



Code of Good Practice - Safeguarding Children, Young People and Vulnerable Adults

Introduction

SURREY BOWMEN (SB) is affiliated to Archery GB (AGB). It is a mandatory requirement of affiliation for clubs to adopt the AGB Policy and Guidelines for Safeguarding Children, Young People and Vulnerable Adults. There are a number of requirements stated by AGB including that clubs have a Code of Good Practice.

The following Code of Good Practice provides the Club's statement of commitment to safeguarding, principles, definitions, local rules, guidance and procedure for dealing with concerns. Together, these ensure the mechanisms for compliance with the AGB Policy and clarify what is expected of the Club and its members.

The AGB Policy for Safeguarding Children, Young People and Vulnerable Adults is not repeated here but may be found at www.archerygb.org as may the associated guidelines.

The Club's Commitment to the safety and welfare of children, young people and vulnerable adults.

SB believes that when dealing with children, young people and vulnerable adults their welfare must always be of paramount importance. The Club is committed to providing an environment where children, young people and vulnerable adults can learn and participate in archery free from harassment and abuse. All those working with children, young people and vulnerable adults have a moral responsibility to safeguard and promote their welfare. SB have adopted the AGB Policy for Safeguarding Children, Young People and Vulnerable Adults to ensure peace of mind for both children and adults.

Terminology

Child /Children / Young Person / Young People – refers to all people under the age of 18 years.

Vulnerable Adult – is a person aged over 18 years and who is, or may be in need of community care services by reason of their advanced age, sensory impairment, disability, learning difficulties or illness.

Principles

This Code of Good Practice is based on the following fundamental principles:

Children, Young People and Vulnerable Adults

- Whilst dealing with children, young people and vulnerable adults, their welfare is and always must be the paramount consideration.

- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual orientation, have the right to protection from abuse or neglect.
- The rights, dignity and worth of every child, young person and vulnerable adult must always be respected.
- All children, young people and vulnerable adults must be listened to and have their views considered according to their age, maturity and understanding.
- All children, young people and vulnerable adults have a right to participate in archery in an enjoyable and safe environment.

Adults who work with Children and Young People

- All adults who work with children, young people and vulnerable adults have a right to be treated with respect and dignity irrespective of their gender, disability, race, sexual orientation, marital status, age, religious or political belief and offending background.
- All adults who work with children and young people and vulnerable adults have a right to know what SB and AGB expects of them in terms of their responsibilities and conduct towards others.
- All adults who work with children and young people and vulnerable adults have a right to fair and just treatment whenever a concern is raised about them including their conduct towards others.

Parents and Legal Guardians

- Parents and guardians have a right to expect that SB provide appropriate care and protection for their children.
- It is the right of a parent or guardian to be able to check how well the Club is run, for the sake of their child's safety and the parent's peace of mind.
- A parent, guardian must accompany their children and young people to and from the Club and remain present at all times. The name(s) of parents/ guardians should be indicated on the child's application form. The responsibility for the care, good behaviour and safe conduct of the child / young person remains with the parent, guardian.

Responsibilities

- SB takes its responsibilities to children, young people and vulnerable adults who participate in archery at all levels seriously. The Club actively strives to provide an environment that supports children, young people and vulnerable adults to be happy, stay safe, enjoy, achieve and make a positive contribution.

- Any matters giving rise to concern of children or young people's welfare e.g. abuse, poor practice and allegations will be taken seriously and responded to in a timely and appropriate manner.
- Confidentiality will be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000.
- Recruitment of staff and volunteers is undertaken according to the guidelines for best practice contained in the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.

IMPORTANT NOTE: It is the responsibility of child protection experts i.e. Social Services or the Police, to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

Coaching

All Coaching at the Club will be undertaken by AGB qualified coaches who will hold a current DBS (Disclosure & Baring Service) certificate and have a current certificate of attendance at an approved Safeguarding course.

A record of the Coaches and the dates of their certificates will be held by the club and will help serve as a reminder when the certificates are due for renewal. DBS certificates are to be renewed every three years and a Safeguarding course should be attended every three years (recommended) and six years (mandatory).

Statement of Zero Tolerance of Bullying

SB will not tolerate the bullying of any Member by another Member.

Bullying can include:

- **Physical:** e.g. hitting, pushing, punching kicking (in some cases, this might constitute an assault).
- **Verbal:** (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats or name-calling, ridicule or humiliation.
- **Emotional:** e.g. being unfriendly, excluding, tormenting (emotionally and physically), sending hurtful text messages, ridiculing, humiliating, threatening gestures.
- **Harassment:** e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- **Sexual:** e.g. unwanted physical contact or sexually abusive comments.
- **Cyber:** e.g. misuse of ICT, such as e-mail and internet chat room misuse. Abuse or threats by

text messaging and calls

Specific local rules that have been adopted to support good practice.

- Where Junior Members are shooting individually or in groups they must be supervised by two adults, one of whom is a AGB affiliated member of at least one year's standing. Where the AGB member is also the junior's parent, guardian, a second adult must be present.
- A parent, guardian must accompany their children, or young person and must be present at all times. The responsibility for their care, good behaviour and safe conduct of the child or young person remains with the parent, guardian.

What to do if you are concerned about a child, young person or vulnerable adult's safety or welfare.

If you have a concern about a child, young person or vulnerable adult's welfare or safety refer to the flow diagrams included in the AGB Policy for Safeguarding Children, Young People and Adults which may be found at www.archerygb.org OR

Speak with the SB SAFEGUARDING OFFICER.

If you think that a child, young person or vulnerable adult is being abused or neglected, you should report your concerns WITHOUT DELAY to Surrey County Council's **Multi Agency Safeguarding Hub**, by telephoning the Surrey Contact Centre on 0300 470 9100, or local contact 0300 123 161.

Outside of office hours and at weekends and public holidays, the Surrey Emergency Duty Team should be contacted by telephoning 01483 517898. However, if you are seriously concerned about a child's, young person's or vulnerable adult's immediate safety, always dial 999 and **report the matter to the police.**

NSPCC Helpline provides a free 24 hour service on **0808 800 5000.**

DO NOT DELAY IN REPORTING YOUR CONCERN

Updated February 2017 – SB committee including SO.