes to read through it and delay posting it until you are sure it won’t make anyone uncomfortable. A simple rule is would you like the comment made about or the photo posted.



Never post personal details of yourself or other archers, full names, addresses, phone numbers etc.

Purpose

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Usage

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Good Practice




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**Keeping Safe**

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### Some things to think about

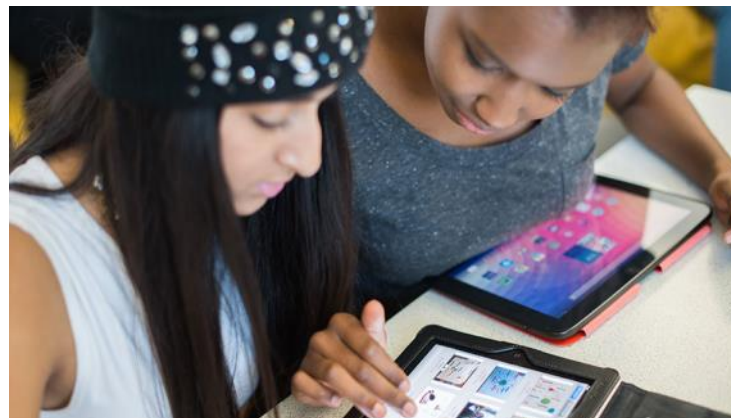
-  Become familiar with the social media app so you know what it can do for you. Regularly review your personal privacy settings so people can only read and see what you want them to read and see.
-  Respect your audience. We value other archers, clubs and organisations, so don't post comments or photos etc. which criticise or portray them in a negative way.
-  Please respect copyright. If it is not yours, don't use it. It is very simple. It is that person's choice to share his or her material with the world, not yours. Before posting someone else's work, please check with the owner first.



We reserve the right to remove any material or posting you make on our Social Media if, in our opinion, such material does not comply with our safeguarding and code of conduct guidelines and our acceptable use guidelines above.



Where our Social Media contains links to other websites and resources provided by third parties, these links are provided for your information only. We have no control over the contents of those websites or resources, and accept no responsibility for them or for any loss or damage that may arise from your use of them.



# 8 Appendix

## Section 8:

### Appendix

1. Relevant Archery GB Safeguarding and Good Practice Guidance
2. Relevant stakeholder organisations.
3. The Legislative context







## Appendix: 1

### Archery GB Safeguarding and Good Practice Guidance

Safeguarding Children and Young People Policy and Procedures—21996

Safeguarding Children and Young People Guidance Documents (SCGs)

A: SCG 01(a) Duty of Care (England and Wales)

B: SCG 01(b) Duty of Care (Northern Ireland)

C: SCG 02 Reporting and Dealing with Concerns about Poor Practice

D: SCG 03 Safe Recruitment and Selection Procedures

E: SCG 04 Abuse of Position of Trust in Sport

F: SCG 05 Photographing and Filming Children and Young People in Sport

G: SCG 06 Texting and Email Messaging

H: SCG 07 Away Trips and Hosting

#### Annex

Annex A to SCG04 Abuse of Positions of Trust in Sport-18106

Annex B to SCG04 Abuse of Positions of Trust in Sport-18107

Annex C to SCG04 Abuse of Positions of Trust in Sport-18108

Annex D to SCG04 Abuse of Positions of Trust in Sport-18109

#### Safeguarding Children and Young People Forms (SCFs)

J: SCF 01 Consent Form

K: SCF 02 Accident Report Form

L: SCF 03 Incident Report Form

M: SCF 04 Safeguarding Incident Report Form

N: SCF 05 Photography & Filming Consent Form

#### Safeguarding Children and Young People Flow Diagrams (SCFDs)

P: SCFD 01 Concerns about Possible Abuse

Q: SCFD 02 Concerns about Possible Poor Practice

#### Code of Conduct

Code of Conduct Adult Archers 220001

Code of Conduct Young Archers 22002

Code of Conduct Coaches, Leaders and Officials 22003

Code of Conduct Spectators, Parents and Carers 22004

Code of Conduct AntiBribery-20280

Code of Conduct Smoking-22008

Club Safeguarding Officer

Annex A: Case Examples

Annex B: Research

Annex C: Legislation

Annex D: Further Information and Support

**Appendix: 2**

Useful Contacts



[Child Protection in Sport Unit - https://thecpsu.org.uk/](https://thecpsu.org.uk/)



**Sport NI Safeguarding**

<http://www.sportni.net/about-us/safeguarding/>



**Archery GB**

<http://www.archerygb.org/support/services/safeguarding/>



**Safeguarding Board Northern Ireland**

<http://www.safeguardingni.org/>



**NSPCC**

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

<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/northern-ireland/>



**Department of Health**

<https://www.health-ni.gov.uk/topics/social-services/child-protection>



**Department of Education**

<https://www.education-ni.gov.uk/topics/support-and-development/child-protection-and-safeguarding>

<https://www.education-ni.gov.uk/articles/protecting-and-safeguarding-our-children>



**PSNI Child Protection**

[https://www.psni.police.uk/advice\\_information/child-protection/](https://www.psni.police.uk/advice_information/child-protection/)

## Appendix: 3 The Legislative Context

### The Legislative Context



Obligations to safeguard children and young people and promote their welfare are contained in both international and domestic law. It is for each organisation and/or individual to be aware of the legislation and how it applies to them, or can be used by them in their work to safeguard children and young people.

