



## **Rickmansworth Archery Club**

### **Safeguarding Policy**

Rickmansworth Archery Club is fully committed in safeguarding children, young people and vulnerable adults and follows Archery GB's Safeguarding Policy guidelines.

Apart from Club Members, this Policy also applies to parents/legal guardians and all visitors to the Club including those participating in archery courses.

Children and young people refer to those under the age of 18 years; vulnerable adults are those over the age of 18 years who may be elderly, physically and/or mentally disabled or have learning difficulties.

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 the sport of 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.

Abuse is any form of physical, mental, emotional or sexual mistreatment, neglect or lack of care that leads to injury or harm. An individual might abuse or neglect a child, young person or vulnerable adult directly, or may be held responsible for abuse because they fail to report or prevent another person from harm.

Anoosh Liddell has been appointed Welfare Officer for Rickmansworth Archery Club and is the first point of contact to report any concern regarding abuse. She can be contacted:

- at any Club shooting time
- by telephone on 07759 924 675
- by email sent to: [rickyarchers@googlemail.com](mailto:rickyarchers@googlemail.com)

## Code of practice

1. All forms of bullying will not be tolerated such as physically pushing, kicking, hitting, pinching, name calling, humiliating, ignoring/excluding others, taunts, gestures, etc.
2. Children, young people or vulnerable adults may only shoot when supervised by at least 2 adult Club Members.
3. All Archery Coaches, Instructors and the Welfare Officer will undergo a screening process and hold a valid DBS certificate
4. Any photographs or videos taken at Club shooting sessions or events, which include the faces of children, young people or vulnerable adults are strictly forbidden unless prior consent has been obtained from their parent/legal guardian.
5. Any Club Member must report anyone seen to be taking photographs or videos of children, young people or vulnerable adults to the Welfare Officer.
6. The use of offensive language, such as swearing, will not be tolerated and will at all times be challenged.
7. No one is permitted to shoot whilst under the influence of alcohol or recreational drugs.
8. No alcohol may be consumed while on the archery range.
9. No one may offer or purchase alcohol for children, young people or vulnerable adults.
10. Children, young people and vulnerable adults may not be taken on car journeys by any Club Member - all forms of transportation must be provided by their parent/legal guardian. In the case of an emergency or when this situation is unavoidable, it should only be with full knowledge and consent their parent/legal guardian.
11. The personal life a Club Member and/or their parent/legal guardian must be respected at all times regardless of their age, gender reassignment, marriage/civil partnership, pregnancy or maternity, disability, race, religion or belief, sex or sexual orientation.
12. No one should engage in rough, physical or sexually suggestive games at the Club with any child, young person or vulnerable adult.
13. Any physical contact with a child, young person or vulnerable adult should be made in an open and non-threatening manner and must be kept to a minimum and occur only when absolutely necessary.
14. Any sexually suggestive comments made to children, young people or vulnerable adults are deemed inappropriate, even in fun or as banter, and should not be made.

15. No one may reduce a child, young person or vulnerable adult to tears as a form of control.
16. Any accident involving a child, young person or vulnerable adult, however minor, must be reported to the Welfare Officer or Chairman and recorded in the Club's Accident Book and their parent/legal guardian informed of the incident as soon as possible.
17. It will be the responsibility of every Club Member, and also the parent/legal guardian of children, young people and vulnerable adults attending the Club, to ensure the safety and well-being of everyone else whilst participating in Club shooting sessions and/or at any other Club events.
18. 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, Code of Conduct and Disciplinary Code, as well as Archery GB's Policy for Safeguarding Children, Young People and Vulnerable Adults.
19. All allegations of abuse, irrespective of how trivial they may seem, must be reported to the Welfare Officer.
20. If anyone suspects that a child, young person or vulnerable adult is being abused – be it sexually, physically, mentally, emotionally or neglected, either within or outside the Club, they should inform the Welfare Officer.

## **Procedure for complaints**

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

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, 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 or Chairman - every effort will be made to ensure that confidentiality is maintained for all concerned.

The Welfare Officer must refer all concerns raised about abusive behaviour to the Chairman - 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 and

without delay (Anne Rook – Archery GB’s National Lead Safeguarding Officer: 01952 602792) – an Incident Report Form must also be completed to all, within 24 hours.

## Helpful Websites

- [NSPCC - Keeping Children Safe](#)
- [Childline](#)
- [Young Minds](#)
- [Bullying and Cyberbullying](#)
- [Think U Know](#)
- [Childnet - Support and guidance for young people](#)

Approved by Rickmansworth Archery Club Committee on 5<sup>th</sup> April 2023