



Caldy Bowmen Archery Club

SAFEGUARDING POLICY

Version 1.1



INTRODUCTION

1. Caldy Bowmen Archery Club (CBAC) are fully committed to safeguarding children, young people and vulnerable adults by:
 - a) Ensuring that the welfare of children, young people and vulnerable adults is paramount.
 - b) Creating and maintaining the safest environment possible for children, young people and vulnerable adults participating in Archery.
 - c) Taking all reasonable steps to promote safe practice and to protect children, young people and vulnerable adults from harm, abuse and exploitation.
 - d) Promoting an ethos which embraces difference and diversity, and respects the rights of children, young people and vulnerable adults.
2. These guidelines are based on Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults which is mandatory for archery clubs to follow. The Archery GB Policy can be viewed on their website www.archerygb.org

DEFINITIONS

3. Children and young people refer to people under the age of 18.
4. Vulnerable adults are those over the age of 18, who may be elderly, physically and/or mentally disabled, or have learning difficulties.
5. 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.
6. As well as members, this policy also applies to all visitors to the club including those participating in archery courses.
7. The Club's Safeguarding Officer is Carol Gardner who is the first point of contact to report any concern regarding an abuse. Alternatively, you can contact any Committee Member.

STATEMENT OF POLICY

8. CBAC will adhere to the following Policy based upon the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.
 - a) Bullying will not be tolerated.
 - b) 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.

- c) If an adult responsible for a junior, aged between 14 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:
- i. They must remain with the young person until the session or event commences.
 - ii. They must not leave the young person without gaining the prior consent of the Club's Chairman, Archery Coach, Club Secretary or Safeguarding Officer.
 - iii. 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.
9. A contact list of all children and young people that are CBAC members is kept by the Child Protection Officer, Junior Representative and the Health and Safety Officer.
10. 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 are able to 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.
11. All Club Coaches and Instructors and any other club members with regular access to children, young people and vulnerable adults, will undergo a screening process.
12. 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 Safeguarding Officer or a Club Coach who will advise the best course of action. This will be dealt with confidentially where possible.
13. 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 Safeguarding Officer - this helps prevent photographs or videos of children, young people or vulnerable adults from later being manipulated and added to inappropriate websites.
14. Club members should check and report anyone seen to be taking photographs or videos of children, young people or vulnerable adults.
15. 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.
16. 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.
17. The personal life, beliefs and religious faith of a club member must always be respected, regardless of their age, gender, colour or ethnicity.

18. No one should engage in rough, physical or sexually suggestive games at the club with any child, young person or vulnerable adult.
19. 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.
20. 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.
21. No one may reduce a child, young person or vulnerable adults to tears as a form of control.
22. Any accident involving a child, young person or vulnerable adult, however minor, must be reported to the Safeguarding Officer and the parents/guardians must be informed of the incident as soon as possible.
23. It will be the responsibility of every Club member, and also 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.
24. 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.
25. All allegations of abuse, irrespective of how trivial they may seem, must be reported to the Child Protection Officer.
26. 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 Child Protection 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.