



## **ABBAY BOWMEN (HERTS).**

### **Children, Young People and Vulnerable Adult Protection – who and why?**

The abuse of young and vulnerable people is not a new phenomenon, but easier access to transport, and better communications have allowed the problem to grow. So the sporting community have put into place a number of measures to make it more difficult for the wrong sort of people to gain access to their targets.

Abbey have approached this issue in two ways, firstly by adopting a set of guidelines for the club that make clear our determination to keep our sport from contamination, and secondly by ensuring that no one in our club with a position of influence over young people has the wrong sort of past.

The Abbey Bowmen Guidelines are based on the Archery GB policy for safeguarding children, young people and vulnerable adults.

Laura Edgar is our Child Protection Officer, David Saunders is the Deputy child Protection Officer. They are the first point of contact to report any suspicion of an abusive relationship.

The guidelines are simple, common sense and not difficult to understand, they are intended to help minimise the risk of any abuse happening in our club.

## **The Guidelines**

We, the members of Abbey Bowmen (Herts) Archery Club will adhere to the following policy based on the Archery GB policy for safeguarding Children, Young People and Vulnerable Adults.

1. We will not tolerate bullying.
2. For juniors under the age of 11, a parent/guardian or designated responsible adult must be present at all sessions, and will be responsible for the care of that junior.
3. If the adult responsible for a junior aged 11 and over, but under 16 chooses not to remain with the junior during archery sessions, they must also agree to the following conditions:
  - They must remain with the junior until the session commences.
  - They must not leave the junior without first gaining consent of a senior club member (Field Captain of the day or a Coach).
  - Juniors must not leave the shooting premises/grounds during an archery session
  - They must collect the junior at the end of the session, at the time requested.
4. A junior consent form, outlining conditions of membership and detailing contact details and any relevant medical conditions, to be completed annually by the parent/guardian.
5. A contact list of all junior members to be available at the club ground during shooting sessions (This list is only available to coaches and the child protection officer).
6. Juniors and vulnerable adults may only shoot when supervised by at least two adults, of whom one must be an Archery GB registered club member (if only two adults are present with juniors, then only one should shoot at any one time).

At least two adults should be present when juniors arrive and until they have all departed.
7. All coaches, members with regular access to juniors and vulnerable adults and those responsible for child protection policies within the club will undergo a screening process.
8. If a junior/vulnerable adult has a medical condition that may interfere with their shooting, they should inform one of the coaches who will be able to advise the best course of action. This will be dealt with confidentially.
9. Any photography taken at the club that may include juniors should be logged, and a record kept by the field captain of the day or the CPO, as there is evidence to suggest that photographs of juniors are sometimes later manipulated and added to child pornography sites.

Club members should challenge anyone seen taking photographs, to ensure that the event is recorded.
10. We will not tolerate the use of offensive language in the presence of juniors/vulnerable adults, and will always challenge it.

11. A junior/vulnerable adult should not be taken on a car journey by any member of the club, other than that person's parent/guardian, unless they are accompanied by them.

12. The personal life of a club member should be respected, regardless of their age.

13. No member should engage in rough, physical or sexually suggestive games with any junior/vulnerable adult member.

14. Any physical contact between a member of the club and a junior/vulnerable adult should be in an open and non-threatening manner, and kept to an absolute minimum. Physical contact should only be made when absolutely necessary, and with the express permission of both the person concerned and the parent or guardian.

15. We will not make sexually suggestive comments to juniors/vulnerable adults, even in fun.

16. No one should be reduced to tears as a form of control.

17. Any accident, however minor should be reported to the field captain, and recorded in the club accident book, and parents/guardians informed as soon as possible.

18. It is the responsibility of every member of the club, and parents of juniors, to ensure the safety and well being of every other member whilst participating.

19. Any complaint made about a member of the club will be dealt with in a sympathetic and confidential manner.

20. All allegations of abuse irrespective of how trivial they may seem must be reported to Laura Edgar (01727 850066) or David Saunders (07813 772236).

21. If you suspect that a young or vulnerable person is being abused, be that physical or mental, either within the club or outside, please inform some one. Never dismiss what a child or young person tells you as 'lies' or exaggeration.

### **The worst possible thing you can do is to ignore it.**

Some useful contact numbers in the event of not being able to contact Laura or David.

The Albany Trust	0208 7671827
NSPCC Helpline	0808 800 5000 (24 Hours)
Child Line	0800 1111 (24 Hours)
Police-St Albans	01727 796000
Police- Headquarters (Herts)	01707 354000

Child Protection in Sport Unit	0116 234 7278
Social Services-Luton Office	01582 402500
Local Hospital-Hemel Hempstead	01442 213141

Archery GB Child Protection	01952 677888
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## **Abbey Bowmen (Herts).**

### **Safeguarding Children, Young People and Vulnerable Adults, Procedure for complaints.**

For detailed guidance, refer to section 4 of the Archery GB policy. A copy is held by both the club secretary and CPO, and is available to view on the GNAS web site.

Report your concern to the club CPO or deputy, who in turn is required to report this to the Police and/or Children Social Care Services.

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

When responding to a disclosure of possible abuse, make sure that you are able to understand what is being reported. Inform the person that you cannot make any promises that you will be unable to keep, and that you will need to inform others and to write things down.

Do not approach any alleged abuser.

The club CPO must refer the matter to the club chairman/committee; inform the Police and/or CSCS, also the Archery GB CPO by phone without delay, followed by a completed incident report form to all within 24 Hours.

If the concern is not serious, but cannot be resolved at club level, then it should be referred to the County/Regional officer, and then if necessary to the Archery GB CPO.