

Subject: Policy updates and essential training
From: "ArcheryGB Update" <updates@archerygb.org>
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To: "Aim4Sport Archery Club" <dave@aim4sport.com>;



This ezine is intended for Club, County and Region Welfare Officers, Chairs, Secretaries and Archery GB Staff.

In this edition you'll find:

- Information on some updated safeguarding policies
 - How to update key safeguarding roles in our Members' Portal
 - A guide to DBS applications
 - How to support Mental Health Awareness Week
 - Coach safeguarding training
 - Spotlight on Reigate Priory Bowmen's safeguarding webpage
 - Key safeguarding contacts
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Safeguarding and Protecting Children and Young People Policy



The Safeguarding Team are currently reviewing Archery GB's Safeguarding and Protecting Children and Young People Policy which incorporates legislative changes and learning from safeguarding and conduct cases.

The creation of a separate reporting procedure, good practice guide and What is Abuse guide will be available, and all four documents will have a vastly different appearance with images and colour. There will, however, be black and white versions available too.

We will provide updates about the review via these ezines, Archery UK magazine and the website.

New Online and Social Media Policy



Archery GB's Online and Social Media Policy has been reviewed and the new policy is available in the Policies and Guides section of the Safeguarding area of Archery GB's website.

[Policies and guides](#)

The policy follows safeguarding good practice with the aim of protecting everyone who interacts online with Archery GB, clubs, and organisations. It makes clear the expected standards of behaviour and the steps you should take if you see or experience abuse and discrimination online.

[Download the policy](#)

Welfare Officer and Chairperson Roles



The Welfare Officer and Chairperson are key roles in safeguarding. It's important that contact details for these roles remain up to date in the Members' Portal.

If Archery GB or external agencies e.g., police, social services and Local Authority Designated Officers (LADO) need to contact a club/organisation on a serious safeguarding matter, it is crucial to locate the correct person's details as soon as possible.

There have been occasions where the police have tried to contact a club's Welfare Officer urgently and had difficulty locating the information from their website or Facebook page, and Archery GB has been unable to locate the Welfare Officer details on Sport:80 or the information is out of date.

The club/organisation administrator can add a role by following these steps:

Log into [Sport:80](#):

1. Click on 'Edit profile'
2. Click on Add Role button (top right)
3. Answer the question 'is the role for yourself?' Answer 'Yes' or 'No'
4. Select role from the drop-down box
5. Enter membership number and personal details
6. Click 'Submit'

DBS Applications

Here is a reminder on how to begin the DBS application (for those people living in England and Wales).

1. Self-register with First Advantage: Visit [this site](#) and enter the information from the Session Coach module email you have received, or DBS reminder email
2. Complete the self-registration form on the next page and click 'Register'. Once you have verified your email and logged into the online system, you will be asked for your position, please state - 'Sport Coach – Sports Coach Child'
3. Click 'Next' and follow the onscreen instructions to get the renewal under way. **This part of the process must be completed before returning ID verification forms**
4. Download the ID verification form for you to fill in and send to your verifier, or the Archery GB verifier. Download the [form here](#) and follow the instructions on the form

For queries email dbs@archerygb.org and the team will be able to help you.

For residents in Scotland a PVG check will be required from Scottish Archery. For information on a PVG check please contact child.protection@scottisharchery.org.uk or call 01875 811 344.

15 to 21 May 2023

Mental Health Awareness Week



#ToHelpMyAnxiety

Mental Health Awareness Week takes place between Monday 15 and Sunday 21 May. [This year's theme is anxiety.](#) The campaign focuses on awareness, understanding of what anxiety is, recognising symptoms and providing tips on coping with it.

Whilst anxiety is a normal emotion, it can sometimes get out of control and become a mental health problem. Things like financial pressures, exams, starting a new job, losing a job, and pressures of competing/performing at high levels may cause some levels of anxiety. There are, however, coping strategies to help alleviate anxiety and stress and ultimately prevent it from becoming a more serious problem.

For more information, please click on the links below:

- [Understanding anxiety.](#)
- [Recognising symptoms](#)
- [Tips on coping with anxiety.](#)
- [Advice for children and young people](#)
- [Archery GB's mental wellbeing guidance](#)

Coach Safeguarding Training



Coaches should be reminded about the changes to coach safeguarding training. Click the button below to read the revised guidance which came into effect on 1 October 2022.

Read the guidance

It is mandatory for new coaches to complete a tutor-led course. Tutor-led can be either online (virtual) or in person (face-to-face). There should be a trained tutor who leads the workshop with interaction from the participants.

In England and Wales, renewing coaches can alternate between the full tutor-led course called 'Safeguarding and Protecting Children Workshops' and a refresher version called 'Safeguarding and Protecting Children: Renewal'. The renewal version is only acceptable if a tutor-led course was completed in the last three years.

It is recommended that you check with the Safeguarding Team prior to booking a place if you are uncertain about the right type of course to attend.

To help, we have organised a number of UK Coaching Safeguarding & Protecting Children (virtual) courses specifically for our members, as per the links below:

- [Wednesday 31 May, 6:30pm – 9pm](#)
- [Wednesday 14 June, 6:30pm – 9pm](#)
- [Wednesday 28 June, 6:30pm – 9pm](#)
- [Wednesday 12 July, 6:30pm – 9pm](#)

- [Wednesday 26 July, 6:30pm – 9pm](#)
- [Wednesday 9 August, 6:30pm – 9pm](#)
- [Wednesday 23 August, 6:30pm – 9pm](#)

Some coaches complete safeguarding training through their work, e.g., NHS or education, and we do accept some safeguarding training courses outside our recommended courses. However, we would need to check that the training complies with Archery GB's requirements and details of the content and the format should be provided along with a copy of the certificate. For advice contact karen.hodgkiss@archerygb.org

Club Websites

Generally, your website will be your audience's first go-to in learning about your club. A safeguarding page which has links to policies, procedures, code of conduct and contact details for the Welfare Officer, demonstrate to potential new members how safe and welcoming your club is.

In past ezines we have explained how a club website can engage club members, provide information for people thinking of joining the sport and improves your image and communication.

In this edition we would like to showcase Reigate Priory Bowmen.

Clubs like Archers of Raunds, Audco Archers, Belvoir Archers and Wellington Bowmen have excellent safeguarding web pages, as does [Reigate Priory Bowmen](#).

On Reigate Priory Bowmen's website, in their 'About the Club' section, there is a safeguarding web page with links to the club/Archery GB's code of conduct and safeguarding policies, plus contact details for the Welfare Officer and Club Chair. In addition, they have included flow charts for dealing with poor practice and possible abuse, a safeguarding incident report form and they also confirm printed copies are available on their club noticeboard.

The club states they take their safeguarding seriously, and this is evidenced by the information they provide on their safeguarding page.

Archery GB Safeguarding Team

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