

# **Online call with member associations**

# **Safeguarding**

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31 August 2023 / Lausanne, Microsoft Teams

- 1. General**
- 2. Policy document**
- 3. Role of national federations**
- 4. Reporting**
- 5. Procedures**
- 6. Call for candidates**
- 7. Questions and answers**

# Policy and procedures document

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Published in document manager under rules/policies [\(link\)](#).

## **1. Safeguarding policy**

- 1.1 Introduction*
- 1.2 Definition of safeguarding, harassment and abuse*
- 1.3 Scope of the policy*
- 1.4 Violations*
- 1.5 Roles and responsibilities*
- 1.6 Reporting, investigation and sanctioning procedures*
- 1.7 Educational and related resources*
- 1.8 Acknowledgements*

## **2. Safeguarding procedures**

- 2.1 Reporting procedure*
- 2.2 Confidentiality*
- 2.3 Jurisdiction*
- 2.4 Assessment*
- 2.5 Investigation*
- 2.6 Judicial process*
- 2.7 Sanctions*
- 2.8 Appeals*
- 2.9 Communication of sanctions*
- 2.10 Mutual recognition*

## **3. Privacy policy**

## **4. Glossary**

# Role of national federations

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A) Their **own policies and procedures** / adapted to their own legal framework

B) **Managing reports**

C) Ensuring all participants are **aware of and understand the World Archery safeguarding policy**

D) **Advising World Archery of any formal sanctions** imposed by them

## 1.5.2 Member associations are responsible for

- a) Defining and implementing their own policies and procedures to protect their athletes, entourage, officials, staff and volunteers from harassment and abuse, adapted to their own legal framework and consistent with the World Archery Policy and Procedures.
- b) Managing reports of alleged incidents of harassment and abuse relating to persons that are members of their national federation, through their regional bodies or clubs, including athletes, entourage, officials, staff, and volunteers.
- c) Ensuring all Participants representing their Member Association in a World Archery activity, are aware of and understand the World Archery Safeguarding Policy.
- d) Advising World Archery of any formal sanctions relating to harassment and abuse imposed by the Member Association, and of any suspensions where the individual may present a risk to World Archery Participants at that time or in the future.

## **Who can report to World Archery?**

There is full list in the document about who is covered with the policy.

It is primary meant for incidents related to international events and international athletes/coaches/judges/staff etc.

National level and local cases should ideally be reported and solved locally, but it is always not the case and not all people feel encouraged to speak out to people they know.

Therefore, it is possible for almost anyone who is involved in archery through their national federation or various events, to report.

## Online report form (link)

A person will be directed to online form whenever contacting World Archery:

- Email [safeguarding@archery.sport](mailto:safeguarding@archery.sport)
- Reaching out to World Archery staff – events or otherwise


*The form is currently only in English. If there is a language barrier, information might be exchanged via email and entered to the system by safeguarding officer.*

## Online report form (link)

Questions are about:

- The person reporting
- The victim
- The subject of concern
- Type of concern and description of concern
- Has it been already reported to someone? Is national archery federation aware

*Most fields are not mandatory. The more information is provided, the better.*

 **world archery**  
**World Archery: Online Safeguarding Report Form**  

Please complete this form if you have a concern about your own or someone else's well-being and include your name and phone number or email address so we can contact you to follow up this concern. The World Archery Safeguarding Officer will contact you following receipt of the report. To keep children and adults safe, information may need to be shared appropriately with other entities.\* However, confidentiality will be maintained where appropriate and to ensure that only those who need the information are made aware of it.

If you have any queries or concerns about the information you are providing, you can contact the World Archery Safeguarding Officer at [safeguarding@archery.sport](mailto:safeguarding@archery.sport).

If a child or vulnerable adult is in immediate danger or there is concern that a crime has been committed, please contact the police immediately.

**First Name: \***  
Person reporting the safeguarding concern.

**Surname: \***  
Person reporting the safeguarding concern.

**Phone:**  
Person reporting the safeguarding concern.



- How might you become aware of a concern?
- What would you do if you are told about an incident?
- What would you do if a child/athlete said they were being abused?

