



Safeguarding Policy

Policy Owner: Chair
Date Approved: March 2025
Review Date: March 2028

1. Introduction

The United Kingdom Practical Shooting Association (UKPSA) is committed to providing a safe and secure environment for all its members, irrespective of age, background, or ability. This safeguarding policy outlines our commitment to promoting the welfare and well-being of children, young people, and vulnerable adults, and ensuring that everyone involved in our organization is aware of their responsibilities in this regard.

A child is defined as a person under the age of 18 (The Children Act 1989).

2. Legal Framework

The UKPSA acknowledges and complies with the following legislation, guidance, and codes of practice:

- The Children Act 1989 and 2004
- The Protection of Vulnerable Groups (Scotland) Act 2007
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- The Children (Scotland) Act 1995
- The Children (Northern Ireland) Order 1995
- The Sexual Offences Act 2003
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- The Disclosure and Barring Service (DBS) Code of Practice
- The General Data Protection Regulation (GDPR)
- The UKPSA Code of Conduct

3. Roles and Responsibilities

3.1. The the Charity Board

The UKPSA the Charity Board has overall responsibility for safeguarding within the organization. This includes ensuring the existence and effectiveness of the safeguarding policy, overseeing the implementation of safeguarding measures, and receiving and managing concerns or disclosures.

3.2. Safeguarding Officer



The UKPSA appoints a dedicated Safeguarding Lead (UKPSA Chair) responsible for coordinating safeguarding efforts, managing concerns, and providing guidance to members and volunteers. The Safeguarding Officer will receive appropriate training. In addition to this the UKPSA Secretary will also be responsible should a concern be raised about the UKPSA Chair.

3.3. Members and Volunteers

All members, instructors, officials, and volunteers of the UKPSA have a responsibility to:

- Be aware of and adhere to the safeguarding policy.
- Promote the welfare of children, young people, and vulnerable adults.
- Report any concerns or suspicions regarding the welfare of individuals promptly to the Safeguarding Officer.

4. Safeguarding Measures

4.1. Recruitment and Training

The UKPSA will ensure that all individuals working with children, young people, and vulnerable adults undergo appropriate background checks (DBS checks) and receive safeguarding training as required by UK legislation.

4.2. Code of Conduct

The UKPSA Code of Conduct will include specific provisions regarding appropriate behaviour and interactions with children, young people, and vulnerable adults, as well as guidelines for using social media and electronic communication.

4.3. Reporting and Managing Concerns

Any concerns or suspicions regarding the welfare of children, young people, or vulnerable adults must be reported to the Safeguarding Officer. The Safeguarding Officer will follow the UKPSA's safeguarding procedures, which may include involving external agencies such as social services or the police if necessary.

4.4. Confidentiality

Confidentiality will always be maintained, and information will only be shared on a need-to-know basis. However, the welfare of the individual(s) involved will always take precedence over confidentiality.

4.5. Risk Assessment and Safeguarding Plans

The UKPSA will conduct risk assessments for activities involving children, young people, and vulnerable adults and implement safeguarding plans as needed to minimize risks.

5. Communication

The UKPSA will communicate its safeguarding policy to all members, instructors, officials, and volunteers through various channels, including the website, emails, and membership materials. The policy will also be made available to parents, guardians, and carers.

6. Review and Monitoring

This safeguarding policy will be reviewed regularly and updated as necessary to ensure compliance with current legislation and best practices. Any incidents, near-misses, or concerns will be recorded and used to inform policy and practice improvements.

7. Implementation Date

This safeguarding policy will be implemented from the 6th July, 2024. All members and volunteers will be made aware of the policy and expected to comply.

Safeguarding Officers:

Martyn Spence (UKPSA Chair/Safeguarding Lead) – chair@ukpsa.org

Sharon Sell (UKPSA Safeguarding Secretary) – secretary@ukpsa.org



External Support Agencies:

If you are concerned about a child and unable to contact the designated person, please call the NSPCC 24-hour Helpline on 0808 800 5000.

