

# WTSF – PP.0035v1

## Safeguarding (Child Protection) Policy, Procedures & Guidance

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## FOREWORD

### Defined Terms

**Carer :** A carer is someone who has the responsibility for providing or arranging care for someone else who, because of long term illness or disability or age, is not able to care for themselves.

**Case Management Board:** A small group of appropriately qualified WTSP appointed people (co-ordinated by the WTSP Lead Safeguarding Officer) to oversee safeguarding matters.

**Children:** A child is anyone who has not yet reached their 18th birthday. The term 'children' therefore means 'children and young people' throughout.

**Child protection:** Particular activity undertaken to protect specific children who are suffering or are at risk of suffering significant harm as a result of abuse or neglect.

**Disabled:** The Disability Discrimination Act (1995) defines a person as having a disability 'if the person has a physical or mental impairment which has substantial and long-term adverse effect on their ability to carry out normal day to day activities'.

**In loco parentis:** In loco parentis (from Latin meaning 'in place of a parent') is a legal term and refers to a person who has been given explicit permission to assume parental responsibility for a child by his or her parents or legal guardian.

**Regulated activity:** For the purposes of identifying roles or individuals qualifying for Disclosure and Barring Service Check, regulated activity is defined as: involving contact with children or adults at risk and is of a specified nature (e.g. teaching, training, coaching, care, supervision, advice, medical treatment or in certain circumstances transport) on a frequent, intensive and/or overnight basis; or involving contact with children or adults at risk in a specified place (e.g. schools, care homes etc.), frequently or intensively. For more information please click on the [link](#).

**Need to know:** In the context of sharing confidential information, disclosing details only to those people who "have to be", informed in the interests of a child or children. The factors that need to be considered when determining whether to disclose information include: the reason for sharing the information; the level of detail that needs to be disclosed; with whom the information will be shared; and whether disclosing the information is a proportionate response to the need to protect a child from harm.

**Parent:** The parent refers to the person who holds parental responsibility or the person given the responsibility for the day-to-day care of the child on behalf of the parent or an official body.

**Safeguarding:** Safeguarding refers to a range of proactive measures taken to keep children and adults at risk safe and promote their wellbeing.

**Social Services:** Throughout the procedures the generic term social services is used to represent the relevant local authority social services functions with regard to children.

## WTSF SAFEGUARDING (Child Protection) Policy

### 1 Introduction

- 1.1 Participation in shooting sports can provide valuable life experiences and has the potential to offer significant learning opportunities for children that can help develop valuable life skills as well as enhancing self-esteem and confidence.
- 1.2 Although the majority of children benefit from participation in sport, some young people have experienced abuse and/or poor practice linked to their participation. In addition, some children who are participating in shooting sports may be experiencing abuse unrelated to the sport, either at home or within the wider community.
- 1.3 Coaches, volunteers and officials are in the privileged position of having an opportunity to build strong relationships with young people in their care and are therefore ideally placed to recognise signs that a child may be being abused. This can be achieved by being alert to and aware of the risks which individual abusers, or potential abusers, may pose to children and being aware of and responding to any indicators that a child may be experiencing abuse.
- 1.4 The Welsh Target Shooting Federation (WTSF) recognises the importance of ensuring there are procedures in place that outline the appropriate steps to take in the event of a concern. In addition, it is essential to ensure there are comprehensive policies and practical guidance that promote the welfare of children and minimise any identifiable risks within the sports environment.
- 1.5 The WTSF aspires for shooting sports to be provided in an environment where individuals feel able to raise concerns and where poor practice and inappropriate behaviour can be openly challenged. This will be facilitated by championing the promotion of children's welfare and providing access to advice and training to help support staff, contractors and volunteers to understand their safeguarding responsibilities.
- 1.6 The development of WTSF policies and procedures is important to support both the WTSF and the member bodies to fulfil their duty to safeguard and promote the welfare of children in their care and ensure a consistent and best practice approach across the sport.

### 2 Background

- 2.1 The Welsh Government has adopted the UN Convention on the Rights of the Child as the basis of all work for children and young people in Wales. Seven core aims have been identified, which should inform all activities for children and young people. Young people should:
  - 2.1.1 have a flying start in life
  - 2.1.2 have a comprehensive range of education and learning opportunities
  - 2.1.3 enjoy the best possible health and are free from abuse, victimisation and exploitation
  - 2.1.4 have access to play, leisure, sporting and cultural activities
  - 2.1.5 be listened to, treated with respect, and have their race and cultural identity recognised
  - 2.1.6 have a safe home and a community which supports physical and emotional wellbeing
  - 2.1.7 not be disadvantaged by poverty
- 2.2 The WTSP can make a significant contribution to the achievement of these outcomes for children involved in shooting sports. Organisations that provide services for children (defined in the Children Act 1989 as anyone under the age of 18 years) have a duty to safeguard and promote their welfare. The [Wales Safeguarding Procedures \(2019\)](#) help practitioners apply the legislation [Social Services and Wellbeing \(Wales\) Act 2014](#) and statutory safeguarding guidance [Working Together to Safeguard People](#). They are an essential part of safeguarding children and promoting their welfare and they outline the framework for determining how individual child protection referrals, actions and plans are made and carried out. They are based on the principle that the protection of children from harm is the responsibility of all individuals and agencies working with children and families, including those working or volunteering in sport. Partnership working and communication between agencies is identified as key in order to identify vulnerable children and to help keep them safe from harm and abuse.
- 2.3 The Wales Safeguarding Procedures are made-up of 2 sections to cover the whole-life age range:
  - 2.3.1 Procedures that are specific to children
  - 2.3.2 Procedures that are specific to adults at risk **(Please see WTSP Safeguarding (Protection of Adults at Risk) Policy, Procedures and Guidance)**

And 1 section about workers:

  - 2.3.3 Procedures relating to allegations against practitioners



These sections provide clear guidance on:

- 2.3.4 Safeguarding principles
  - 2.3.5 Early intervention and help
  - 2.3.6 Duty to report
  - 2.3.7 Initial Enquiry and Responding to a Report, including timescales
  - 2.3.8 Decision Making
  - 2.3.9 Planning and Intervention
  - 2.3.10 Cross-border working
- 2.4 The implementation of this safeguarding policy, associated procedures and practice guidelines will help to minimise the risk of abuse, foster an environment where concerns can be shared, and inappropriate behaviour challenged and provide parents and carers with reassurance that they are leaving their children in a safe setting.

### **3 Statement of Intent**

- 3.1 The WTSF acknowledges the duty of care to safeguard and promote the welfare of children and is fully committed to developing robust policy and procedures that minimise the risk of children experiencing abuse within the sport setting.
- 3.2 The WTSF aims to ensure all children have a positive, enjoyable and beneficial experience, in a safe and child centred environment.
- 3.3 The WTSF recognises that safeguarding is everyone's responsibility and expects all staff, contractors and volunteers to be fully committed to promoting and implementing the policy throughout the sport.
- 3.4 The Safeguarding Children Policy and Procedures are mandatory for anyone within the sport who is involved either directly or indirectly with children as part of their role in the sport. Anyone who supplies a service for children on behalf of the WTSF must demonstrate that they have met equivalent standards as those set out in the policy and will be required to comply with safeguarding procedures and guidance for the duration of their involvement with the sport.

### **4 Core Principles**

- 4.1 The WTSF Safeguarding Policy is based upon the following fundamental principles:
  - 4.1.1 The welfare of children is paramount.
  - 4.1.2 Children's needs are the central consideration in all decision making



- 4.1.3 Children and young people, regardless of gender, sexual orientation, age, parental status, disability, religion or belief, colour, race, ethnic or national origins, or socio/economic background have a right to be protected from abuse.
- 4.1.4 There is a duty of care to safeguard children and work in partnership with relevant stakeholders (police, social services, NSPCC, children, parents/carers, other organisations) is key to meeting this responsibility.
- 4.1.5 Safeguarding is everybody's responsibility.

## **5 Legislation and Government Guidance**

- 5.1 The following are the key pieces of legislation and government guidance that are most relevant to the policy and procedures:
  - 5.1.1 [Children Act 1989](#)
  - 5.1.2 [Human Rights Act 1998](#)
  - 5.1.3 [Data Protection Act 1998](#)
  - 5.1.4 [Sexual Offences Act 2003](#)
  - 5.1.5 [Children Act 2004](#)
  - 5.1.6 [Safeguarding Children: Working Together under the Children Act 2004](#)
  - 5.1.7 [Rights of Children and Young Persons \(Wales\) Measure 2011](#)
  - 5.1.8 [Protection of Freedoms Act 2012](#)
  - 5.1.9 [Social Services and Well-being \(Wales\) Act 2014](#)
  - 5.1.10 [Wales Safeguarding Procedures and Practice Guides 2019](#)

## **6 WTsf Objectives**

- 6.1 The WTsf is highly committed to fulfilling its safeguarding responsibilities. The key objectives include:
  - 6.1.1 To ensure everyone understands their roles and responsibilities in respect of safeguarding and is able to contribute effectively to the safeguarding process.
  - 6.1.2 To ensure that all those working or volunteering with children within the sport are able to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people and able to contribute effectively to safeguarding.
  - 6.1.3 To ensure everyone has access to opportunities to learn about safeguarding at a level commensurate with their role and responsibilities.
  - 6.1.4 To promote safe practice and ensure appropriate and timely action is taken to address poor practice.