Receive

Record

Report

## Receive

- Listen and respond sensitively - do not ask leading questions
- Do not promise confidentiality
- It is not your responsibility to decide whether harm has been done
- It is your role to act on any concerns you have

## Record

- Make a written note of the concern
- Stick to facts
- Do it as soon as possible
- Keep a copy in a secure place

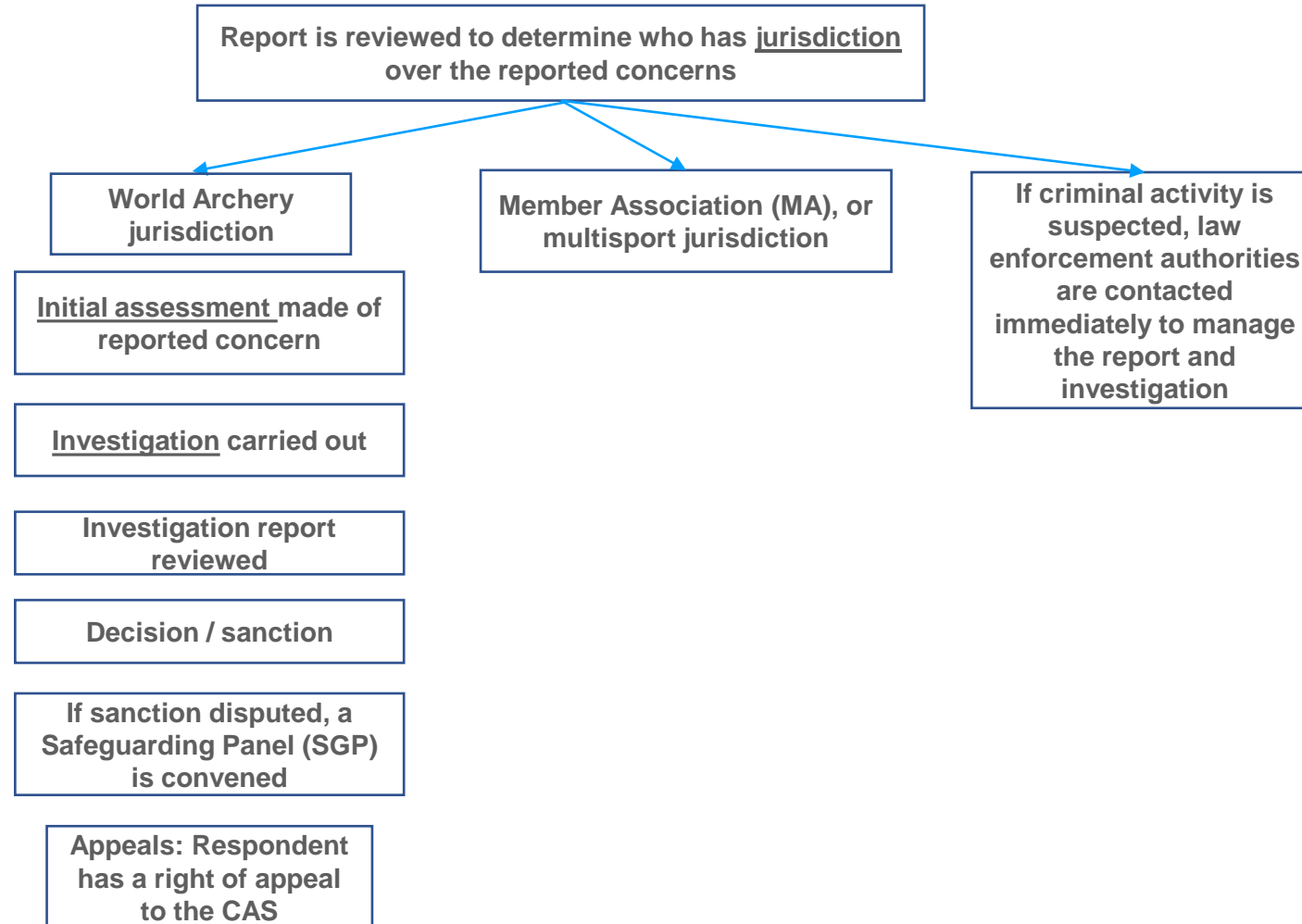
## Report

- Know who the relevant person in your organisation is to send your report to
- Be aware of national organisations that you can contact for help
- SHARE ON A 'NEEDS TO KNOW' BASIS ONLY

# Case management (simplified)



What happens  
when World  
Archery receives  
a report?



