

Overview

This document has been put together with the aim of demonstrating to our members that the CPSA takes child and vulnerable adult protection within the sport of clay target shooting seriously. Although this document is in place to protect those concerned, together with CPSA staff, management and directors it can also be used as an advice document for shooting grounds and clubs to copy and develop specifically for their own needs.

A brief summary of the contents of this policy is as follows:-

It provides basic information on possible types of abuse and their indications to assist those working with children and vulnerable adults, together with how to manage such behavior.

As part of anyone participating in our sport (or any sport) photography and how to manage and gain permission is important. This policy contains some guidelines on the use of photography.

The document contains flow charts to guide you through managing different actions and events should they occur. It deals with how to respond to disclosure, dealing with suspicions and handling allegations. Sample forms are included to assist with the recording of information, as it is important in this field to document any potential incidences.

It is important to understand that this document is only a guide and contact with professional bodies should always be sought if necessary.

CHILD & VULNERABLE ADULT PROTECTION POLICY IN CLAY TARGET SHOOTING

Introduction

The Clay Pigeon Shooting Association Ltd (hereafter CPSA) believes that child & vulnerable adult protection is everyone's responsibility.

Abuse can occur anywhere there are children or vulnerable adults at any time, at school, in the park, at the club. Sadly, there are some people who will seek to be where children are simply in order to abuse them

We believe that everyone in the CPSA, both as individual or club bodies has a part to play in looking after the children or vulnerable adults with whom we are working. This is both a moral and a legal obligation.

Definition

Vulnerable adults can be defined as any person aged 18, and over who:-

- is in need of assistance by reason of mental, physical or learning disability, age or illness and who,
- is unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation, which may be occasioned by the act or omission of other people.

Principles

The guidance given in the procedures is based on the following principles:

- The welfare of young people, (the Children Act 1989 defines a young person as under 18 years of age) and disabled adults is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- It is the responsibility of the child & vulnerable adult protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- All incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000

Important

Please note that the term **Parents** is used throughout this document as a generic term to represent parents, carers and guardians.

These principles also apply to shooters with disabilities.

We know that if the procedures are to help to protect children, everyone involved in shooting needs to see and discuss them. We are, therefore, asking coaches and officials to make sure that they are widely distributed and discussed at club, county, regional and national level.

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If there is any doubt about the procedures and what constitutes good practice in this area please contact the CPSA. If additional specialised help or advice is needed the CPSA will source this as and when required.

Types of Abuse

It is generally acknowledged that there are four main types of abuse – Physical, Sexual, Emotional and Neglect.

- **Physical Abuse** is just what the term implies - hurting or injuring a child or vulnerable adult, for example, by hitting or shaking them. It might also occur if a child or vulnerable adult is forced to train beyond his/her capabilities. Bullying is likely to come into this category.
- **Sexual Abuse** occurs when a child or vulnerable adult knowingly or unknowingly takes part in something which meets the sexual needs of the other person or persons involved – it could range from sexually suggestive comments to full intercourse.
- **Emotional Abuse** occurs when a child or vulnerable adult is not given love, help and encouragement and is constantly derided or ridiculed or, perhaps even worse, ignored. Conversely, it can also occur if a child is over-protected. It is present in the unrealistic expectations of parents and coaches over what a child or vulnerable adult can achieve. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying.
- **Neglect** usually mean failing to meet children's or vulnerable adult's basic needs such as food, warmth, adequate clothing, medical attention etc. It could also mean failing to ensure they are safe or exposing them to harm.

Indications of Child & vulnerable adult Abuse

Recognising child & vulnerable adult abuse is not always easy even for the experts. The examples listed below are not a complete list and they are only indicators – not confirmation.

- **Information** - The child & vulnerable adult says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring.
- **Injuries** - The child & vulnerable adult has an injury for which the explanation seems inconsistent.
- **Behaviour Changes** - The child's or vulnerable adult's behavior changes, either over time or quite suddenly and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- **Reaction to Others** - The child or vulnerable adult appears not to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had, a close relationship, and does not seem to be able to make friends.

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- **Appearance** - The child or vulnerable adult becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.
- **Sexual Awareness** - the child or vulnerable adult shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.