- 6.1.5 To ensure that all allegations or suspicions of abuse are reported to the police and/or social services and contribute as required to the child protection process.
- 6.1.6 To foster effective partnerships with member shooting associations to promote safeguarding and effectively manage the sport's response to any concerns.
- 6.1.7 To manage effective information sharing with other relevant agencies in the interests of safeguarding children.
- 6.1.8 To operate robust recruitment processes to help deter and prevent unsuitable people from becoming involved in the sport and ensure anyone who is subsequently considered unsuitable is removed.

## 7 WTSP Responsibilities

- 7.1 The overall responsibility for safeguarding rests with the WTSP Board who will ensure the WTSP policies and procedures for safeguarding and promoting the welfare of children comply with the [Wales Protection Procedures 2019](#). The WTSP has appointed a Lead Safeguarding Officer, who will be responsible for managing the response to safeguarding concerns and supporting the implementation of this policy. The WTSP will also ensure there is a nominated WTSP Welfare Officer for each WTSP activity or event that involves children. **(See Flow Chart Section 3 in Appendix 1-3)**
- 7.2 The WTSP will develop and monitor an implementation plan that sets out how the WTSP will work towards meeting the requirements of the [Framework for Safeguarding and Protecting Children in and through Sport](#) (NSPCC CPSU 2009).
- 7.3 The WTSP will work in partnership with Sport Wales to ensure that all concerns, allegations or suspicions of abuse in relation to any child are swiftly reported to the Police and/or Social Services and all relevant information is shared to support these organisations to fulfil their safeguarding roles.
- 7.4 The WTSP will establish a Case Management Group (CMG), which is made up of individuals with the appropriate safeguarding knowledge, skills and experience. This group will be led by the Lead Safeguarding Officer. The Group will be responsible for determining the appropriate course of action in the event of a safeguarding concern. This will include:
  - 7.4.1 Reporting of abuse cases to external authorities, if this has not already taken place.
  - 7.4.2 Agreeing any necessary interim protection measures pending the outcome of the case e.g. suspension of membership.
  - 7.4.3 Invoking the WTSP Disciplinary Procedure where necessary.

7.4.4 following through with appropriate remedial action where necessary.

- 7.5 In the event of an allegation against a WTSF staff member, contractor or other person with an involvement in the sport, the WTSF will take action to ensure young people are protected and, where appropriate will support the prosecution of individuals accused of abuse of a child/children.
- 7.6 The WTSF will work in partnership with other relevant organisations to ensure all other safeguarding related misconduct or poor practice issues/non-compliance with policy are appropriately addressed.
- 7.7 The WTSF will require Associations, as a condition of membership, to appoint a Welfare Officer who will have the key responsibility for safeguarding within their organisation.
- 7.8 The WTSF will require all adults who work or volunteer with children within WTSF Programmes, to become Welfare Officers and undergo Safeguarding training.
- 7.9 The WTSF will operate a robust, safe recruitment process and will include a requirement for all existing and new staff and members who are working with children (paid or unpaid) to complete a Disclosure and Barring Service (DBS) Check.  
**(See WTSF Recruitment Policy)**

## **8 Equality (see WTSF ED&I Policy)**

- 8.1 The WTSF recognises the importance of ensuring that this policy, the procedures and the guidance in place, ensure *all* children are protected from abuse and poor practice. The WTSF acknowledges that some children, including young people with disabilities or children from an ethnic minority community can be more vulnerable to abuse. Care will be taken to ensure safeguards are in place to take account of individual needs and recognise that there may be additional challenges that need to be addressed to help all young people raise concerns.

## **9 Safe Recruitment (See the WTSF Recruitment Policy)**

- 9.1 Although the vast majority of people seeking to work or volunteer with children do not present a risk to children, it is accepted that some individuals have inappropriate motives in seeking this type of work. Safe recruitment procedures should help to deter or prevent inappropriate individuals from gaining positions as well as clarifying the WTSF's commitment to safeguarding high standards of behaviour.

- 9.2 The WTSF is committed to applying a robust recruitment process and recruit individuals who share the WTSF values and approach to safeguarding. These procedures will apply to both paid and voluntary positions, even where there is only one applicant for a position.
- 9.3 These procedures are not applicable in the following cases:
- 9.3.1 Parents/carers whose only role is to care for their own child
  - 9.3.2 One-off volunteers who only have contact for a short period, e.g. young people on work experience, helpers at fundraising events that are always supervised by appropriately recruited and vetted individuals
- 9.4 Where it is deemed necessary for members of the WTSF Board, WTSF Staff, Contracted Service Providers and/or volunteers to have a DBS check carried out then this process will be repeated at regular intervals throughout the period of employment (paid posts) or deployment (volunteers). **(See WTSF DBS Policy)**

## 10 Codes of Conduct

- 10.1 All WTSF Board Members will be required to sign and adhere to a WTSF Board Member's Code of Conduct which includes reference to Safeguarding.
- 10.2 All WTSF Members of Staff will be required to sign and adhere to a WTSF Staff Members Code of Conduct which includes reference to Safeguarding.
- 10.3 All Contractors will be required to sign and adhere to a WTSF Contractors Code of Conduct which includes reference to Safeguarding.
- 10.4 All WTSF Volunteers will be required to sign and adhere to a WTSF Volunteers Code of Conduct which includes reference to Safeguarding.

## 11 Review and Monitoring

- 11.1 This policy will be reviewed every three years, and/or in light of any:
- 11.1.1 changes in relevant legislation and/or government guidance
  - 11.1.2 requirements of the Regional Safeguarding Boards, NSPCC Child Protection in Sport Unit & Sport Wales
  - 11.1.3 learning from serious cases
- 11.2 In addition, the WTSF will review the effectiveness and implementation of the policy and procedures by:

- 11.2.1 Monitoring compliance with the policy and procedures
- 11.2.2 Providing reports to the Board on all matters relating to safeguarding
- 11.2.3 Carrying out case reviews following the conclusion of any major child protection case within the sport
- 11.2.4 Reviewing the outcomes for the child in cases where the WTSF has taken action
- 11.2.5 Seeking the views of key stakeholders in the sport, including young people

## WTSF Safeguarding Procedures – Section A Recognising Abuse

### 1 Introduction

- 1.1 Recognising Abuse - Children and young people can be abused either through someone inflicting harm or failing to act to prevent harm. Abuse can be carried out by someone known to the child or (more rarely) by a complete stranger, and by adults and young people of any gender. It is not always easy to recognise abuse, especially as many of the indicators can have other reasonable explanations.
- 1.2 Abuse in all of its forms can affect a child at any age and its impact can be so damaging that, if not addressed, it may follow the individual into adulthood. It is important that everyone understands what constitutes abuse, indicators of abuse, what to do, and where to seek advice if abuse is suspected or alleged.

### 2 Definitions of Abuse

The [Wales Safeguarding Procedures 2019](#) provides the following definitions of abuse:

#### 2.1 Abuse: Emotional

“Emotional abuse is the ongoing emotional maltreatment of a child. It’s sometimes called psychological abuse and can seriously damage a child’s emotional health and development. Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Emotional abuse also includes: humiliating or constantly criticising a child threatening, shouting at a child or calling them names making the child the subject of jokes, or using sarcasm to hurt a child blaming, scapegoating making a child perform degrading acts not recognising a child's own individuality, trying to control their lives, pushing a child too hard or not recognising their limitations, exposing a child to distressing events or interactions such as domestic abuse or drug taking. Children who are emotionally abused are often suffering another type of abuse or neglect at the same time”.

Within sport examples of emotional abuse may include:

- 2.1.1 name-calling, sarcasm, bullying and/or racism
- 2.1.2 children being subject to constant criticism
- 2.1.3 continually diminishing a child’s efforts
- 2.1.4 placing intolerable pressure on a child to train and/or win
- 2.1.5 imposing developmentally inappropriate expectations on a child; unrealistic pressure to perform to high expectations (this may be from parents or coaches).



## 2.2 **Abuse:** Neglect

This means a failure to meet a person's basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person's well-being. Neglect can include the intentional and unintentional failure to protect a child from exposure to any kind of danger, including cold, starvation or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development.