# Case Management (detailed)



## Who?

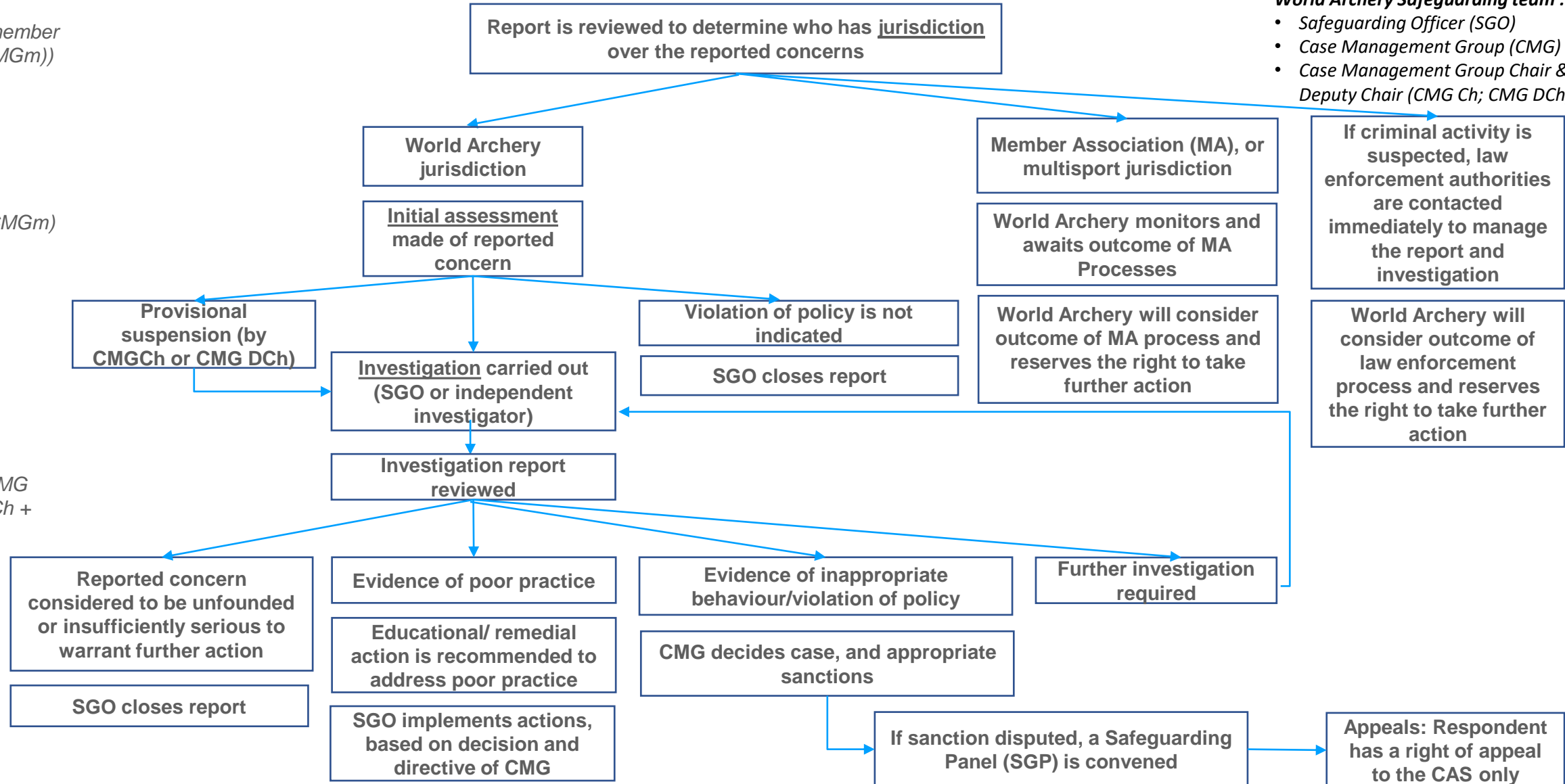
SGO (and member of CMG (CMGm))

SGO (and CMGm)

CMG (i.e. CMG Ch/CMG DCh + minimum 2 CMGm)

## World Archery Safeguarding team :

- Safeguarding Officer (SGO)
- Case Management Group (CMG)
- Case Management Group Chair & Deputy Chair (CMG Ch; CMG DCh)



## **World Archery is looking for people with various backgrounds, knowledge and skill sets:**

- Psychologists
- People who have had safeguarding training and experience for their job (teachers etc)
- People who have worked for law enforcement related to safeguarding topics
- Lawyers, judges
- Investigators

## **Candidates to fill in positions in:**

- Case management group (initial decision and sanctions)
- Safeguarding panel (if case is disputed, will be panel hearings to review the sanction)

- The goal is safe sport for participants
- Not an easy topic
- Difficulties around privacy / data protection
- Lack of experience

**We need to work on this together as partners!**

- Experience
- Solutions



In case of questions or concerns

[safeguarding@archery.sport](mailto:safeguarding@archery.sport)



**Thank you!**