It is always important to bear in mind that the physically disabled and those with learning difficulties are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

Managing Behaviour & Acceptable Restraint

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child, vulnerable adult and parents/guardians. In dealing with children or vulnerable adults who display negative behaviours, staff and volunteers might consider the following options:-

- Time out from the activity.
- Reparation, the process of making amends.
- Restitution, the act of giving something back.
- Rewards for good behaviour or consequences for negative behaviour.
- De-escalation of the situation. Talking it through.
- Increase the supervision.
- Implement a contract or agreement for their future or continued participation.
- Sanctions or consequences. e.g. missing out on something.
- Seeking additional or specialist support.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:-

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child or vulnerable adult.
- Depriving of food, water or essential amenities.
- Verbal intimidation, ridicule or humiliation.

If any sanctions are frequently found to be necessary then a review meeting should be requested with the guardian, carer or parents, and if necessary with supporting external specialised services.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child or vulnerable adult injuring themselves or others, or causing serious damage to property.

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Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

It can take many forms, the three main types are:

- Physical (e.g. hitting, kicking, theft),
- Verbal (e.g. racist or homophobic remarks, threats, name calling)
- Emotional (e.g. isolating an individual from the activities and social acceptance of the peer group).

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons — being overweight, physically small, having a disability or belonging to a different race, faith or culture. Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision — on the way to and from school, at a sporting event, in the playground and changing rooms.

Bullies come from all walks of life, they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person

Bullying can include:

- Physical: e.g. hitting, kicking and theft
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring
- Sexual: e.g. unwanted physical contact or abusive comments

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

There are a number of signs that may indicate that a child, vulnerable adult or disabled adult is being bullied:

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Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.

- A drop off in performance at school or standard of play
- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol
- A shortage of money or frequent loss of possessions

Action if Bullying is Suspected

The same procedure should be followed as set out in previous categories if bullying is suspected. All settings in which children or vulnerable adults are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

Action to Help the Victim and Prevent Bullying in shooting:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns.
- Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

Action Towards the Bully(ies):

The coach or person in charge should:

- Talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of borrowed items and that the bully(ies) compensate the victim.
- Provide support for the coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.

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Photography

Events

When a shooting event is taking place any person wishing to take photographs (including film and video) must obtain approval from the shooting ground/club. Event organisers should set up a system where anyone wishing to take photographs is accredited and registers their intention to take photographs, film or video footage. For the purposes of this document photography includes film and video footage.

- **Professional photographers** - wishing to record an event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event. This allows the organiser's time to check the credentials before giving authority.
- **Amateur photographers** - wishing to record the event should seek prior agreement with the event organiser by producing their photography club or registration card and a letter from their club outlining their motive for attending the event.
- **Spectators** - wishing to use photographic equipment should register their intent with the organiser of the event.

Accreditation Procedure

Record should be kept of the individual's:

- Name
- Address
- Media Company (if applicable)
- Photographic Club (if applicable)
- Reason for photography

On registering, organisers of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Information

The specific details concerning photography should, where possible, be published in event programmes and notices put up prominently at the event.

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The recommended wording is:

In accordance with recommendation in the CPSA Child & Vulnerable Adult Protection Policy, the organisers of this event request that any person wishing to engage in any photography, video or filming should register their details with staff at the booking in desk before carrying out any such photography. The organiser reserves the right to decline entry to the event or decline authority to take photographs, video or film.

Videoing as a Coaching Aid

There is no intention to prevent club coaches and teachers using video equipment as a coaching aid. However, coaches are advised to discuss the use of video with shooters and their parents/carers etc. All parties should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

If you have concerns

If you are concerned about any photography taking place at an event, contact the organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Good Practice

All personnel involved in shooting are encouraged to demonstrate good behaviour in order to protect children & vulnerable adults and to protect themselves allegations. The following are common sense examples of how to create a positive environment within shooting:

Examples of Good Practice

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets).
- Treating all children & vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each child or vulnerable adult, before winning or achieving goals.
- Maintaining a safe and appropriate distance with pupils (e.g. it is not appropriate to have an intimate relationship with a child & vulnerable adult or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children or vulnerable adults to share in the decision-making process.
- Making sport fun, enjoyable and promote fair play.
- Ensuring that if any form of manual/physical contact is required, it should be provided openly and according to these guidelines. Care is needed when amending hand and body positions as well as assisting with shooting equipment. Children, Vulnerable Adults & Young People should always be consulted and their agreement gained. If necessary parents/guardians should be informed what needs to be done and why, and their agreement gained.