Neglect in a sport may occur if for example:

- 2.2.1 the responsible adult failed to adequately look after children in their care, keep them safe or and/or comfortable, leading them to be placed at risk of harm for example by consistently failing to ensure the use of appropriate protective equipment or clothing suitable to adverse weather conditions.

## 2.3 **Abuse:** Physical

Physical abuse means deliberately hurting a child or young person. It can include physical restraint (such as being tied to a bed), being locked in a room, inflicting burns, cutting, slapping, punching, kicking, biting, choking or stabbing. Also, withholding food or medical attention, drugging, denying sleep, inflicting pain, shaking or hitting babies, fabricating or inducing illness.

In sport an example of physical abuse could include:

- 2.3.1 provision of performance enhancing drugs
- 2.3.2 forcing a child into overtraining, a physically exhausting and painful training regime
- 2.3.3 designing an intensity of training that fails to consider the capacity of the child's immature and growing body
- 2.3.4 controlled dieting and/or delaying puberty
- 2.3.5 hitting or slapping a child as a form of punishment

## 2.4 **Abuse:** Sexual

There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse:

- 2.4.1 Contact abuse involves touching activities where an abuser makes physical contact with a child, including penetration.



2.4.2 Non-contact abuse involves non-touching activities, such as grooming (see below), exploitation, persuading children to perform sexual acts over the internet and flashing. It includes encouraging a child to watch or hear sexual acts not taking proper measures to prevent a child being exposed to sexual activities by others meeting a child following sexual grooming with the intent of abusing them online abuse including making, viewing or distributing child abuse images allowing someone else to make, view or distribute child abuse images showing pornography to a child sexually exploiting a child for money, power or status (child exploitation).

**Grooming** is when someone builds an emotional connection with a child to gain their trust for the purposes of [sexual abuse](#), [sexual exploitation](#) or [trafficking](#). Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be any gender. They could be any age. Many children and young people don't understand that they have been groomed or that what has happened is abuse.

Within sport examples of sexual abuse:

- 2.4.2.1 inappropriate touching when supporting a coaching technique
- 2.4.2.2 taking inappropriate photographs or videos of young people
- 2.4.2.3 encouraging children to behave in sexually inappropriate ways

2.5 In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to sexually abusive situations developing. There have been a significant number of sexual abuse cases in sport, many of which have involved coaches, both male and female, who have manipulated the child and abused their position of trust.

### 3 Abuse of a Position of Trust

3.1 A relationship of trust exists where an adult, by virtue of their role, is in a position of power or influence over a young person. The Sexual Offences Act (2003) states that it is a criminal offence for a person in a position of trust defined within the scope of the Act, to engage in any sexual activity with a person over sixteen but under the age of 18 with whom they have a relationship of trust, irrespective of whether the young person has ostensibly consented to the relationship. Although the law does not currently apply to coaches and others involved in sports clubs, the WTSF considers

that it is completely unacceptable for anyone to engage in sexual activity within a relationship of trust.

- 3.2 It must be stressed that it is always the responsibility of the adult to ensure that their conduct is acceptable. Appropriate boundaries in all relationships of trust must be maintained and adults must not behave in a manner that would encourage any attraction to develop. However, in the event that a young person displays signs of attraction to the adult within the relationship of trust, this must be reported to the Lead Safeguarding Officer. If appropriate, the adult may need to remove themselves from the relationship of trust.

## 4 Indicators of Abuse

- 4.1 Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:
- 4.1.1 unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
  - 4.1.2 an injury for which an explanation seems inconsistent
  - 4.1.3 the child describes what appears to be an abusive act involving them
  - 4.1.4 another child or adult expresses concern about the welfare of a child
  - 4.1.5 unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper not typical for that child
  - 4.1.6 inappropriate sexual awareness
  - 4.1.7 engaging in sexually explicit behaviour
  - 4.1.8 distrust of adults, particularly those whom a close relationship would normally be expected
  - 4.1.9 difficulty in making friends
  - 4.1.10 being prevented from socialising with others
  - 4.1.11 displaying variations in eating patterns including over-eating or loss of appetite
  - 4.1.12 losing or gaining weight rapidly and/or without any apparent reason
  - 4.1.13 becoming increasingly dirty or unkempt
- 4.2 The above list is not exhaustive and the presence of one or more of the indicators should not be accepted as proof that abuse is taking place. It is **NOT** the responsibility of those involved to decide that child abuse is occurring. However, it is **everyone's** responsibility to be vigilant and act on any concerns in the proper way.

## 5 Bullying (see WTSP Bullying Policy)

5.1 Bullying may be perpetrated by another young person or group of people, or by an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can be split into the following categories:

- 5.1.1 Emotional - being unfriendly, excluding, tormenting (e.g. hiding belongings, threatening gestures)
- 5.1.2 Physical - pushing, kicking, hitting, punching or any use of violence
- 5.1.3 Racist - racial taunts, graffiti, gestures
- 5.1.4 Sexual - unwanted physical contact or sexually abusive comments
- 5.1.5 Homophobic - because of, or focusing on the issue of sexuality
- 5.1.6 Verbal - name-calling, sarcasm, spreading rumours, teasing
- 5.1.7 Cyber/Online - all areas of internet, such as email, social media avenues & internet chat room misuse, mobile threats by text messaging & calls.
- 5.1.8 Misuse of associated technology, e.g., camera & video facilities

5.2 In sport, bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. Signs of bullying include:

- 5.2.1 behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- 5.2.2 an unexplained drop off in performance
- 5.2.3 physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- 5.2.4 a shortage of money or frequent loss of possessions

## 6 **Poor Practice**

6.1 There are some behaviours or practices that would be considered poor practice and although highly unacceptable within the sport, would not be fully encapsulated by the definitions of abuse. Nevertheless, they must always be reported, addressed and action taken to prevent reoccurrence.

6.2 In some cases, there is a fine line between poor practice and abuse, and it may be important to seek guidance from Social Services and/or the Police before a concern is treated as poor practice. If, following consideration by the WTSP Welfare Officer, WTSP Lead Safeguarding Officer and, if appropriate, following consultation with statutory authorities, a concern is deemed to be a matter of poor practice rather

than abuse, a suitable course of remedial action should be agreed by the Case Management Group. Although it is often possible to resolve poor practice through guidance, mentoring and additional training, particularly where the individual is willing to accept their conduct was inappropriate, in some instances, poor practice concerns need to be managed as a disciplinary matter by invoking the appropriate policy and procedures.

## **7 Practices never to be sanctioned**

7.1 The following practices are known to be significant risk factors in cases of abuse and can never to be condoned:

- 7.1.1 Taking children to your home or other secluded place unaccompanied by others
- 7.1.2 Engaging in rough, physical or sexually provocative games
- 7.1.3 Sharing a room with a child
- 7.1.4 Allowing or engaging in any form of inappropriate touching
- 7.1.5 Making sexually suggestive remarks
- 7.1.6 Reducing a child to tears as a form of control
- 7.1.7 Allowing children to use inappropriate language unchallenged
- 7.1.8 Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- 7.1.9 Carrying out personal care for a child that the child can do unaided
- 7.1.10 Departing from the premises without first supervising the safe dispersal of the children.
- 7.1.11 Abusing a privileged position of power or trust
- 7.1.12 Resorting to bullying tactics, or verbal abuse
- 7.1.13 Causing a participant to lose self-esteem by embarrassing, humiliating or undermining the individual
- 7.1.14 Spending excessive amounts of time alone with children away from other adults

7.2 It may sometimes be necessary for adults to do things of a personal nature for children, particularly if they are young or are disabled. This would include tasks such as removing outer layers of clothing, tying up hair etc. These tasks should only be carried out with the full understanding and (preferably written) consent of parents and the children involved.

7.3 There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with them about what you are doing and give choices where possible. This is particularly so if you are involved in a task that involves physical contact.

- 7.4 Avoid taking on the responsibility for tasks for which you are not appropriately trained.
- 7.5 Some children, particularly children with learning disabilities or serious physical disabilities may not be toilet trained or require significant assistance to use these facilities. In some situations, this may lead to increased vulnerability both for the child and the person providing the care, particularly as some children with learning disabilities can find it difficult to set and maintain physical boundaries. Therefore, where a child requires this type of care, a parent/carer or someone trained in the provision of intimate care must be on hand to address these needs.