NSPCC - <https://www.nspcc.org.uk/> - 0808 800 5000

Childline - <https://www.childline.org.uk/> - 0800 1111

Stonewall - <https://www.stonewall.org.uk/>



ANNEX I: Identifying Abuse

Abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school, and the sporting environment. Some individuals will actively seek employment or voluntary work with vulnerable people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When an individual enters a sporting activity having been subjected to abuse outside the sporting environment, sport can play a crucial role in improving their self-esteem. In such instances the organisers must work with the appropriate agencies to ensure they receive the required support.

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 person, for example by hitting or shaking them. It might also occur if a child is forced to train beyond his/her capabilities. Bullying is likely to come into this category.

Sexual Abuse occurs when a person 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 person is not given love, help and encouragement, is constantly derided or ridiculed, or perhaps even worse, is ignored. Conversely, it can also occur if a person is over-protected. It is present in the unrealistic expectations of parents and coach/instructors as to what a person can achieve. Racially and sexually abusive remarks constitute emotional abuse, and it can be a feature of bullying.

Neglect usually means failing to meet a person'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 ABUSE

Recognizing abuse is not always easy, even for experts. The examples below are not a complete list, and they are only indicators that abuse may have occurred – not confirmation that it has occurred.

- **Information** - The individual says that she or he is being abused, or another person says they believe (or know) that abuse is occurring.
- **Injuries** - The individual has an injury for which the explanation seems inconsistent.
- **Behaviour changes** - The individual's behaviour changes, either overtime or quite suddenly; he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- **Reaction to others** - The person appears not to trust adults, especially a parent/ partner or coach/instructor with whom she or he would be expected to have, or did once have, a close relationship, and does not seem to be able to make friends.
- **Appearance** - The individual becomes increasingly neglected in appearance and may lose or gain weight for no apparent reason.
- **Sexual awareness** - A child shows inappropriate sexual awareness for his/her age, and/or sometimes behaves in a sexually explicit way.



ANNEX II: GOOD PRACTICE

Everyone involved in shooting is encouraged to demonstrate good behaviour to protect children and vulnerable adults, and to protect themselves against allegations. REMEMBER that physically disabled individuals and those with learning difficulties are particularly vulnerable to abuse and may have added difficulties in communicating about what is happening to them.

The following are common-sense examples of how to create a positive environment within shooting:

- Always work in an open environment (e.g. avoid private or unobserved situations) and encourage an open environment between others (e.g. no secrets).
- Treat all people equally and respect their dignity.
- Always put the welfare of each person first, ahead of winning or achieving goals.
- Maintain a safe, appropriate distance in your dealings with people, e.g. it is not appropriate to have an intimate relationship with a child, or to share a room with them.
- Build balanced relationships based on mutual trust which empowers individuals to share in the decision-making process.
- Make sport fun and enjoyable and promote fair play.
- Ensure that if any form of manual/physical contact is required, it is done openly and according to good coach/instructing practice promoted by the UKPSA. Care is needed when adjusting hand and body positions, as well as assisting with shooting equipment. People should always be consulted, and their agreement obtained. If necessary, parents should be told what needs to be done and why, if possible their agreement should be obtained.
- Coach / instructors should give information to parents and young people about their coaching or instructing methods and style. They should explain that if any form of manual/physical contact needs to be done by the coach / instructor it is either done for safety reasons, or there is simply no other way to do it. The parents and young people should “sign up” to the coach/instructor’s style and give consent to his actions.
- Keep technical skills, qualifications and insurance up to date.
- Involve parents wherever possible, e.g. to supervise their children in changing rooms.
- Ensure that at events where shooters stay away from home, adults do not enter children’s rooms nor invite children into their rooms (formal room checks must always be done with two or more members of staff).
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Avoid excessive training or competition and pushing shooters against their will. Recognise everyone’s needs and capabilities.
- Secure parental consent in writing to acting in place of a parent if it may be necessary to give permission for emergency first aid and/or medical treatment.
- Be aware of any medicines being taken by participants, and any existing injuries.
- Keep a written record of any injury that occurs, with the details of any treatment given.
- Obtain written parental consent if officials/instructors/instructors are required to transport young people in their cars.
- Ensure all transport arrangements are agreed with a parent/carer.

