



## **WFAA CHILD AND VULNERABLE PERSON PROTECTION POLICY**

### **Assurance Statement**

This Policy seeks to assure the Welsh Field Archery Association (WFAA) Committee and its members insofar as is reasonably practical, that children and vulnerable adults who undertake activities within the WFAA are protected from abuse in any form under the WFAA and affiliated Clubs' Duty of Care. (Documents defining the WFAA's and affiliated clubs' Duty of Care can be found in Appendix 1 of this Policy document).

### **Policy statement**

The WFAA has a duty of care to any child or vulnerable adult who undertakes activities within the organisation. As such, no child or vulnerable adult may be involved with any WFAA activity, unless, accompanied by a parent, guardian, responsible family member or appointed adult (for example a paid carer) at all times. This includes, practice, training sessions, classifications, National Events or social events at clubs.

### **Responsibilities**

It is the responsibility of the WFAA Committee to adopt this policy and to ensure that these guidelines are received by each WFAA affiliated club whose responsibility it is to adopt this Policy and to ensure that it is complied with.

This Policy will be reviewed by the WFAA Committee every two years unless changes in guidance or legislation require an earlier review. The guidelines will be disseminated to WFAA affiliated clubs via the Club Secretaries and reinforced by the clubs' risk assessments which should be tailored to the individual club's activity provision, facilities and needs.

The WFAA will name a member of the Committee, or other suitable senior member of the WFAA who may be required to report to the WFAA Committee, to carry out the role of Safeguarding Officer. The current Safeguarding Officer is Ms Paula Ainsworth-Bibey.

It is the responsibility of the Safeguarding Officer to update this policy and guidelines in line with best practice and to support each WFAA affiliate club with its actions under this Policy. The Officer is also responsible for informing all members on appropriate safeguarding practices through the WFAA website.

It is the responsibility of the Coaching Officer to discuss this Policy at all appropriate events.

## **Policy**

It is the responsibility of each affiliated club committee to ensure that no unsupervised children or vulnerable adults are permitted to take part any field archery activity at their club, or any other event arranged by the club and it must be explained to parents/guardians/appropriate adults why their charge cannot be left unsupervised.

## **Photography**

No photographs or films may be taken at and WFAA or affiliated club event without the consent of the child, vulnerable adult AND their parent/guardian. (Helpful documents relating to this are contained in the appendices following this Policy. See Appendix 5).

## **WFAA Child Protection Procedures**

### **1. Responding to Incidents**

It is not expected that club members or instructors/coaches will have the specialist skills required to respond to a child, vulnerable adult or witness who reports abuse nor to know what to do should abuse or suspected abuse be reported to them.

Each WFAA affiliated club should have an appointed Child Protection Officer to whom safeguarding concerns should be reported. This CPO should receive appropriate safeguarding training.

The sequence of steps for managing any safeguarding incident or allegation are provided step by step for clubs to follow. This is presented in matrix form in App 2 of this Policy document and should be adhered to rigorously. Following this is an example of an appropriate Child Protection Incident Report Form – see App 3.

The WFAA appointed Child Protection Officer will have had necessary training to support clubs and will be available to respond to any incidents or queries. Any issue therefor will be directed to the WFAA Child Protection Officer for management and response once the above steps have been taken.

### **2. Expected Behaviour**

All members of the WFAA are encouraged to demonstrate exemplary behaviour to promote the welfare of all children and vulnerable adults who come into contact with members of the WFAA. This includes behaviour, choice of language and dress code.

### **3. Bullying**

The WFAA Committee will not tolerate any form of bullying towards any member of the Association. Any reported bullying will be dealt with seriously and formally through the complaints' procedure (see steps below).

#### 4. Complaints

Any complaints regarding behaviour of a WFAA member should be referred to the Child Protection Officer who will investigate the incident/s with the assistance of the relevant Club Chairperson/President (unless the complaint has been lodged against such people when another WFAA Committee member will be asked to assist). A report will then be submitted to the WFAA Committee for advice and possible action. (A standard incident report form for use by clubs can be found in Appendix 3 of this Policy document).