## **8 Incidents that must be reported/recorded**

- 8.1 In the event that any of the following incidents occur, they should be reported immediately to the appropriate WTSF Welfare Officer or WTSF Lead Safeguarding Officer, who must make a record of the incident and ensure the parents of the child are informed:
- 8.1.1 if you accidentally hurt a child
  - 8.1.2 if a child seems distressed in any manner
  - 8.1.3 if a child appears to be sexually aroused by your actions
  - 8.1.4 if a child misunderstands or misinterprets something you have done.
- 8.2 It is essential that everyone challenges poor practice, even where there is a belief that the motives of an individual are well meaning. Failure to challenge poor practice can lead to an environment where abuse is more likely to remain unnoticed.

## **WTSF Safeguarding Procedures – Section Three Responding to Reports, Disclosures and Concerns**

### **1 Introduction**

- 1.1 Child abuse concerns can arise in many different situations and contexts. It is not the role of anyone within the sport to investigate possible child abuse concerns, but it is essential that all staff and volunteers clearly understand the action that must be taken in the event of:
  - 1.1.1 A direct disclosure of abuse from a child or young person
  - 1.1.2 A disclosure from an adult of abuse that occurred during their childhood (historical or non-recent abuse)
  - 1.1.3 Observed abuse, neglect or poor practice
  - 1.1.4 Observed concerning changes in a child's behaviour, appearance or relationships, or other possible indicators of abuse
  - 1.1.5 A report from a third party (e.g., another young person or adult within the club) or via an external organisation.
- 1.2 Child protection concerns fall into two categories:
  - 1.3.1 Internal – arising from behaviour or experiences within the WTSF organisation or the wider shooting sports environment (e.g. allegations of abuse by a coach)
  - 1.3.2 External – arising outside the organisation (e.g. allegations of abuse at home or bullying in school).
- 1.3 Everyone has a responsibility to respond to any concerns about the welfare of young people - irrespective of whether the cause of the concern is internal or external - and to ensure that they take action by reporting this in line with the organisation's procedures. In some cases, sharing a concern will not trigger an investigation, but may help to build up a picture, along with information from other sources, which suggests that a child may be suffering harm.
- 1.4 If any person has knowledge, concerns or suspicions that a child is suffering, has suffered or is likely to be at risk of harm, it is their responsibility to ensure that the concerns are referred to the Lead Safeguarding Officer, Social Services &/or the Police, who have the statutory duties and powers to make enquiries and intervene when necessary.



- 1.5 The following procedures outline the steps that should be taken and provides guidance on sharing relevant information with Social Services and/or Police and other relevant organisations without delay and within agreed protocols.

## 2 Responding to a disclosure from a child

- 2.1 If a child discloses that they or another young person is being abused, the person receiving the information should:
  - 2.1.1 Stay calm and ensure that the child feels safe and is not at any immediate risk.
  - 2.1.2 Show the child that you have heard what they are saying, and that you take their allegations seriously.
  - 2.1.3 Encourage the child to talk, but do not prompt or ask leading questions. Don't interrupt when the child is recalling significant events. Don't make the child repeat their account.
  - 2.1.4 Recognise any difficulties the child may have in explaining the incidents.
  - 2.1.5 Reassure the child that they have done the right thing in revealing the information.
  - 2.1.6 Explain what actions you must take, in a way that is appropriate to the age and understanding of the child.
  - 2.1.7 Do not promise to keep what you have been told secret or confidential, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust.
  - 2.1.8 If the child indicates that she/he does not wish others to be informed about the allegations, it is important to sensitively explain why you need to share the information.
  - 2.1.9 Write down as soon as you can and no later than 24 hours what you have been told, using the exact words used wherever possible, preferably using the WTSP Incident/Concerns/Disclosure Form **(See Section 3 Appendix 5)** which will prompt you for the required information such as:
    - 2.1.9.1 Dates and times
    - 2.1.9.2 Any names mentioned
    - 2.1.9.3 To whom the information was given
    - 2.1.9.4 Information that is fact, hearsay or opinion should be noted as such
    - 2.1.9.5 Ensure the record is signed and dated.
- 2.2 Actions to avoid:
  - 2.2.1 Dismissing the concern
  - 2.2.2 Panicking



- 2.2.3 Allowing shock or distaste to show
- 2.2.4 Probing for more information than is offered
- 2.2.5 Promising to keep the disclosure secret
- 2.2.6 Speculating or making assumptions
- 2.2.7 Approaching the accused person (this may put a child at further risk and/or jeopardise a criminal investigation).
- 2.2.8 Investigation of the disclosure
- 2.2.9 Making negative comments about the accused person.

### 3 Reporting Concerns

- 3.1 Regardless of how concerns may have arisen, the person receiving the disclosure or who witnessed an incident must ensure the information is reported. They must not allow personal opinions regarding the credibility of any individual, or the information they have received, to prevent them from making the referral. They should not worry that they may be mistaken as the responsibility to make the assessment of the concern rests with the statutory agencies.
- 3.2 In the event that abuse is suspected, the concern must be reported to Social Services and/or the Police without delay and in all cases, within 24 hours. The following action should be taken:
  - 3.2.1 Report your concerns to the WTSF Welfare Officer within your organisation. If they are not available, report the matter to the WTSF Lead Safeguarding Officer or another senior person within the organisation.
  - 3.2.2 The Welfare Officer/Lead Safeguarding Officer or senior person must refer the matter without delay to Social Services and/or the Police. The police need only be called where there is immediate risk to a young person. If it is believed that there is no immediate danger, the initial referral should be made to Social Services. Concerns that arise outside office hours should be made to the Social Services Emergency Duty Service (**see Section 3, Appendix 4 for contact details**) or to the Police.
  - 3.2.3 The parent/carer will be informed at the earliest opportunity, unless this is inconsistent with the need to ensure the child's safety, but advice should be sought from Social Services as to what information should be provided to parents, by whom and when.
  - 3.2.4 If a child is at immediate risk and action needs to be taken urgently, a 999 call must be made to the Police.
  - 3.2.5 In the event that there is any uncertainty as to whether a referral is appropriate, the NSPCC helpline (0808 800 5000) or Social Services will be able to offer advice on what action to take.

- 3.2.6 In the case of historical or non-recent abuse, disclosures must still be reported to the WTSF Welfare Officer/Lead Safeguarding Officer, Social Services and/or Police, as above, as the perpetrator may continue to present a risk to other children.

## 4 Recording Information

- 4.1 Although urgent referrals should not be delayed, Social Services or Police referrals should be confirmed in writing within two working days and should include a copy to the WTSF. The report can be made using the WTSF Incident/Concerns/Disclosure Report Form (**See Section 3, Appendix 5**) which will prompt the following information:
- 4.1.1 Personal details of the child concerned including full name, age or date of birth, gender, race, ethnic origin and address.
  - 4.1.2 Details of parent/carer and an indication of what, if any, information has been shared.
  - 4.1.3 The nature of the concerns.
  - 4.1.4 How and why those concerns have arisen.
  - 4.1.5 Description of any visible injuries including bruising.
  - 4.1.6 Any observed changes in child's behaviour, relationships, etc.
  - 4.1.7 Detailed description of any account of how any injuries occurred.
  - 4.1.8 Any times and dates or other relevant information.
  - 4.1.9 A clear distinction between what is fact, hearsay or opinion.
  - 4.1.10 Full details of the person about whom the concern/allegation is made including full name, date of birth, address, relationship the child concerned and/or position held in the club, if any.
  - 4.1.11 Any information you have on the child's developmental needs.
  - 4.1.12 Information about the person making the referral, including contact details, role and relationship to the child.
- 4.2 The contact details of the social services duty officer or police officer to whom the concerns were passed, together with the time and date of the call, and any agreed action to be taken should be recorded.

## 5 Concerns within the Sport

- 5.1 Concerns that relate to WTSF staff, contractors or volunteers will be taken very seriously. Where there is a suspicion that a child has been abused by someone within the organisation, in addition to the above procedures, the individual may, in consultation with the statutory agencies, be placed under suspension pending the outcome of Social Services and/or Police enquiries.

5.2 In these cases, there may be three types of investigation:

- 5.2.1 Criminal - conducted by the police
- 5.2.2 Child protection - carried out under section 47 (1) of the Children Act 1989 by Social Services and the Police
- 5.2.3 WTSF Disciplinary - conducted by the organisation on conclusion of statutory agency investigations

5.3 The WTSF Lead Safeguarding Officer will:

- 5.3.1 Consider whether the subject has access to children elsewhere and if so, who needs to be informed.
- 5.3.2 Work closely with Social Services and Police and attend strategy meetings as required.
- 5.3.3 Provide appropriate support to children, parents, and members who are affected by an abuse situation including, where appropriate, the alleged perpetrator.
- 5.3.4 Follow up any external investigation with an internal action, if required, irrespective of the findings of a Police/Social Services investigation. (The WTSF will conduct an investigation to determine what, if any action is required to ensure children are safeguarded within the sport. Where disciplinary action is deemed appropriate, the civil standard of proof of the 'balance of probability' will be applied. Thus, the decision will rest on whether it is more likely than not that the allegation is true).
- 5.3.5 Refer to the [Disclosure and Barring Service e.g. Referrals](#) anyone who has been excluded from the sport (or would or might have been excluded if the individual had not otherwise ceased involvement in the sport) on the grounds that they harmed a child, caused a child to be harmed, put a child at risk of harm, attempted to harm a child or incited another to harm a child.
- 5.3.6 Review the case and ensure any alterations to or further preventive measures within the sport are required and addressed.