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- Coaches should give information to both parents/guardians and their pupils about their coaching style and the way they coach. They should be informed that if any form of manual/physical contact is required by the coach is either done for safety reasons or that there is simply no other way to do it. The parents and pupils should “sign up” to the coach’s style and give consent to the activities.
- Keeping up to date with the technical skills, qualifications and insurance in shooting.
- Involving parents/carers wherever possible (e.g. for the responsibility of their children or vulnerable adult in the changing rooms).
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (however, same gender abuse can also occur.)
- Ensuring that at events where shooters stay away from home, adults should not enter children’s or vulnerable adults rooms or invite children or vulnerable adults into their rooms (formal room checks must always be done with 2 or more members of staff)
- Being an excellent role model — this includes not smoking or drinking alcohol in the company of children or vulnerable adults.
- Giving enthusiastic and constructive feedback rather than negative criticism
- Avoid excessive training or competition and not pushing shooters against their will.
- Recognise each individual’s needs and capacity
- Securing parental/guardian consent in writing to acting *in loco parentis* (in place of a parent), if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Awareness of any medicines being taken by participants, or existing injuries
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Request written parental consent if club officials/coaches are required to transport young people in their cars.

Note: Although any physical contact requires a level of agreement safety must NEVER be compromised.

Avoid

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the child’s or vulnerable adult’s parents/guardian.

For example, a child or vulnerable adult sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child or vulnerable adult up at the end of a session:

Never

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child or vulnerable adult
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child or vulnerable adult, even in fun
- Reduce a child or vulnerable adult to tears as a form of control
- Allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon

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- Do things of a personal nature for a child, vulnerable or disabled adult, that they can do for themselves
- Invite or allow children or vulnerable adults to stay with you at your home unsupervised.
- Spend excessive amounts of time alone with children or vulnerable adults away from others.
- Never taking children or vulnerable adults to your home where they will be alone with you.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children or vulnerable adults, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents/guardians and the pupils involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Rules & Responsibilities for member's behaviour while taking part in international events are dealt with separately in the 'International Participation Agreement' which will be issued prior to an international event.

What if.....

- A shooter is accidentally hurt during practice
- He/she seems distressed in any manner
- A shooter appears to be sexually aroused by your actions
- A shooter misunderstands or misinterprets something you have done.

If any of the above incidents should occur, you should:

- Report them immediately to the designated person
- Report them immediately to another colleague and
- Make a written record of the event.
- Parents should also be informed of the incident:

Responding to Disclosure, Suspicions and Allegations

Introduction

The CPSA will respond to:

- Any disclosure, suspicions or allegations of poor practice within the sport.
- Any disclosure, suspicions or allegations that are made against a person outside the sport.