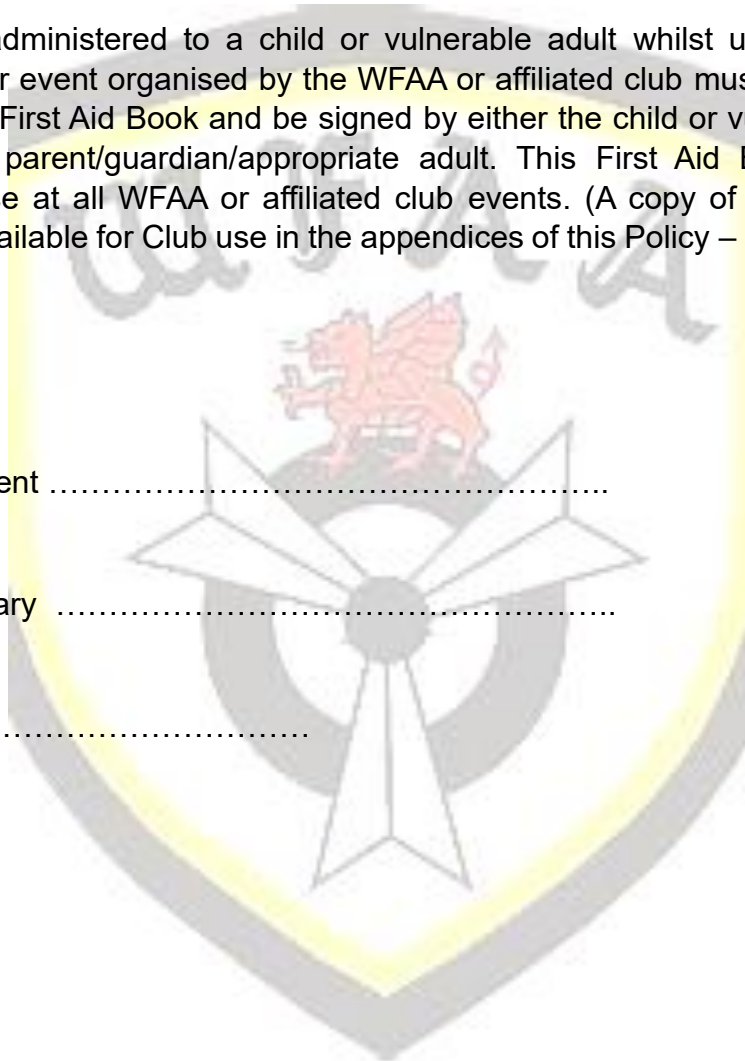
#### 5. First Aid

Any First Aid administered to a child or vulnerable adult whilst undertaking Field Archery or other event organised by the WFAA or affiliated club must be recorded in the designated First Aid Book and be signed by either the child or vulnerable adult if able AND the parent/guardian/appropriate adult. This First Aid Book should be available for use at all WFAA or affiliated club events. (A copy of such a First Aid Document is available for Club use in the appendices of this Policy – see Appendix 4).

Signed President .....

General Secretary .....

Date .....



## **WFAA DBS Statement**

### **DBS Checks**

DBS checks may be required by either the WFAA Coaching Officer or by the WFAA Insurance. Processes will be implemented as the requirements are identified.

The WFAA appreciates that the DBS results are only valid up to the date that they were issued and in some cases in the area in which they are issued. A DBS check is not a guarantee of the character of the individual reported on it.

### **Instructors/Coaches**

It is the responsibility of each WFAA affiliated club to ensure that each instructor/coach should possess a current DBS check report and/or current First Aid qualification should their position/qualification require it. It is strongly suggested that affiliated clubs maintain an up to date record of the club members conducting coaching/instructing at their clubs and those with a role involving children or vulnerable adults. This record should include details of coaching qualifications, DBS checks, First Aid Qualifications and their renewal dates. It should be checked regularly by an appointed Club Officer. (An example of Club Coach/Instructor Record sheet is available to clubs in Appendix 6 of this Policy document).

It is the responsibility of each WFAA affiliated club to ensure that no coach/instructor is left alone with any child or vulnerable adult, even for the shortest length of time. When a coach/instructor is in loco parentis then another coach/instructor/adult should be present at all times to avoid allegations of abuse or inappropriate behaviour; in essence to protect the coach/instructor and vulnerable person.