## 6 Concerns Outside the Sport

- 6.1 Many adults in sport develop positive relationships with children and young people and are ideally placed to recognise signs or indicators of concerns, or to receive a disclosure of abuse from a young person directly. It is essential that concerns coming to light within sport, but actually arising elsewhere in the child's life (e.g., at home, at school or in the wider community), are acted upon in the child's interests and reported. As with concerns within the sport such situations should invoke the same

reporting and recording responses as if the incident/concerns/disclosure related to a matter inside the sport.

## **7 Confidentiality and Information Sharing**

- 7.1 Sharing information is a critical element of safeguarding and protecting children. Consent should normally be sought from the subject/s of the information in order for it to be shared, but, in the interests of child protection, it may be necessary for information to be shared with relevant staff and volunteers within the WTSP, Social Services, and/or the Police without consent if there is reason to believe that seeking consent could place a child at risk of significant harm.
- 7.2 The WTSP will only share confidential information without consent where there is a reasonable belief that failure to disclose would place the child or others at increased risk of significant harm and/or would undermine the prevention, detection or prosecution of a serious crime.
- 7.3 All staff, members and volunteers are expected to ensure that information relating to a child protection concern is passed to the Lead Safeguarding Officer at the WTSP to enable appropriate action to be taken. It is essential that only those who “need to know” are informed.
- 7.4 The decision to share will be taken by the WTSP Lead Safeguarding Officer and/or WTSP Welfare Officer, in consultation with a senior official providing that this will not delay the referral. Confidential information will only be passed to agencies that require access for safeguarding purposes on a ‘need to know’ basis. A record will be maintained of the reason for the disclosure, to whom it was shared and the details that were provided.
- 7.5 Further information on sharing information and consent can be found here [Wales Safeguarding Procedures - consent](#)

## **8 Whistle Blowing (See WTSP Whistle Blowing Policy)**

- 8.1 Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. The WTSP supports an environment where staff and volunteers, members and their parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reports a legitimate concern to the organisation will be supported and all concerns will be taken seriously.

- 8.2 It is acknowledged that individuals are often very reluctant to report concerns through fear of negative reprisal. The WTSP will take action against anyone who has harassed or victimised a whistle-blower. The identity of individuals who wish to remain anonymous will not be disclosed, without first taking time to explain the circumstances in which the disclosure may be desirable.
- 8.3 In the first instance, poor practice concerns should be referred to the WTSP Welfare Officer or WTSP Lead Safeguarding Officer or other WTSP senior official, except where:
- 8.3.1 The whistle-blower believes there would be a risk of victimisation, either to the whistle-blower or child/children, if the matter was raised internally within the WTSP; or
  - 8.3.2 The whistle-blower has already raised the matter internally and the matter was covered up or no action was taken and the situation remains unchanged.

## 9 Media Interest

- 9.1 Incidents of child abuse can generate significant media interest. Anyone who is approached by the media should refrain from providing any information and should follow the following guidance:
- 9.1.1 Take a note of the journalist's name and contact details and whom they represent.
  - 9.1.2 Establish exactly what information the journalist requires.
  - 9.1.3 Establish whether the journalist is working to any deadlines and inform them that the matter will be referred to the WTSP to discuss a response.
  - 9.1.4 Inform the WTSP Lead Safeguarding Officer who will assist in formulating an appropriate response in consultation with senior officials and/or the WTSP Board.
  - 9.1.5 A copy of the response will be sent to the journalist and other relevant individuals.

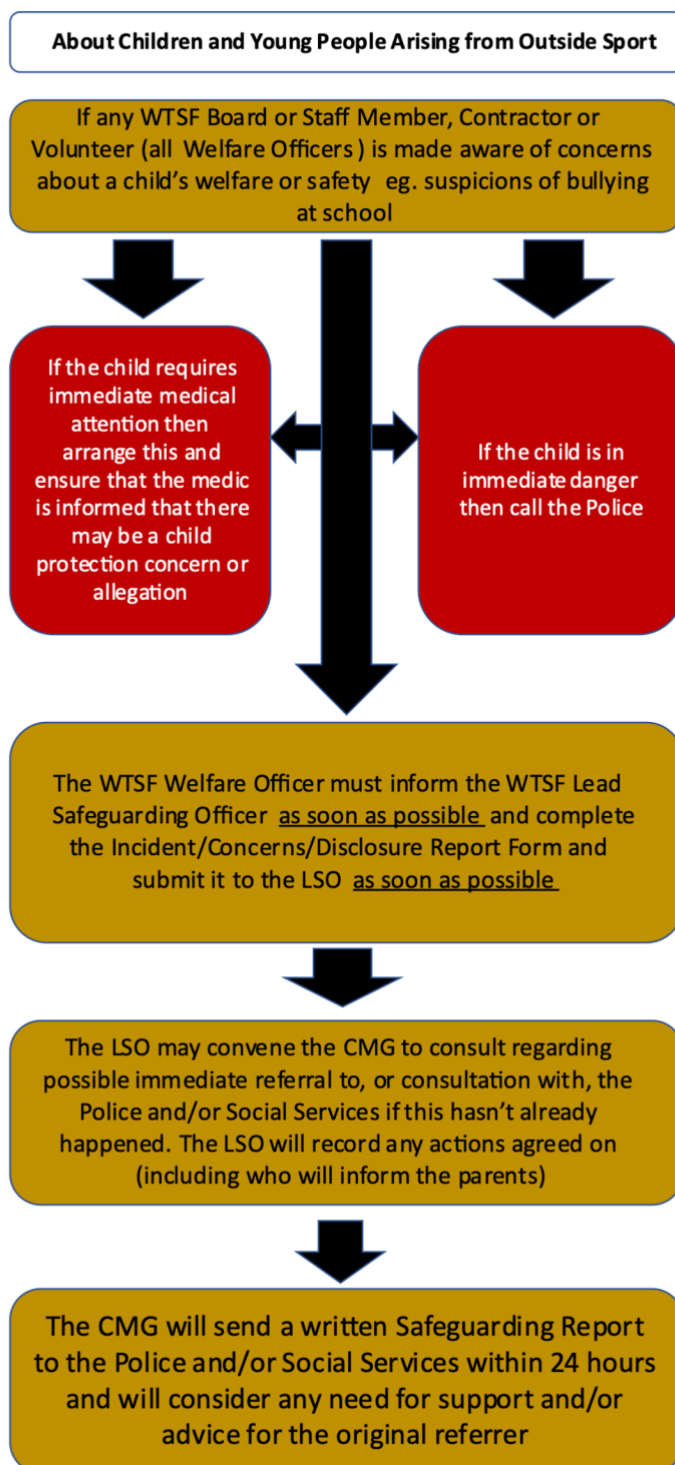
## 10 Support Services

- 10.1 Both the victim of abuse and anyone who is investigated for allegations of abuse may benefit from information about support services. It is also useful to provide this information for anyone else who has been affected by an incident of abuse, including family members, those involved in responding to the incident, and sometimes other children, parents or club members. **(See a List of Safeguarding Support Services Section 3 Appendix 4)**

- 10.2 Anyone who has made a disclosure of abuse, has been the subject of an allegation, or has been indirectly affected by an incident will be offered information on support services. **(See a List of Safeguarding Support Services Section 3, Appendix 4)**
- 10.3 Anyone within the organisation who is the subject of an abuse allegation will also be provided with contact details for support services they may require. **(See a List of Safeguarding Support Services Section 3, Appendix 4)**