The [United Nations Convention on the Rights of the Child](#) is an international human rights treaty setting out the civil, political, economic, social and cultural rights of the child. It provides the overarching framework to guide the development of local laws, policies and services so that all children and young people are nurtured, protected and empowered. Each of the 41 Articles in the Convention detail a different type of right, all of which interact to form one integrated set of rights for children and young people. All Articles of the Convention are important and inter-relate to each other: those Articles with particular relevance for this policy include:

- **Article 3 (Best Interests of the Child)** the best interests of the child must be a primary consideration for all actions concerning children taken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies. This includes ensuring the child is given the protection and care necessary for their well-being, taking into account the rights and duties of others towards them. Organisations, services and facilities responsible for the care or protection of children must conform with appropriately set standards.
- **Article 4 (Protection of rights)** Governments have a responsibility to take all available measures to make sure children's rights are respected, protected and fulfilled. This involves assessing their social services, legal, health and educational systems, as well as funding for these services. Governments must help families protect children's rights and create an environment where they can grow and reach their potential.
- **Article 12 (Voice of the Child)** A child who is capable of forming his or her own views has the right to express those views freely in all matters which affect them, those views being given due weight in accordance with their age and maturity. This is particularly the case for any judicial and administrative proceedings affecting them. A child can either give their views directly, or have their views represented appropriately on their behalf.

## Appendix: 3 The Legislative Context



- **Article 19 (Protection from all forms of violence):** Governments should ensure that children are properly cared for and their right to be protected from harm and mistreatment is upheld.
- **Article 20 (Children deprived of family environment):** Children who cannot be looked after by their own family have a right to be looked after properly by people who respect their ethnic group, religion, culture and language.
- **Articles 34 and 36 (Exploitation):** Governments should protect children from all forms of exploitation.
- **Article 39 (Rehabilitation of child victims):** Children who have been harmed should receive help to recover and reintegrate into society.

Children and young people have the right to express their opinions and to have those opinions heard and acted upon when appropriate. The child's views, however, will not necessarily determine the course of action to be taken, as ultimately, those with [parental responsibility](#) are responsible for keeping the child safe and must act in the best interests of the child. The Convention obliges States to encourage and support parents to exercise their parental responsibilities. However, if parents neglect their responsibilities or are unable to provide a satisfactory standard of care, the State is obliged to intervene to make decisions and take actions to safeguard children and young people when it is necessary to do so.

The [Children \(Northern Ireland\) Order 1995](#) (the Children Order) is the principal statute governing the care, upbringing and protection of children in Northern Ireland. It applies to all those who work with and care for children, whether parents, paid carers or volunteers. The Children Order provides the legislative framework within which this policy operates. It covers the full range of safeguarding activity contained in Figure 1 above, including the promotion of a child's welfare, assessment of a child's needs, provision of support for children and families, protection of children, and powers to assume or secure parental responsibility for children when required. Each of these duties and powers is discussed more fully within this policy.

The [Human Rights Act \(1998\)](#) incorporates the [European Convention on Human Rights \(ECHR\)](#) into UK legislation. State authorities must use their powers reasonably and proportionately to protect children and young people, and the ECHR holds them responsible for inhuman or degrading treatment inflicted within their jurisdiction. Professionals across all public authorities, including government departments, local councils, hospitals, schools and the police must respect the ECHR, as must private bodies in specific circumstances.

