

SAFEGUARDING POLICY

Bowmen of Backworth May 2024

We are fully committed to safeguarding children, young people and vulnerable adults by:

- ❖ Ensuring that the welfare of children, young people and vulnerable adults is paramount.
- ❖ Creating and maintaining the safest environment possible for children, young people and vulnerable adults participating in Archery.
- ❖ Taking all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.
- ❖ Promoting an ethos which embraces difference and diversity, and respects the rights of children, young people and vulnerable adults.

Our policy is based on Archery GB's Policies for Safeguarding Children and Young People and Safeguarding Adults which is mandatory for archery clubs to follow. The Archery GB Policy can be viewed on their website www.archerygb.org

It is a requirement that all Club Members, coaches, parents and visitors to the Club including those participating in archery courses and events adhere to this policy.

Definitions: -

- ❖ Children and young people refer to people under the age of 18.
- ❖ Vulnerable adults are those over the age of 18, who may be elderly, physically and/or mentally disabled, or have learning difficulties.
- ❖ Abuse is any form of physical, emotional or sexual mistreatment, or lack of care that leads to injury or harm. Abusers can be male or female. An individual might abuse or neglect a child, young person or vulnerable adult directly, or may be responsible for abuse because they fail to prevent another person harming them.

CODE OF PRACTICE:

We, Bowmen of Backworth, will adhere to the following Code based on the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.

Supervision

1. A club Welfare Officer will be appointed by the Committee of the Bowmen of Backworth. The appointee must undertake mandatory safeguarding training and obtain DBS clearance as required by Archery GB and continue to renew all training in line with Archery GB recommendations. Compliance with these requirements will be monitored. The Welfare Officer is the first point of contact to report any concern regarding an abuse and can be contacted at any Club core shooting time, or by using the contact details displayed on the club's noticeboard and also given at the end of this policy.
2. All Archery Coaches and Instructors must undertake mandatory safeguarding training and DBS clearance as required by Archery GB and continue to renew all training in line with Archery GB recommendations. Compliance with these requirements will be monitored.
3. Any other Club Members with regular access to children, young people and vulnerable adults, and all those responsible for the Club's Safeguarding Policy within the Club, will undergo a screening process.
4. For juniors under the age of 14 years a parent or designated responsible adult must be present at all Club archery sessions and events and will be responsible for the care of that junior.

5. If an adult responsible for a junior aged between 15 and 18 years wishes **not to remain** with that young person during any Club archery sessions or events, they must agree to the following conditions:
 - They must remain with the young person until the session or event commences.
 - They must not leave the young person without gaining the prior consent of the Club's Chairman, Archery Coach, Club Secretary or Welfare Officer.
 - They must collect the young person at the end of the session or event, at the time requested. If a parent/guardian wishes to allow a young person to leave on their own, they must provide written consent in advance.
 - A Parent Consent Form, outlining conditions of membership and contact details, as well as any relevant medical conditions, must be completed annually by the parent/guardian. The Parent Consent Form **may not** include email addresses or mobile phone numbers belonging to members that are children or young people.
6. A contact list of all children and young people, that are Bowmen of Backworth Members, is kept at the Club during shooting sessions and at all Club events. This list will only be accessible to the Welfare Officer, Archery Coach/Instructors and the Club Chairman - in cases of emergency other specifically designated Committee Members may have access to the list.
7. Members who are children, young people or vulnerable adults may only shoot when supervised by at least 2 adults, one of whom must be an Archery GB registered Club Member. If only 2 adults can be present, then only 1 may shoot at any one time. At least 2 adults must be present when young members or vulnerable adults arrive and until they have all departed.
8. If a child, young person or vulnerable adult has a medical condition which may in any way affect their shooting, they should inform either the Welfare Officer or an Archery Coach who will advise the best course of action. This will be dealt with confidentially where possible.

Behaviour and Conduct

9. Any form of abuse will not be tolerated.
10. The personal life, beliefs and religious faith of a Club Member must always be respected, regardless of their age, gender, colour or ethnicity.
11. The use of offensive language, such as swearing, will not be tolerated in the presence of children, young people and vulnerable adults, and will always be challenged.
12. Any physical contact with a child, young person or vulnerable adult should be made in an open and non-threatening manner and kept to a minimum. Physical contact should only occur when absolutely necessary.
13. No one should engage in rough, physical or sexually suggestive games at the Club with any child, young person or vulnerable adult.
14. Any sexually suggestive comments made by adults to children, young people or vulnerable adults are deemed inappropriate, even in fun, and should not be made.
15. No one may reduce a child, young person or vulnerable adults to tears as a form of control.
16. Any photographs or videos taken at Club shooting sessions or events, which may include children, young people or vulnerable adults should be logged, and a record kept by the Field Captain of the day, or Welfare Officer - this helps prevent photographs or videos of children,

young people or vulnerable adults from later being manipulated and added to inappropriate websites.