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



What Not to Do

The following actions or activities should be avoided unless they are necessary in an emergency. If situations arise where these actions are unavoidable, they should only occur with the full knowledge and consent of someone in charge within the organization, or in the case of a child their parents; for example, if a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

NEVER:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow anyone to use inappropriate language unchallenged.
- Make sexually suggestive comments, even in fun.
- Reduce a person to tears as a form of control.
- Allow allegations made to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Share a room with a child or vulnerable adult.
- 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;
- Take children or vulnerable adults to your home where they will be alone with you.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for individuals, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents / carers and of the individual involved. Be responsive to a person's reactions. If a person is fully dependent on you, discuss with him/her what you are doing, and give choices where possible. This is particularly important if you are involved in putting on or removing outer clothing, or where there is physical contact in lifting the person or assisting them to carry out activities. Avoid taking on responsibility for tasks for which you are not appropriately trained.

Handling Potentially Difficult Situations

If an athlete

- Is accidentally hurt during practice.
- Seems distressed in any manner.
- Appears to be sexually aroused by your actions.
- Misunderstands or misinterprets something you have done.
- Goes missing.

Then you should report the incident immediately to the club's Safeguarding Officer or the club / shooting ground manager, and report the incident immediately to another colleague, and make a written record of the event (including a note of anyone who witnessed it), and inform the shooter's parents / carer of the incident.



APPENDIX III: Raising Concerns

It is not the responsibility of anyone in or with the UKPSA, in a paid or unpaid capacity to decide whether or not abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

UKPSA will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that anyone is, or may be, abusing a child or vulnerable adult.

Where there is a complaint there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Reporting concerns about poor practice

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

If the allegation is about poor practice by the UKPSA Safeguarding Lead, or if the matter has been handled inadequately and concerns remain, it should be reported to the UKPSA Secretary who will decide how to deal with the allegation and whether to initiate disciplinary proceedings.

Reporting concerns about suspected abuse

1. Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the UKPSA Safeguarding Lead, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
2. The UKPSA Safeguarding Lead will refer the allegation to the social services department who may involve the police.
3. The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
4. If the UKPSA Safeguarding Lead is the subject of the suspicion/allegation, the report must be made to the UKPSA Secretary who will refer the allegation to Social Services.

If you are concerned about a child and unable to contact the designated person, please call the NSPCC 24-hour Helpline on 0808 800 5000.

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 UKPSA Safeguarding Lead.
- the parents of the person who is alleged to have been abused.
- the person making the allegation.
- social services/police.

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

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).



APPENDIX IV: Reporting format

The following information must be recorded

Your Details

- Name:
- Position/relation to child:
- Phone Number:
- Address:
- Email:

Person Impacted Details

- Name:
- Date of Birth:
- Sex: M / F / other
- Other relevant information about the person: (e.g. mental and physical health)

Parent/Guardian/Next of Kin/Carer Details

- Name:
- Phone Number:
- Email:
- Have the person's parent(s)/guardian(s)/next of kin/carers(s) been informed of the incident?
Yes / No

Additional Information

- Details of the concerns/allegations:
- Are you reporting concerns raised by: Yourself / Someone else

(If reporting concerns raised by someone else, please provide additional information)

- Name:
- Position/Relation to person:
- Phone Number:
- Address:
- Email:

Incident details

- Date and time of incident:
- Date and time of allegation:
- Actions taken to date: (please give details of who else has been informed, and any relevant contact details)
- Signed:
- Date:

A google form to report incidents will be made available on the UKPSA website



APPENDIX IV: DBS Process

All UKPSA Range officials and UTC instructors will be required to hold a current Disclosure Barring service certificate. These will be reviewed 3 yearly either through the update service or application for a new certificate. Range officials are obliged to notify NROI and UTC should they be convicted of any offences within the 3-year cycle.