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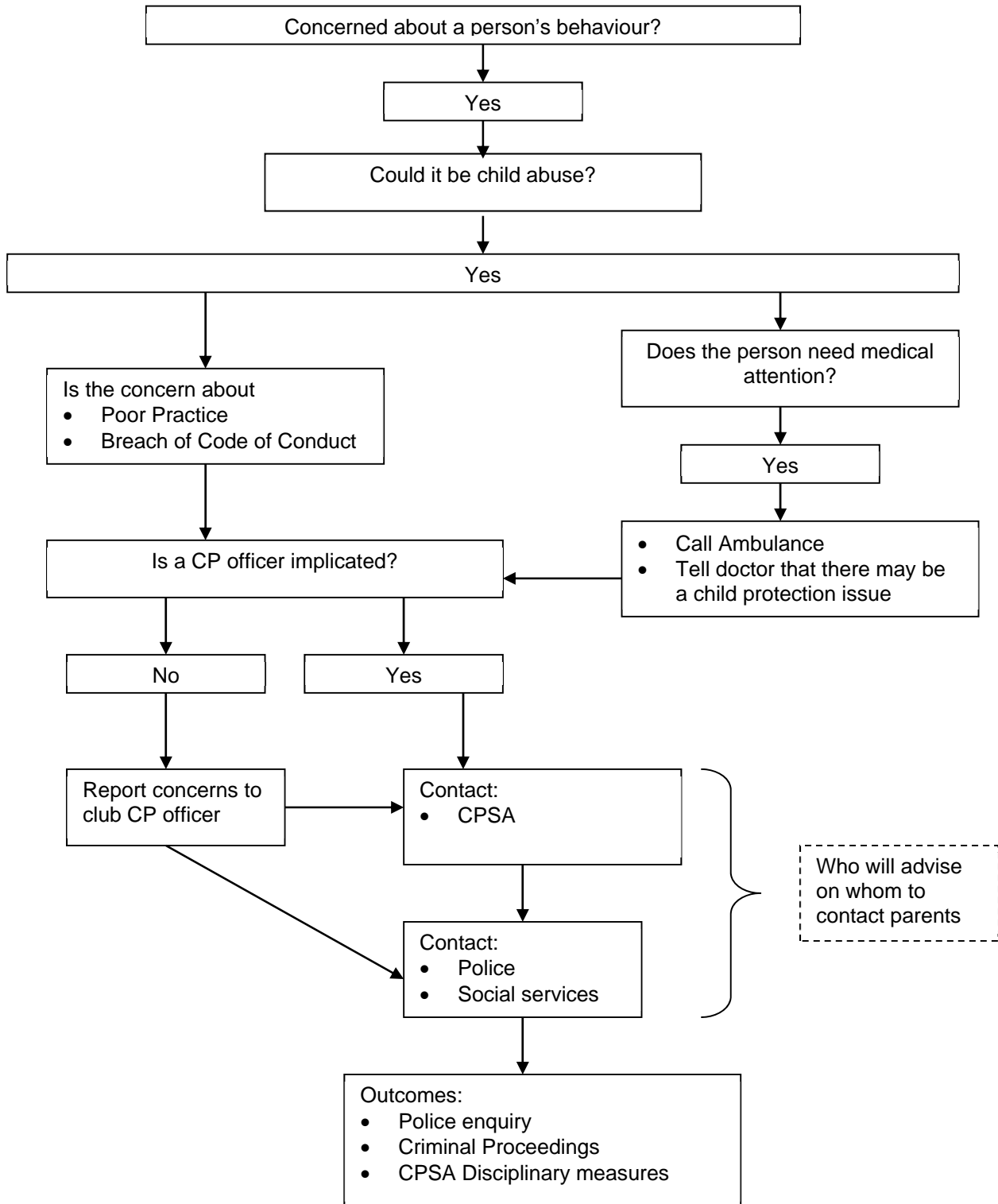
Dealing with Disclosure, Suspicions or Allegations within Shooting

The flow diagrams on pages 11 and 12 show the full pathways to deal with concerns within and outside shooting. Simply put, if you are concerned about someone's behaviour or the welfare of a child or vulnerable adult you should:

- Deal with medical emergencies first – inform the doctor/medical staff that there may be a child & vulnerable adult protection issue.
- Report incident to the nominated person (Club, County or Regional CPO as appropriate)
- The nominated person should inform the CPSA.
- Complete an Incident Report Form (page 24)
- Report incident to Police or Social Services if appropriate. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