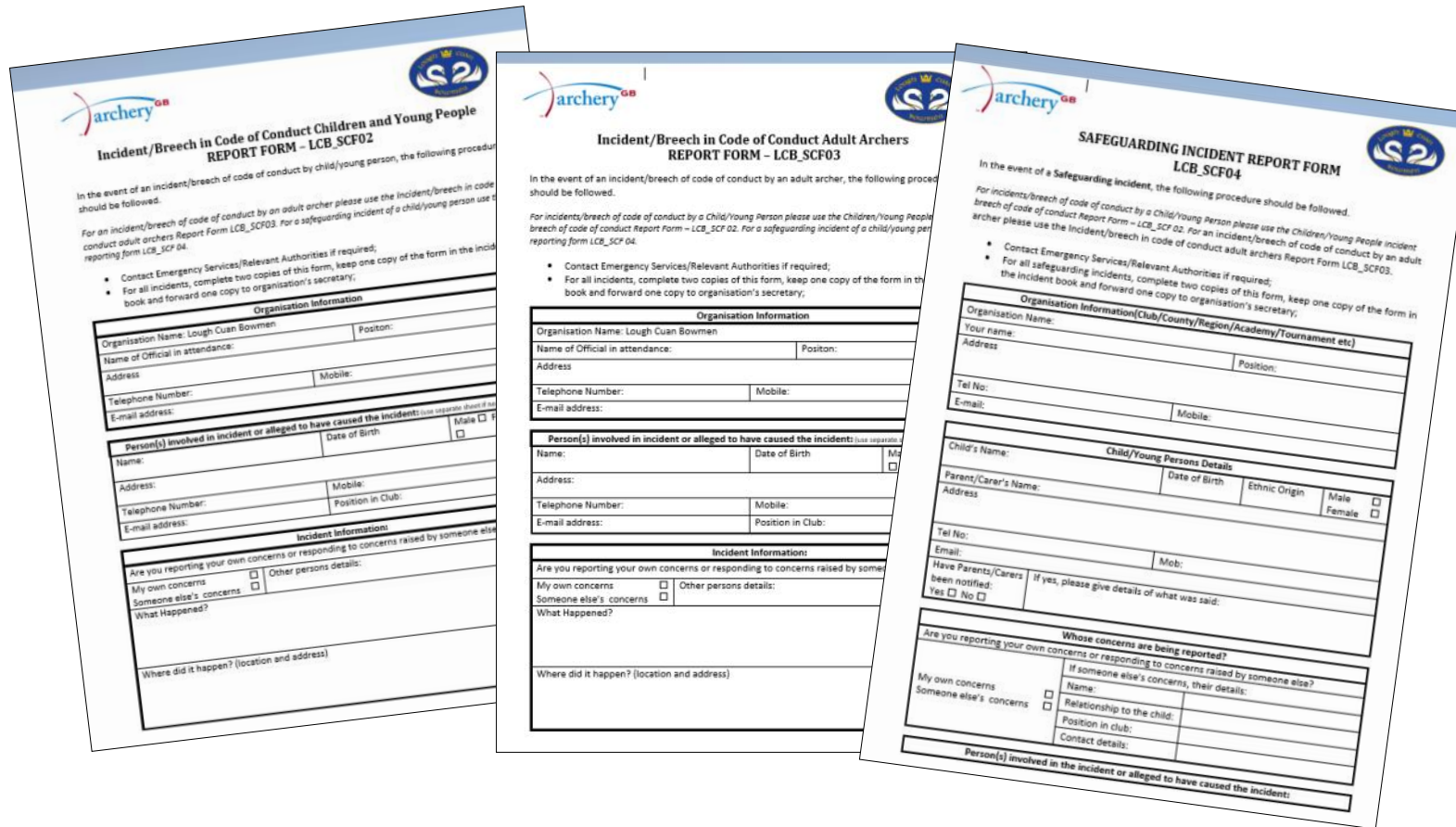
### Appendix: 3 The Legislative Context












The [Safeguarding Vulnerable Groups \(Northern Ireland\) Order 2007](#) as amended by the Protection of Freedoms Act 2012 provides the legislative framework for the establishment of a Disclosure and Barring Service and requirements relating to individuals who work with children and vulnerable adults. This legislation defines ‘regulated activity’ with children and prevents persons on barred lists from engaging in regulated activity.

The [Children’s Services Co-operation Act \(Northern Ireland\) 2015](#) places a requirement on individuals and organisations providing children’s services to children to co-operate with each other to devise and implement cross cutting strategies. The Act is key to ensuring improved outcomes for children by supporting, enhancing and encouraging co-operation so that services are integrated from the point of view of the child or young person.

## Appendix: 4 Safeguarding and Code of Conduct Forms



The image displays three overlapping forms from Archery GB. The leftmost form is titled 'Incident/Breach in Code of Conduct Children and Young People REPORT FORM - LCB\_SCF02'. The middle form is titled 'Incident/Breach in Code of Conduct Adult Archers REPORT FORM - LCB\_SCF03'. The rightmost form is titled 'SAFEGUARDING INCIDENT REPORT FORM LCB\_SCF04'. Each form includes sections for 'Organisation Information', 'Person(s) involved in incident or alleged to have caused the incident', and 'Incident Information'. The forms are designed to be filled out in the event of an incident or breach of code of conduct.

	 Safeguarding Policy	 A Duty of Care	 Understanding Abuse	 Responding to Concerns	 Code of Practice	 Photography & Film	 Social Media	 Appendix
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# Shoot Safe Stay Safe



Lough Cuan Bowmen