17. Club Members should check and report anyone seen to be taking photographs or videos of children, young people or vulnerable adults.
18. No one is permitted to shoot whilst under the influence of alcohol. Adults may consume a moderate amount of alcohol at social Club events only after shooting sessions have completely ceased and all shooting equipment has safely been locked away. Adults may not offer or purchase alcohol for people under the age of 18 years.
19. Children and young people may not be taken on car journeys by any Club Member. All forms of transportation must be provided by parents or guardians.
20. Any accident involving a child, young person or vulnerable adult, however minor, must be reported to the Club Chairman, Club Secretary or Welfare Officer and recorded in the Club's Accident Book, and the parents/guardians must be informed of the incident as soon as possible.

Reporting Concerns

21. It is the responsibility of every Club Member, and the parents/guardians of children and young people attending the Club, to ensure the safety and well-being of everyone else whilst participating in Club shooting sessions and other Club events.
22. Any complaint made about a Club Member will be dealt with in a timely and confidential manner and in accordance with the Club's Constitution and Disciplinary Code, as well as Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults.
23. All allegations of abuse, irrespective of how trivial they may seem, must be reported to the Welfare Officer.
24. If anyone suspects that a child, young person or vulnerable adult is being abused - be it sexually, physically or emotionally - or neglected, either within or outside the Club, they should inform the Club Welfare Officer. It is not the responsibility of anyone involved in archery to decide that a person is being abused but **it is their responsibility to act upon their concerns.**

Never dismiss what a child, young person or vulnerable adult tells you as "lies" or "exaggeration" - **the worst possible thing you can do is to ignore it.**

Procedure for Reporting Concerns

For detailed guidance refer to Section 4 of the Archery GB Policy - a copy is kept by the Welfare Officer; it is also available to view on the Archery GB website www.archerygb.org

Any concerns regarding the welfare of a child, young person or vulnerable adult should be reported to the Club Welfare Officer **immediately**. They will report possible abuse or neglect to the Police and/or Children's Social Care Services.

If a child, young person or vulnerable adult tells you about abusive behaviour:

- React calmly so as not to frighten the person.
- Reassure the person that they were right to confide in you.
- Make sure that you understand exactly what is being reported - listen carefully and ask questions only to clarify facts or words that you do not understand.
- Do not speculate or make assumptions or judgements.

- Do not make promises, to the person making the disclosure, which you may not be able to keep - tell them you will need to inform others and write things down in order to help them.
- Do not make comments about the alleged abuser.
- Do not approach the alleged abuser.
- Report what you have been told immediately to the Welfare Officer, the Chairman or Club Secretary.

Every effort will be made to ensure that confidentiality is maintained for all concerned.

The Club Welfare Officer must refer the matter to the Club Chairman or other appropriate Club Committee Member. They must also inform the Police and/or Social Services regarding a case of possible abuse, as well as the Archery GB Safeguarding Officer by phone, without delay - an Incident Report Form will also be completed to all, within 24 hours.

If the incident is not serious, and can be resolved at Club level, it should be referred to the Archery County/Regional Officer and then, if necessary, to the Archery GB Safeguarding Officer.

Where a complaint has been made against a Club Member, a written acknowledgement will be sent immediately to the person making the complaint, by the Club Chairman. Every effort will be made to inform all parties concerned about the outcome of the investigation, in writing, within 30 days.

Useful contact numbers:

Bowmen of Backworth Club Welfare Officer Roxane Walley
 Email:welfare@bowmenofbackworth.org

Archery GB Email safeguarding@archerygb.org
 Archery GB National Lead Safeguarding Officer Tel:01952 602792

<u>NSPCC Helpline</u>	Tel: 0808 800 5000 (24 hours)
<u>Child Line</u>	Tel: 0800 1111 (24 hours)
<u>Northumbria Police</u> North Tyneside Area Command HQ	Tel: 101 (24 hours)
<u>Child Protection in Sport Unit</u>	Tel: 0116 234 7278
<u>North Tyneside Front Door Service</u>	Tel: 0345 2000 109