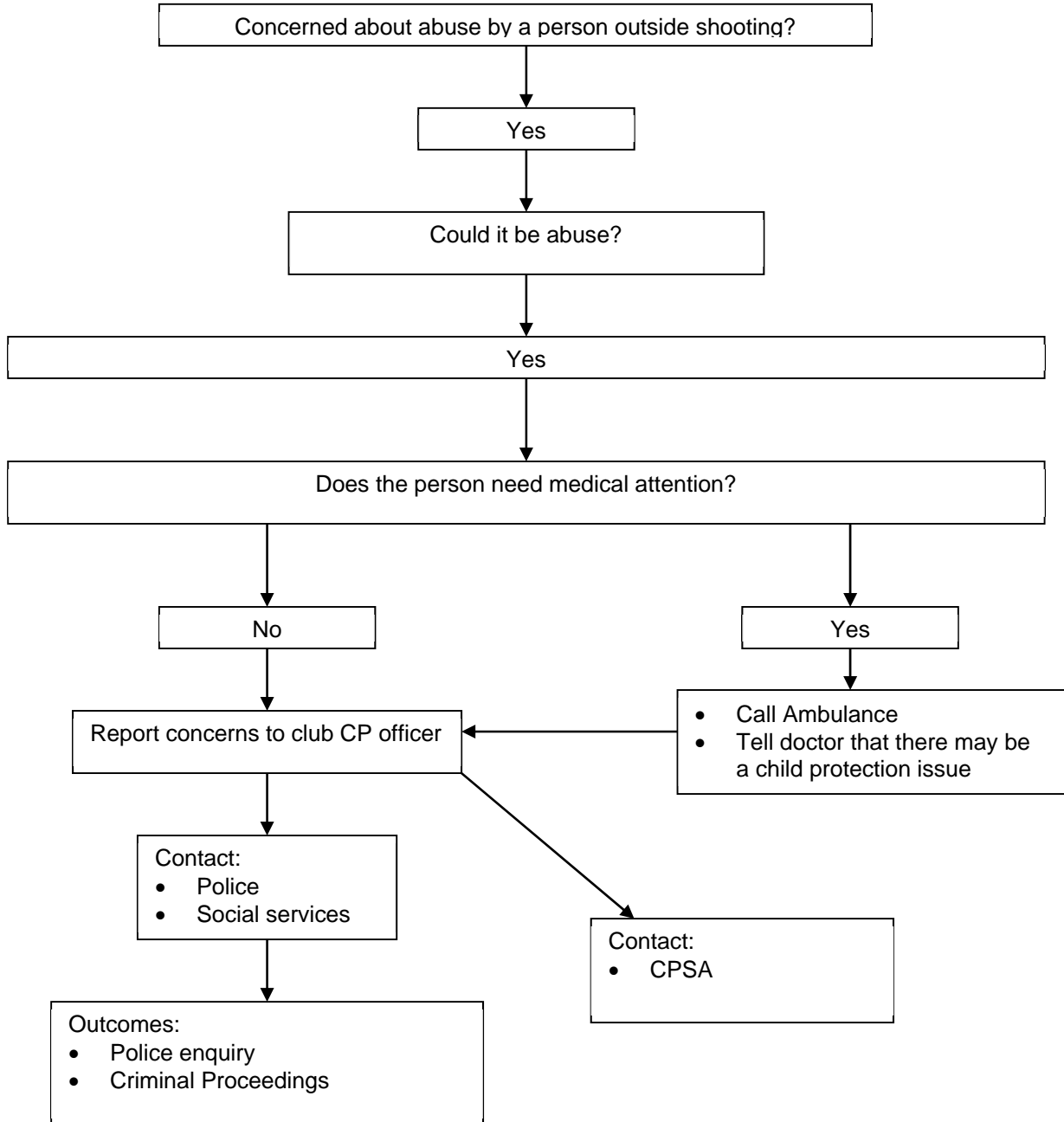
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Dealing with Concerns or Disclosure Within Shooting



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Dealing with Concerns or Disclosure Outside Shooting



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Responding to Disclosure

Introduction

There is a whole range of ways that disclosure may occur. If a child or vulnerable adult says or indicates that he/she is being abused, or information is obtained which gives concern that a child or vulnerable adult is being abused, you should react immediately.

Actions to Take

The person receiving information concerning disclosure should:

- React calmly so as not to frighten the child or vulnerable adult
- Tell the child or vulnerable adult he/she is not to blame and that he/she was right to tell
- Take what the child or vulnerable adult says seriously, recognising the difficulties inherent in interpreting what is said by a child or vulnerable adult who has a speech disability and/or differences in language
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Reassure the child or vulnerable adult but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a full record of what had been said, heard and/or seen as soon as possible.

NB It may not be that all child, vulnerable adults or disabled pupils are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a child or vulnerable adult or disabled pupil, record what has been observed in detail and follow these procedures to report these concerns. Where there are no procedures in place, seek advice from social services.

Actions to Avoid

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets.

