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Scottish Archery Association

Child Protection Policy

1 Introduction

Scottish Archery Association (SAA) is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Members and employees will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines the SAA's commitment to protecting children.

The SAA recognises that Archery GB has published and implemented its own Child Protection policy, but this does not take into account that Child Protection is a devolved matter for the Scottish Parliament.

This policy takes cognisance of the current Child Protection legislation in force in Scotland, at the time of writing, namely the Protection of Children (Scotland) Act 2003 and the Protection of Vulnerable Groups (Scotland) Act 2007.

The SAA recognises that having a criminal conviction will not automatically debar a member from working with children or young people within an archery context.

These guidelines are based on the following principles:

- The welfare of children is the primary concern. Under the terms of the current legislation a Child is defined as a person who has not yet reached their eighteenth birthday.
- All children and young people, whatever their age, disability, gender reassignment, race, religion or belief, sex and sexual orientation or socio-economic status have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

The SAA will:

- Promote the health and welfare of children by providing opportunities for them to take part in archery safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Recruit, train, support and supervise its staff and members to adopt best practice to safeguard and protect children from abuse and to

reduce risk to themselves.

- Require employees and members to adopt and abide by this Child Protection Policy and all associated procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and all associated procedures.

This policy and the individual Appendices (in word format) will be available for download from the SAA website.

2 Definitions and Role Descriptions

For the purpose of this policy and associated guidelines, the following definitions will apply.

'Archery GB' means the trading name of the Grand National Archery Association a Company Limited by Guarantee, no. 1342150, registered in England

'Athlete Support Personnel' (ASP) means any member who assists with regulated work, but does not hold a coaching qualification.

'Board' means the whole Board of the SAA.

'Child' means a person under the age of 18 years.

'Child Protection Officer'(CPO) means the nominated person acting on behalf of the SAA or club whose responsibility is to deal with child wellbeing/child protection matters

'Club' means a constituted Club, whose members have affiliated to Archery GB and the SAA.

'Coach' means any member who has undertaken formal training and has gained and holds a current Level 1, Level 2, County Coach or Senior Coach qualification.

'Member' has the same meaning as defined in the Articles and Bye-laws of the SAA as current from time to time

'Regulated work' means regulated work with children as defined by [Schedule 2 of the Protection of Vulnerable Groups \(Scotland\) act 2007](#)

'SAA' means the Scottish Archery Association, a Company Limited by Guarantee, no. 389745, registered in Scotland

For the purpose of this policy, the following role descriptions will apply to applications made for membership of the PVG scheme:

- Child Protection Officer (providing advice to children)
- Coach (Working with children)
- Athlete Support Personnel (Working with children)

3 Information Sharing

The Data Protection Act 1998 requires that members are informed about how their personal information will be used. For the purposes of child wellbeing/child protection matters, the SAA and/or a club may share information about a member with each other and/or Archery GB where they have been alerted to circumstances that might affect a members status as a member of the PVG scheme for regulated work with or their suitability to carry out the regulated work role for which they have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the nominated Child Protection Officers of the SAA and club.

4 Suspension of membership and discipline

Where information is received from:

- a. Disclosure Scotland that a member or employee of the SAA is being considered for barring or has been barred from working with children; or
- b. a significant incident form is received regarding the conduct of a member or employee of the SAA towards a child;

the SAA Child Protection Officer will immediately notify the Head of Member Services, who will in turn immediately notify the Archery GB Case Management Referral Panel, with a recommendation to either suspend that member's coaching licence and/or their Archery GB membership.

Where suspension of Archery GB membership is recommended, the member's SAA membership will also be suspended.

In cases where there is no police or social work inquiry and the SAA CPO's initial assessment is that a disciplinary investigation should be conducted, then such an investigation will be conducted in line with the SAA Disciplinary policy, in force at that time.

In cases where there is to be a police or social work inquiry, then a disciplinary investigation will only be carried out at the conclusion of the inquiry.

5 Communication and security of documents

No document, once completed, which contains the personal information of a child or member (e.g. significant incident form, self declaration form) will be transmitted by email.

Such documents will be sent to the recipient by mail and clearly marked 'Private and Confidential'

Where information is kept as a computer record, the information will be kept on an encrypted memory stick and only accessed by those authorised to see it in the course of their duties

Any printed document, once completed, relating to child protection or PVG issues will be kept in a secure place and treated as confidential.

6 Review

This policy will remain in force for a period of 3 years from the date of publication

Prior to the end of the 3 year period, or earlier if required by any enactment of law, this policy will be reviewed by the Director of Member Services.

When reading this policy the following policies should also be referred to

Recruitment of Ex-offenders policy

PVG Handling policy

Making a referral policy

Discipline policy