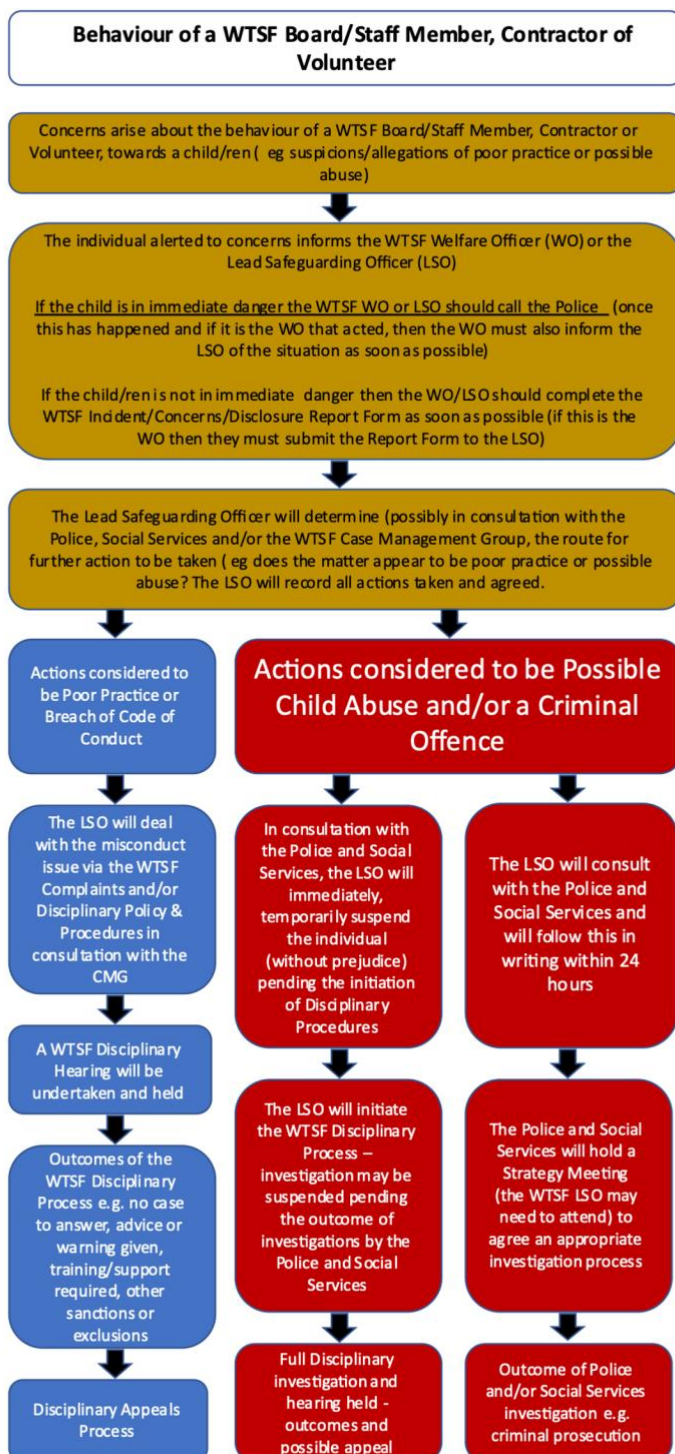


## Appendix 1

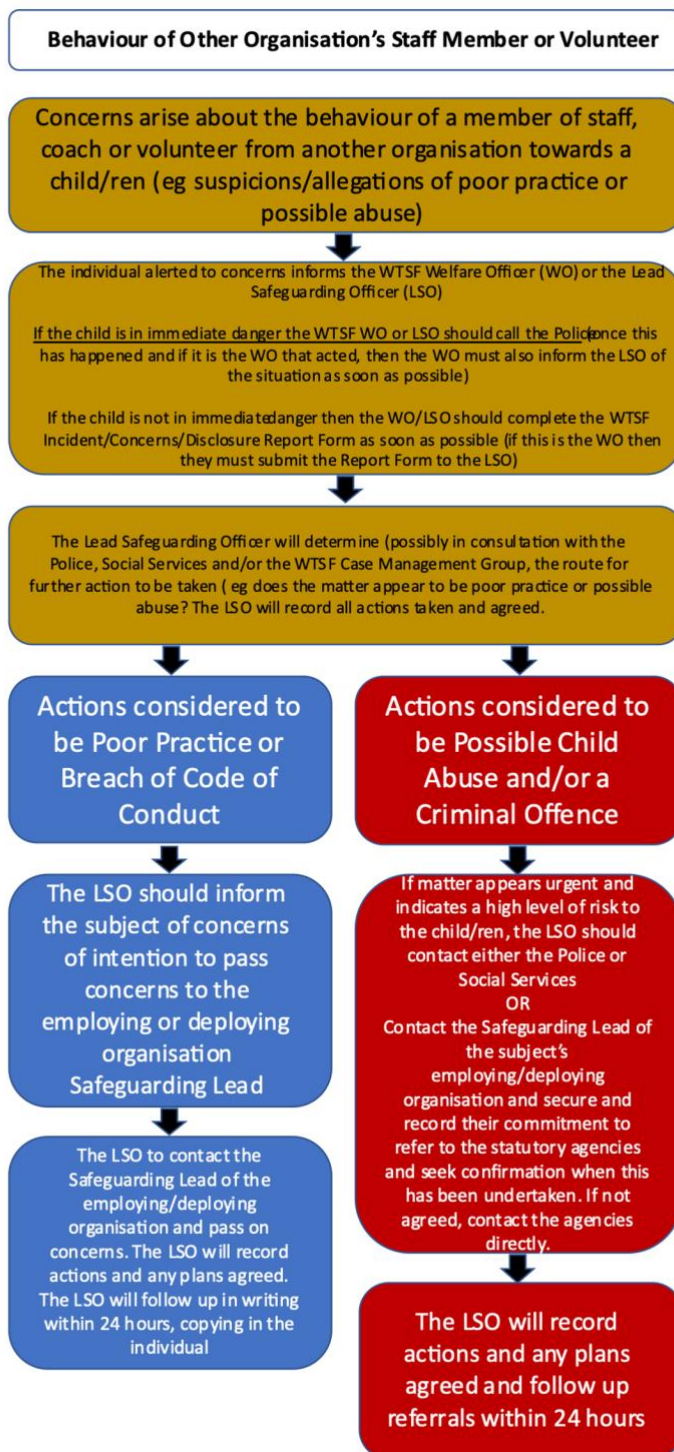




## Appendix 2



### Appendix 3



#### **4 Safeguarding/Child Protection Support Services**

- |     |  |   |
|-----|--|---|
| 4.1 | WTSF Lead Safeguarding Officer   | Name: Mr John Dallimore<br>Phone : 029 2033 4932<br>Email Address: <a href="mailto:Safeguarding@wtsf.org.uk">Safeguarding@wtsf.org.uk</a><br>Website Address: <a href="http://www.wtsf.org.uk">www.wtsf.org.uk</a>  |
| 4.2 | Social Services  | <p>There are 22 Local Authorities in Wales, each with their own Social Services (within Social Services, there is Adult Services and Children's Services). It is important to share the concerns with the local authority where the incident/abuse/concern occurred. If unsure, this can be found using the postcode of the location on this government website: <a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a> . Relevant phone numbers for office hours and the Emergency Duty Team can be found on their respective websites.</p> |
| 4.3 | Police   | Name: Police<br>Phone (Emergency): 999<br>Phone: 101  |
| 4.4 | National Society for the Prevention of Cruelty to Children (NSPCC) (Child Protection in Sport - Wales) | Name: Child Protection In Sport Unit<br>Phone Number: 029 2033 4975<br>Email Address: Email through the website<br>Website Address: <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>  |
| 4.5 | National Society for the Prevention of Cruelty to Children (NSPCC) (UK)                                | Name: NSPCC (UK)<br>Phone Number: 0808 800 5000<br>Email address: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a><br>Website Address: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>   |
| 4.6 | Childline  | Name: Childline<br>Phone Number: 0800 1111<br>Email Address: Webchat on the website<br>Website Address: <a href="http://www.childline.org.uk">www.childline.org.uk</a>  |
| 4.7 | Kidscape   | Name: Kidscape  |

4.8 Young Minds  
(Mental Health)

Phone Number: 07496 682785  
Email Address: [info@kidscape.org.uk](mailto:info@kidscape.org.uk)  
Website Address: [www.kidscape.org.uk](http://www.kidscape.org.uk)

Name: Young Minds  
Parents Helpline: 0808 802 5544  
Website Address: [www.youngminds.org.uk](http://www.youngminds.org.uk)

## 5 WTSF Safeguarding Incident Report Form

Please give as much detail as you can throughout the form, each box will expand as you click into it and type:

Date this form is being used

Date of the incident (if different)

Your name

Your role

Your contact details, phone number/s, address and email address

Child/Adult at Risk's Name

Child/Adult at Risk's Address

Child/Adult at Risk's Date of Birth

Child/Adult at Risk's Ethnic Origin

Does the child/adult at risk have a disability, additional health and/or learning needs? If so, please describe

Child/Adult at Risk's Gender

Parent/s/carers name

Parent/s/carers contact details, phone number/s, address and email address

Have the Parent/s/carers been notified of this incident?

If YES, please provide details of what was said/action agreed

Are you reporting – A Your own concerns? B Someone else's concerns or C Disclosure by the child/vulnerable adult affected?