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Responding to Suspicions

It is not the responsibility of anyone working under the auspices of CPSA in a paid or voluntary capacity, or those working in affiliated organisations to take responsibility or to decide whether or not a child or vulnerable adult abuse is taking place. However it is our responsibility to report any concerns to the statutory agencies.

Social Services and Police

Social services and police have a statutory duty under The Children Acts 1989 and 2004, to ensure the welfare of children & vulnerable adults and work with the Local Safeguarding Children Boards (LSCB) to comply with its procedures. When a child or vulnerable adult protection referral is made, the social services staff have a legal responsibility to investigate. This may involve talking to the child or vulnerable adult and family, and gathering information from other people who know the child or vulnerable adult. Enquires may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective LSCB and cross-reference the guidance produced by the LSCB.

Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about children or vulnerable adults. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

When it is Not Appropriate to Share Concerns with Parents

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded. Advice and guidance should be sought from the local social services officer with respect to consulting with parents.

Expert Advice

If you are not sure what to do, you can obtain advice by telephoning the local social services department and speak to the duty worker or call the NSPCC 24-hour free phone Helpline on 0800 800 5000. The police also have specially trained child & vulnerable adult protection teams who will give guidance and support, and have out-of-office-hours enquiries facilities.

If there is no response to these services a 999 emergency call may have to be made.

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Allegation against Staff and Volunteers

This includes anyone working with children or vulnerable adults in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, tournament officials, team managers on training camps or championships, coaches). Child & vulnerable adult abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child & vulnerable adult abuse has occurred within institutions and may occur within other settings (e.g. sport or other social activities). Recent inquiries indicate that abuse that takes place within a public setting, is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child or vulnerable adult, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately.

Seek Advice

On occasion the designated person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult senior colleagues and gain advice from social services, police or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

Records and Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child or vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information should be sent to CPSA and Local Authority child & vulnerable adult Protection Officer.

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Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child or vulnerable adult, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

CPSA assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child & vulnerable adult may be being abused.

Support to Deal with the Aftermath

Consideration should be given about what support may be appropriate to children, vulnerable adults, parents and members of staff. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling may be a useful resource.

Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

Allegations of Previous Abuse

Allegations of abuse may be some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children). Where such an allegation is made, CPSA should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside shooting, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

The CPSA will investigate any allegations of previous abuse or poor practice within the sport and will be informed by the findings of any investigations by Police or Social Services.

Duties and Responsibilities

CPSA will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for children & vulnerable adults, safeguard their well-being and attempt to protect them from abuse.
- Respect and promote the rights, wishes and feelings of children & vulnerable adults.
- Recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect children & vulnerable adults from abuse, and themselves against false allegations.
- Require staff/volunteers to adopt and abide by the CPSA Code of Conduct, Equity, Sexual Harassment and the Child & Vulnerable Adult Protection Policy and procedures where possible.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

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Responsibilities

British Shooting (BS) Child & Vulnerable Adult Protection Panel

The BS Child Protection Panel comprises the National Child Protection Officer and delegates from its member governing bodies. It forms the focus for development of procedures, policies and systems for child & vulnerable adult welfare in shooting. It comprises delegates from member NGBs and the National Child Protection Officer. It may also call on specialists to join the panel for specific duties. It has two main functions:

- To discuss, agree and disseminate Child & Vulnerable Adult Protection measures to NGBs.
- To deal with cases of child & vulnerable adult abuse in shooting and inform the BS Board on such matters

The Panel decide the route any investigations will take but will not slow down response to situations or prevent the people involved contacting Police or Social Services.

In all circumstances, when a Police or Social Services investigation is taking place the Panel, and any disciplinary procedures in which it becomes involved, will be informed by their investigation. Any BS investigation will follow the Police or Social Services investigation and after a decision is reached the panel will take into account their findings before informing the BS board on what action may be appropriate.

Child Protection Officers (CPOs)

All CPOs

In the event of a disclosure, suspicion or allegation of child or vulnerable adult abuse it is the responsibility of the designated person to inform the social services or police without delay. In the absence of a designated person at any level or the concern is about the CPO, the person with concerns or being informed of them should immediately contact the social services or the police.

You should give your contact details. If you have concerns about this please contact the National Child Protection Officer or inform the police and social services about problems with confidentiality.