DBS checks will only be visible to Safeguarding Committee due to the sensitive nature of what they may contain

Any disclosures that are notified on a DBS certificate will be dealt with on an individual basis. Every disclosure will be assessed but there are no set criteria for action to be taken. In principle spent convictions will not be considered. A small panel of the Charity Board Members (Membership Secretary/ Chair/ UTC/ NROI) will make a risk-based assessment against the offences that have been notified, timeline, any mitigating circumstances and the level of the person in question.

Confidentiality is vital in such matters, so the panel is not made aware of the name of the person being assessed. Should the panel feel the level of risk is too great for the association to accept person is invited to a face-to-face interview and then sanctions or constraints on the activities that the person can undertake could be applied.

APPENDIX V: Safeguarding training

The level of safeguarding training required is related to the level of responsibility of the role held by an individual:

Range Officer, Chief Range Officer or Instructor	Level 1
Range Master or Instructor Assessor	Level 2
Chair & Secretary	Level 3

Members will only need to complete the training/checks once, regardless of if they are NROI or UTC.

Members with current training/checks through other avenues will be able to submit evidence without needing to retrain/re-check.

There is a recommendation that training is revalidated every year, although it appears that this can include asking trained participants to read and confirm they accept the safeguarding policy.



APPENDIX VI: KEY TO TERMS & ABBREVIATIONS

Charity Board	UKPSA's Board of Management.
Child	A person under the age of 18.
Club	A shooting club that is an affiliate of the UKPSA.
Coach/instructor	A person qualified by the UKPSA. (Coach/instructor or Instructor)
CPO	Safeguarding Lead
CPSU	Child Protection in Sport Unit
Conduct and standards committee	As determined by the UKPSA's Executive the Charity Board.
DBS	Disclosing and Barring Service. On 1 December 2012 the DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).
DBS Search	Official search of entries on the register, which must be carried out with respect of every eligible person working with young and vulnerable people.
Good Practice	Applying methods of working which are designed to minimise (a) the risk of compromising the welfare of children in the shooting environment, and (b) the risk of allegations being made falsely or unfairly against the shooter/coach/instructor/official concerned.
Local Authority	Local government body with a Children's Social Care (previously known as Children's Social Care Department) that has responsibility for child protection - known as a "children's services authority" - normally the County the Charity Board.
LADO	Local Authority Designated Officer
LSCB	Local Safeguarding Children Board(s) set up by local authorities under the Children Act 2004 to co-ordinate the child protection work of public bodies including the Police, Children's Social Care, health authorities, courts, Probation Service, etc.
NGB	National Governing Body
Official	A person appointed or directed to carry out official duties at any shooting event, from a club event to an international match. Such a person may have a formal role e.g. Safety Officer, Referee or Ground owner/manager.
Parent	See explanation on page 1.
Poor practice	Failing to apply methods of working which will minimize the risks avoided by "good practice". (See page 4)
SCUK	Sports Coach/instructor UK – a national organisation that runs courses for all sports. (Annex V)
Social Services/ Children's Social Care	Social Services Department (now known as Children's Social Care) of a local authority. If an incident must be reported to them, contact the Children's Social Care for the place where the incident has occurred. They will then take responsibility for any referral of the matter to the Children's Social Care for the place where the child lives, and the place where the alleged abuser lives, if they are not local residents.
Staff	People employed in paid positions by the UKPSA or Shooting Ground/Club.
Volunteer	A person working unpaid for a shooting Ground/Club.