Date, time, place and the nature of the event where the incident took place

Please provide a detailed account of the incident/concerns/disclosure here. Please explain whether you are recording this incident as fact, opinion or hearsay

Please provide the child's/vulnerable adult's account of the incident if you have one

Name/s of any witnesses to the incident/concerns/disclosure and their contact details

If there were witnesses, please provide their accounts of the incident/concerns/disclosure if you have them

Name of the person alleged to have caused incident/concerns/disclosure

Their role/relationship with the injured party (e.g., parent; coach; fellow athlete, WTSP staff etc)

Their contact details, phone number/s, address, email address (if known)



Please give details of any persons to whom you may already have disclosed this information e.g. The WTSF Lead Safeguarding Officer, a Police Officer and/or the Social Services Representative

**I hereby confirm that I have completed this form to the best of my ability, without malice or prejudice as a true account of the incident/concerns/disclosure:**

Your dated signature

**This form is to be sent to the WTSF Lead Safeguarding Officer as soon as possible after the incident/concerns/disclosure occurred, email \*.**

**You may be assured that the submission of any Safeguarding issue will be dealt with swiftly and comprehensively according to the WTSF Safeguarding Policy.**



## **WTSF Safeguarding (Child Protection) - Practical Guidance**

### **1 Introduction**

- 1.1 This practical guidance document is designed to give WTSF Staff, Contractors and Volunteers guidance in areas which have a direct connection to Safeguarding and aims to ensure that we are all working in a safe, transparent and accountable way.

### **2 Supervision Ratios**

- 2.1 It is essential that appropriate ratios for supervision are adopted, and everyone is clear of their supervisory responsibilities. Ratios of adults to children should be determined by considering age, the nature of the activity and where it is taking place.
- 2.2 For any training sessions (or other gatherings) the WTSF requires a minimum ratio of 1 adult to 10 children. \*For events away from the regular club training venue there is a higher ratio of adults to children. See the WTSF Taking Teams Away Policy\*
- 2.3 On all occasions, there must always be a minimum of two “responsible adults” present. Responsible adults could constitute a WTSF Discipline Coach and a parent for example. This ensures there is always supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child (to hospital for example). Male to Female ratios must also be considered dependent on the participant’s gender, i.e. If the group is made males and females then the responsible adults should also be represented by male/s and female/s.

### **3 Good Working Behaviour**

- 3.1 It is important that everyone within the sport is clear about what is considered acceptable conduct when working with children. All staff, members and volunteers must promote good practice and ensure poor practice is challenged. Adhering to the following examples of good practice will also help avoid positions where both the responsible adult and the child are vulnerable and create a positive environment within the sport:
- 3.1.1 Always work in an open environment (e.g. avoiding private or unobserved situations and encourage open and transparent communication).
  - 3.1.2 Treat all children fairly and with respect and dignity.
  - 3.1.3 Always put the welfare of each child first, before winning or achieving goals.
  - 3.1.4 Maintain appropriate boundaries in relationships with children and never engage in romantic and/or sexual relationships with children.
  - 3.1.5 Build balanced relationships based on mutual trust which empowers children to share in the decision-making process.

- 3.1.6 Make sport fun, enjoyable and promote fair play.
- 3.1.7 Ensure that if any form of manual/physical support is required, it is provided openly and according to WTSF Safeguarding Procedures, great care is needed, as it can be difficult to maintain appropriate hand positions when a child is moving. Young people and their parents should always be consulted and their agreement gained.
- 3.1.8 Keep up to date with all WTSF training in Safeguarding, technical skills, qualifications and insurance in sport etc.
- 3.1.9 Ensure parents/carers understand what is expected of them e.g. that they accept responsibility for transporting their child to and from the sport/activity, and for bringing and collecting their child on time.
- 3.1.10 Request written parental consent if the WTSF wish to organise group transport to an event.
- 3.1.11 Be a positive role model - this includes not smoking or drinking alcohol in the company of children.
- 3.1.12 Give enthusiastic and constructive feedback rather than negative criticism.
- 3.1.13 Recognise the developmental needs and capacity of children, avoiding excessive training or competition and not pushing them against their will.
- 3.1.14 Secure parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- 3.1.15 Secure parental consent in writing if transporting a child.
- 3.1.16 Secure parental consent in writing to enable photos or video to be used during training.
- 3.1.17 Keep a written record of any injury that occurs, along with the details of any treatment given.

#### **4 Changing Facilities**

- 4.1 The use of changing facilities can be difficult to regulate where training venues are open to the public and may be mixed gender. All shooting sport venues should develop a policy that fits with the specific circumstances in which they operate. The following principles should be adopted:
  - 4.1.1 Where a club is fully responsible for changing facilities, adults should not be permitted to get changed in these facilities at the same time as children.
  - 4.1.2 Parents should only be in the changing room to assist their child if the age group using the facilities are under-8 years old.
  - 4.1.3 Additional arrangements may be required if there are young people that require additional support in the group.
  - 4.1.4 There must be separate changing facilities or changing times for males and females.

- 4.1.5 No-one should enter changing rooms whilst these are being used by members of the opposite sex.
- 4.1.6 The use of photographic devices, including mobile phone cameras and tablets must not be permitted in changing facilities.
- 4.1.7 Codes of conduct should cover behaviour whilst using changing facilities.
- 4.1.8 Children should be aware that incidents in the changing facilities should be reported without delay.
- 4.1.9 Clubs that are unable to provide safe changing room facilities must ensure participants arrive wearing their training clothes.

## **5 Responding to Bullying (see WTSF Bullying Policy)**

- 5.1 All forms of bullying are unacceptable and will not be tolerated. It is important to ensure children are adequately supervised at all times, to help identify and take action to address any early signs of bullying. The provision of an open environment where children are encouraged to report any bullying concerns is vital in tackling bullying. The following action should be taken should any incident of bullying occur:
  - 5.1.1 Offer the bullied person reassurance and try to gain their trust
  - 5.1.2 Explain that someone in authority needs to be informed about the bullying
  - 5.1.3 Report suspicions or concerns to the Welfare Officer in the first instance or to the Lead Safeguarding Officer or any other WTSF Officer if they are present. If not then get in touch as soon as possible.
  - 5.1.4 Talk to the bully/bullies and try to get them to understand the consequences of their actions.
  - 5.1.5 Ask the bully/bullies to apologise to the victim if appropriate.
  - 5.1.6 Inform the parents of both the bullied and bullying children.
  - 5.1.7 Insist that any items taken from the bullied person are returned.
  - 5.1.8 Impose sanctions or disciplinary action if necessary.
  - 5.1.9 Encourage the bully/bullies to change his/her behaviour.
  - 5.1.10 Keep accurate records of what happened together with names of those involved and any action taken.
  - 5.1.11 Children who have been bullied will often benefit from ongoing support to deal with the impact of bullying. As well as support from the Welfare Officer, victims of bullying can benefit from peer support. It is important that parents/carers are involved as they are likely to be a key source of support. The WTSF may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person. There are also a number of charities that can provide support to children who experience bullying e.g., [Kidscape](https://www.kidscape.org.uk/).

## **6 Photography/Video and the Use of Imagery**

- 6.1 The WTSF believes it is important that parents/carers are able to celebrate the achievements of their children through photographs/film. In addition the WTSF recognises that promoting images/videos of the sport will help encourage increased participation. However, the WTSF acknowledges that there are risks to children associated with the use of photographs/videos on sports websites, social media avenues and other publications.
- 6.2 Photographs/Videos can be used as a means of identifying children when they are accompanied with personal information. This information can make a child vulnerable to an individual who may wish to “groom” the child for abuse. In addition, the content of the photo/video can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto sites showing child abuse images.
- 6.3 The WTSF does not advocate the banning of photography or filming but recognises the importance of putting in place appropriate and proportionate safeguards to ensure a safe sporting environment for children and young people and allow children (and their parents/carers on their behalf) the right to decide whether their photograph/video is taken, and how the images may be used.
- 6.4 The WTSF permits spectators and accredited professional photographers to take photographs at WTSF events, but requires those organising such events to regulate the taking of photographs and apply, as a minimum, the following safeguards:
  - 6.4.1 Children and parents/carers should be informed that photography will be permitted at an event and if professional photographers will be present.
  - 6.4.2 If the media or professional photographers are present at the event, the event organiser is responsible for making sure children and their parents/carers are fully informed why photographs are being taken, where and how they will be published and for obtaining the necessary consents.
  - 6.4.3 Spectators wishing to take photographs will be required to register with the event organiser the intention to use photographic and video equipment and must acknowledge that the images are for private use and not for publication.
  - 6.4.4 Professional photographers/filming/video operators wishing to cover an event will need to apply for accreditation by the event organiser at least 10 working days before the event. The accreditation process will require proof of professional identification details, which should be verified with the issuing authority prior to the event.

