



Rickmansworth Archery Club child protection policy

Rickmansworth Archery Club is fully committed in safeguarding children, young people and vulnerable adults. We do this 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.

Rickmansworth Archery Club's 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.uk

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.

Anoosh Liddell has been appointed Child Protection Officer for Rickmansworth Archery Club. She is the first point of contact to report any concern regarding an abuse and can be contacted at any Club core shooting time, by email to rickyarchers@googlemail.com or on **01923 460036**. Alternatively the Club Chairman may be contacted.

Apart from Club Members, this Code also applies to all visitors to the Club including those participating in archery courses.

Code of practice

We, Rickmansworth Archery Club, will adhere to the following Code based on Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults.

1. Bullying will not be tolerated.
2. For juniors under the age of 10 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.



3. If an adult responsible for a junior, aged between 11 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 Child Protection 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.
4. A Junior Consent Form, outlining conditions of membership and contact details, as well as any relevant medical conditions, must be completed by the parent/guardian. The Junior Consent Form **may not** include email addresses or mobile phone numbers belonging to members that are children or young people.
5. A contact list of all children and young people, that are Members, is kept at the Club during shooting sessions and at all Club events. This list will only be accessible to the Child Protection Officer, Archery Coach/Instructors and the Club Chairman – in cases of emergency other specifically designated Committee Members may have access to the list.
6. 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.
7. All Archery Coaches and Instructors and any other Club Members with regular access to children, young people and vulnerable adults, and all those responsible for the Club's Child Protection Policy within the Club, will undergo a screening process.
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 Child Protection Officer or an Archery Coach who will advise the best course of action. This will be dealt with confidentially where possible.
9. 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 Child Protection Officer – this helps prevent photographs or videos of children, young people or vulnerable adults from later being manipulated and added to inappropriate websites. Club Members should check and report anyone seen to be taking photographs or videos of children, young people or vulnerable adults.
10. The use of offensive language, such as swearing, will not be tolerated in the presence of children, young people and vulnerable adults, and will at all times be challenged.
11. 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.
12. 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. If cases arise where this situation is unavoidable, it should only be with full knowledge and consent of someone in charge in the Club and the child's or young person's parents and/or guardians.
13. The personal life, beliefs and religious faith of a Club Member must be respected at all times, regardless of their age, gender, colour or ethnicity.



14. No one should engage in rough, physical or sexually suggestive games at the Club with any child, young person or vulnerable adult.
15. 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.
16. 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.
17. No one may reduce a child, young person or vulnerable adults to tears as a form of control.
18. Any accident involving a child, young person or vulnerable adult, however minor, must be reported to the Club Chairman or Child Protection Officer and recorded in the Club's Accident Book, and the parents/guardians must be informed of the incident as soon as possible.
19. 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.
20. 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.
21. All allegations of abuse, irrespective of how trivial they may seem, must be reported to the Child Protection Officer.
22. 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.

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.**

Some useful contact numbers are:

NSPCC Helpline – 0808 800 5000 (24 hours)

The Albany Trust – 0208 767 1827

Child Line – 0800 1111 (24 hours)

Rickmansworth Police – 0845 330 0222

Watford Police – 01923 472 000 or 0845 330 0222

Herts Police Headquarters – 01707 354 000

Child Protection in Sport Unit – 0116 234 7278

Herts County Children, Schools & Families – 01923 471 500

Archery GB Child Protection – 01952 677 888



Procedure for complaints

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

Any concerns regarding the welfare of a child, young person or vulnerable adult should be reported to the Club Child Protection 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 Child Protection Officer or Chairman.

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

The Club Child Protection 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 Child Protection 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 Child Protection 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.