The social services, together with the child protection officer where appropriate, will decide how and when parents or carers will be informed.

Any incidents should also be referred to CPSA and the Local Authority Child Protection Officer if this has not already been done.

NGB CPOs

The NGB Contact has additional responsibility to:

- Provide contact at NGB for Child Protection issues
- Disseminate information
- Make entries in journals and newsletters to update information
- Give advice to clubs etc.

CHILD & VULNERABLE ADULT PROTECTION POLICY IN CLAY TARGET SHOOTING

Child Protection Officers

In order for the CPSA Child Protection Policies to be effective designated persons for child & vulnerable adult protection and welfare will be required at different levels.

Requirements

The CPSA recommends that:

Clubs – Where a CPO is required:

- Club should designate a CPO
- Club CPO undergoes CRB check
- Club CPO receives copy of these procedures

Counties - If a county training squad exists or competitions take place at county level:

- County should designate a Child Protection Officer
- County CPO undergoes CRB check
- County CPO receives copy of these procedures

Regions - If a regional training squad exists or competitions take place at regional level

- Regional should designate a Child Protection Officer
- Regional CPO undergoes CRB check
- Regional CPO receives copy of these procedures

British Shooting Member Governing Bodies

- Member NGB should nominate a NGB Child Protection Officer
- NGB CPO undergoes CRB check
- NGB CPO receives copy of these procedures

Types of Investigation

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation:

- Criminal
- Child protection
- Disciplinary or misconduct
- Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the police and social services investigation may well influence CPSA's disciplinary investigation, but not necessarily.

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Action if there are Concerns

The following action should be taken if there are concerns:

Poor practice

If, following consideration, the allegation is clearly about poor practice, the Board will deal with it as a misconduct issue.

All incidents should be reported and recorded and be presented to the Board who will then decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Suspected Abuse

Any suspicion that a child or vulnerable adult has been abused by either a member of staff or a volunteer should be reported to the nominated person, who will take such steps as considered necessary to ensure the safety of the child or vulnerable adult in question and any other child who may be at risk.

The nominated person will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.

The parents or carers of the child or vulnerable adult will be contacted as soon as possible following advice from the social services department.

The nominated person should also notify the Board who will decide who should deal with any media enquiries.

If the nominated person is the subject of the suspicion/allegation, the report must be made directly to the Board who are then responsible for taking the action outlined above.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The nominated person in charge.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- Designated officers within the CPSA.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

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Internal Enquiries and Suspension

In this policy 'Offence' shall mean any one or more of the offences against a child or vulnerable adult within the meaning of schedule 4 to the Criminal Justice and Court Services Act 2000 and any offence which reasonably causes the Board or Child Protection Officer, to believe that the individual accused of the offence is or may be a risk or potential risk to children or vulnerable adults.

Enquiries

Upon receipt by the British Shooting board of:

- Notification that an individual has been charged with an Offence; or
- Notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an Offence; or
- The results of a Criminal Records Bureau search containing entries which lead the Board to conclude on reasonable grounds that an individual may be unsuitable to work with or have unsupervised access to children or vulnerable adults within the sport of shooting; or
- A recommendation which causes the Board to reasonably conclude that an individual may have committed an Offence then in any such case the Board may impose upon the individual an immediate interim suspension of coaching or officials licence or authority issued by them.
- Involvement in any shooting event or shooting activity promoted or authorised directly or indirectly affiliated to the CPSA wherever held.

Penalties Following Investigation

Upon receipt by the Board of a recommendation from the Child Protection Officer Panel, including the results of a Criminal Records Bureau search, or other information received which causes the Board to conclude, on reasonable grounds, that the individual concerned is unsuitable to work with, or have unsupervised access to children or vulnerable adults within the sport of shooting, then the Board may impose upon the individual:

- An immediate interim suspension or a total suspension from membership of the CPSA or from any shooting event or shooting activity promoted or authorised by the board or any body directly or indirectly affiliated to the CPSA wherever held.
- An immediate interim suspension or a total suspension of any coaching or officials licence or licence held via an associated member governing body.