- 6.4.5 Anyone who is registered to take photographs will be issued with a photography pass, which they will be required to display at all times during the event.
- 6.4.6 A public announcement will be made, prior to the start of the event, outlining the specific details concerning photographic/filming equipment registration. This will also be published prominently in event programmes. The recommended wording is: 'In line with the recommendation in the WTSF Policy, the organisers of this event request that any person wishing to engage in any video or photography should register their details with staff at the spectator desk before carrying out any such photography. The promoter reserves the right to decline entry to any person unable to meet or abide by the organiser's conditions. If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you'.
- 6.4.7 Anyone registered/accredited to take photographs will be provided with clear guidance on what is considered acceptable in terms of the appropriate imagery and conduct and any areas where photography is forbidden (e.g., changing rooms, toilet areas).
- 6.4.8 The professional photographer will not be permitted unsupervised access to children, one to one photo sessions at events or photo sessions outside the events or at a child's home.
- 6.4.9 Any concerns regarding the inappropriate or intrusive use of photographic equipment should be reported to the WTSF Welfare Officer and the event organiser.
- 6.5 More information about use of photography is available via the CPSU [The CPSU - Photography](#)
- 6.6 There is no intention to prevent club coaches and teachers from using videoing as a legitimate coaching aid, however, it is important to ensure the welfare of children being filmed. The child and their parent/carer must be made aware of the purpose of the filming as a coaching aid and consent obtained. As the filming is not being conducted for publication, it is acceptable to introduce a blanket consent form as part of the process applied when a child joins the club. It is important that appropriate care is taken to securely store the footage to avoid inappropriate usage. (see WTSF GDPR Policy)
- 6.7 The following guidance should be applied when seeking to publish images:
  - 6.7.1 Prior to taking photographs or filming a child, the child (or their parent/carer) should be informed of the purpose and where the images will be published e.g., in print or on a website.



- 6.7.2 The child (or their parent/carer) should be asked to provide their written consent for their images to be taken and published.
  - 6.7.3 Images of children should not be accompanied by identifying personal details. This includes first name and surname, address etc. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport. If it is important to name a child, their image should not be used.
  - 6.7.4 Only images of children in appropriate sporting attire should be used to reduce the risk of the image being adapted for inappropriate use.
  - 6.7.5 Sporting action shots should focus on the activity rather than a particular child and should avoid full face and body shots.
  - 6.7.6 Website managers should carefully monitor content and ensure any inappropriate images or improper text is removed.
- 6.8 The WTSF should be informed of any inappropriate use of imagery on websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that may be illegal should follow the WTSF reporting procedures and ensure that Children's Social Care and/or Police are informed.
- ## 7 Transport
- 7.1 Although it is always best safeguarding practice to avoid transporting a child alone, the WTSF recognises that there may be some circumstances where it is unavoidable if a child is to participate in the required training and competition. If all alternatives have been exhausted and a WTSF Welfare Officer has to transport a child, there are a number of safety measures that should be put in place to minimise the risk:
- 7.1.1 Gain written consent from the child's/children's parents/carers that they allow their child/ren to be transported by a WTSF Welfare Officer.
  - 7.1.2 Ensure anyone providing transport to children on behalf of the WTSF has completed a DBS check and can provide evidence of appropriate insurance.
  - 7.1.3 Ensure the WTSF Lead Safeguarding Officer has been made aware of the transport arrangements and is given the opportunity to talk to the child/children in advance to check they are comfortable with the plans. The Welfare Officer should ensure that the children understand their rights and feel able to discuss any concerns or incidents.
  - 7.1.4 The Welfare Officer should try to avoid having one child alone with the driver, either by having another adult present or by ensuring children are transported in groups with central pick-up and drop-off points. If the latter recommendation is not possible, and the transport arrangements are in place on a routine basis, try to alternate which child is dropped off last.
  - 7.1.5 Provide parents with full details of any planned breaks in the journey and departure and arrival times.



- 7.1.6 Sit children in the back of the car.
- 7.1.7 Always use seat belts and booster seats, if required. Requirements should be confirmed prior to the trip.
- 7.1.8 Ensure the driver has a point of contact and mobile phone should they break down.
- 7.2 It is accepted that circumstances may arise in event of an emergency, e.g. a child sustains an injury and needs to go to hospital, where an unaccompanied adult may need to transport an unaccompanied child. In such situations, the WTSF Welfare Officer or senior official and, where possible, the child's parents should be informed.

## **8 Physical Contact**

- 8.1 The use of physical contact when coaching shooting sports is sometimes important to support the development of skills and techniques. Also, to treat injury or prevent an injury or accident from occurring. Physical contact during participation in shooting sports should always be intended to meet the child's needs, NOT the adult's needs. It is important to be open and transparent about physical contact, as it is possible that legitimate contact between an adult and a child may be misconstrued or misunderstood both by the child and observers.
- 8.2 The following guidance should be applied in respect of any physical contact with children:
  - 8.2.1 Ensure, in situations where physical contact is necessary to assist with learning, the adult explains to the child the nature and reason for the physical contact, and unless the contact arises in an emergency and to prevent harm, ask the child for permission.
  - 8.2.2 Avoid over handling when assisting a child.
  - 8.2.3 Ensure any physical contact takes place in an open or public environment and does not take place in secret or out of sight of others.
  - 8.2.4 Avoid any gratuitous or unnecessary physical contact with children and young people.
  - 8.2.5 Include guidance on physical contact as part of an induction process or pack for new participants.
  - 8.2.6 Ensure children with disabilities who need to be lifted or manually supported are treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.
  - 8.2.7 Ensure that any sport science or medical practices or other roles where physical contact is commonplace and/or a requirement of the role is only carried out by trained or qualified practitioners.

- 8.2.8 Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
  - 8.2.9 Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a young person from harming themselves or others or damaging property.
  - 8.2.10 Encourage children to voice concerns in the event that any physical contact makes them feel uncomfortable or threatened.
- 8.3 There may be occasions where children are distressed and in need of physical comfort and reassurance. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases, being led by the needs of the child and ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time.

## 9 Late Collection of Children

- 9.1 Late collection of children by parents/carers can be challenging for WTSF Officials to manage. One way of addressing this issue is to stress the need for parent/carers to ensure they arrive on time at the end of a session. However, it is appreciated that there are some circumstances beyond the control of the parent/carer that may make it impossible to collect their child on time. Whilst it is not the responsibility of coaches and officials to transport children home on behalf of parents/carers who have been delayed, the WTSF has adopted the following measures to ensure children are safeguarded:
- 9.1.1 Ask parents to provide an emergency contact name and number.
  - 9.1.2 Provide parents/carers with a contact number for the club and an instruction to call if there is any likelihood of late collection.
  - 9.1.3 Attempt to contact the child's parent/carer or, if necessary, the emergency contact.
  - 9.1.4 Ensure that two adults remain with the child at the facility until the parents/carer arrives.
  - 9.1.5 If appropriate, remind parents/carers of the policy relating to late collection.
- 9.2 The child should not be sent home with another person without permission from a parent/carer.

## Appendix 1

### PARENTAL/CARER PERMISSION REQUIREMENTS

The WTSF requires the following permissions from parents/carers of athletes who have not yet reached their 18th birthday:

#### 1 MEDICAL CONSENT

Name of Child

Date of Birth

My child has a medical condition (please give details here)

My child has certain allergies (please give details here)

I hereby give permission for my child to receive any medical treatment deemed necessary by a Doctor or other medical professional in the event of an emergency whilst in the care of the WTSF.

Name of Parent/Carer

Signature of Parent/Carer

Date

## Appendix 2

### 2 PHOTOGRAPHY and VIDEO CONSENT

Name of Child

Date of Birth

I hereby give permission for my child to be photographed and/or videoed whilst shooting to support effective coaching whilst in the care of the WTSF. Any photographs and/or video will be kept strictly confidential in line with the General Data Protection Rules (GDPR) WTSF Policy and destroyed once the coaching objective has been achieved.

Name of Parent/Carer

Signature of Parent/Carer

Date

### Appendix 3

#### 3 PUBLICATION OF PHOTOGRAPHS CONSENT

Name of Child

Date of Birth

I hereby give my permission for any photographs of my child taken in celebration of achievements (such as winning an event or on the podium) to be posted on the WTSP Website and WTSP Social Media outlets.

Name of Parent/Carer

Signature of Parent/Carer

Date

## Appendix 4

### 4 TRAVEL CONSENT

Name of Child

Date of Birth

I hereby give consent for my child to travel with the WTSF Welfare Officer from (collection point) to (destination) on (date and time), to attend (details of the event).

Name of Parent/Carer

Signature of Parent/Carer

Date