



Response Procedures

HBCPP06
Version 4
Dec 2022
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Document reviewed and accepted by Committee of Harlequin Bowmen

Procedures

Receipt of allegation of abuse or serious breach of good practice

1. Ensure the 'response guidance' is followed.
2. Check well-being of individual concerned and check if they require any immediate medical attention.
3. If medical attention is required call the ambulance and inform doctor that there may be a Child Protection concern.
4. Immediately inform the club's appointed Safeguarding Officer (formerly the child protection officer-CPO) if they are not initially involved.
5. The club Safeguarding Officer will nominate a second person (preferably a committee member) as a witness to record the conversation with the child/young person.
6. Questions are limited to those on the incident report form. Additional questions must be left to the 'experts' outside the club.
7. The club's Safeguarding Officer will report the concern to the Club's Chairman/committee.
8. The Chairman/committee must refer the concern to the Police and/or Children's Social Care Services.
9. Inform Archery GB without delay and complete the incident report form and send to Archery GB Safeguarding Officer, Police and/or Children's Social Care Services within 24 hours.

Contact details:

	Office hours or non-emergency	Out of hours or emergency
Ambulance Services	-	999
Children's Social Care Services	0845 050 7666	0800 833 408
Police	0845 8 505 505	999
Archery GB CPO	01925 677 888 01925 602 792 (direct line)	



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Procedure for poor practice situation / allegation in breach of club's current good practice policies