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Appeals

An individual may appeal against the decision of the Board to impose an interim or total suspension;

- There shall be a right of appeal to the Board in accordance with those parts of the disciplinary regulations that relate to appeals against the decision of the Board to impose any suspension
- In the case of such appeals publicity shall be restricted to that required for 'need to know'

Terms of Reference

In reaching a determination as to whether an immediate interim suspension should be imposed the Board shall give consideration, to the following factors:

- The recommendation of the Child Protection Officer and/or
- Whether a child or vulnerable adult are or may be at risk; and/or
- Whether the allegations are of a serious nature; and/or
- Whether a suspension is necessary or proportionate to allow the conduct of any investigation by anybody or other authority to proceed unimpeded.

Local Authorities

Some Local authorities have panels which may use information from Police and Social Services investigations to "form a view" that a person is not suitable to work with children or vulnerable adults. If such a view has been formed the Board shall have the power summarily or on the recommendation of the Child Protection Officer to suspend from all activities carried out under the auspices of CPSA (or its associated members) provided that:

- The Local Authority has informed the Board or Child Protection Officer that such a belief has been formed; and
- The individual member concerned has been formally made aware by the Local Authority that such a belief has been formed.

There shall be a right of appeal to the Board in accordance with those parts of the Disciplinary Rules that relate to appeals against the decision of the Board to impose a suspension under the provisions of this paragraph; in the case of such appeals publicity shall be restricted to that required for 'need to know'

Child Protection Procedures

Any individual who fails to comply with a specific requirement of these procedures may, on the recommendation of the Child Protection Officer be suspended by the Board until such time as they have complied with any outstanding matters, provided that they has been warned of any liability to such a suspension and failed to take the appropriate steps within a reasonable time.

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There shall be a right of appeal to the Board in accordance with those parts of the Disciplinary Rules that relate to appeals against the decision of the Board to impose a suspension under this paragraph; in the case of such appeals publicity shall be restricted to that required for 'need to know'

Sample Documents

The following documents are recommended examples to assist Shooting grounds, clubs and members to better meet the requirements of this policy.

CHILD & VULNERABLE ADULT PROTECTION POLICY IN CLAY TARGET SHOOTING

Incident Record Form

Your details

Name:

Appointment:

Address:

Child's details

Name:

Date of birth:

Gender:

Race or Ethnic Origin:

Childs Address:

Parents/carers address:

Disability (if applicable):

Details of person accused

Name:

Age:

Position in sport:

Relationship to Child:

Address:

What action have you taken so far?

Police

Contact name and number:

Details of advice given:

Social services

Contact name and number:

Details of advice given:

Governing Body

Contact name and number:

Details of advice given:

Local Authority

Contact name and number:

Details of advice given:

Other (e.g. NSPCC)

Contact name and number:

Details of advice given:

Please send a copy of this report to all the agencies involved. Maintain confidentiality as appropriate and do not discuss this incident with anyone other than those who need to know.

Signature:

Date:

Return copy to: Marked 'Private & Confidential' to the Chief Executive Officer of CPSA

Authorisation to Take Photographs or Record Images

Event details

Event Title:

Date:

Declaration

I wish to take photographs or record images at this event. I agree or abide by the organisers guidelines and confirm that the photographs or recorded images will only be used for the stated, appropriate purpose.

Signed:

Please return the completed form to the event organiser/club official. You may be asked for proof of identity.

Policy Statement Relating to Photographs or Recorded Images

Permission Form for the use of Photographs or Recorded Images

Event details

Event Title:

Date:

Purpose of Photography or Filming:

Clubs and Associations – please retain this document

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Some useful Contact Information

The NSPCC National Centre
42 Curtain Road
London EC2A 3NH
Tel: 0207 825 2500
Helpline: 0808 800 5000

Childline UK
45 Folgate Street
London
E1
Tel 020 7650 3200
Help line Tel. 0800 11111

Criminal Records Bureau
P.O. Box 91
Liverpool
L69 2UH
Tel: 0870 9090811

Child Protection in Sport
Unit 3 Gilmour Close
Beaumont Leys
Leicester
L4 1EZ
Tel: 0116 2347278

Sports Coach UK
114 Cardigan Road
Foundation
Headingley
Leeds LS6 3BJ
Tel: 0113 274 4802