



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

### **Introduction**

ROYAL RICHMOND ARCHERY CLUB (“RRAC” or “the Club”) 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 procedures for dealing with concerns. Together, these ensure the mechanisms for compliance with the AGB Policy and clarify the expectations for the Club and its members.

A copy of this Code of Practice will be given to all new members (including juniors and their parents / guardians), and will be clearly displayed on the Club website. It will be reviewed annually, and members will be reminded through the Newsletter that a revised version has been uploaded to the website.

The AGB Policy for Safeguarding Children, Young People, and Vulnerable Adults is not repeated here but may be found at the following web address, as may the associated guidelines:

<https://tinyurl.com/agbguidance>

The Club’s commitment to the safety and welfare of children, young people,

and vulnerable adults is always of paramount importance. This includes 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 responsibility to safeguard and promote their welfare. RRAC has 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**

RRAC use the following definition of a vulnerable adult taken from <http://www.safeguardingmatters.co.uk/> which was set up by the team that prepared the Vetting and Barring Scheme for roll-out.

A vulnerable adult is a person who is, or may be:

- In need of community care services by reason of disability, age or illness.
- Unable to take care of him/her self.
- Unable to protect him / herself against significant harm or exploitation.

## **Principles**

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

- 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 criminal record background, within the context of the Rehabilitation of Offenders Act (1974).
- All adults who work with children, young people, and vulnerable adults have a right to know what RRAC and AGB expects of them in terms of their responsibilities and conduct towards others.
- All adults who work with children, 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 Guardians**

- Parents / guardians have a right to expect that RRAC will provide appropriate care and protection for their children.
- It is the right of a parent / guardian to be able to check the safeguarding processes and procedures of the Club.
- Full contact details of parents / guardians must be given on the application form for the junior member.
- For children / young people under 14, parents / guardians must be present with their child(ren) at all times, and are responsible for the care, good behaviour, and safe conduct of their child.
- For young people aged between 14 and 17 inclusive, parents / guardians may leave their child(ren) unattended for shooting sessions, provided that:

- At least two adults are present at the Club, one of whom must have a valid DBS certificate registered with the Safeguarding Officer;
- The parents / guardian has signed a form confirming their agreement for their child(ren) to abide by the rules of the Club and to follow instructions from coaches / safeguarding officer / officials;
- The parent / guardian understands and agrees that their child(ren) will need to be collected or make their own way home if there are not two adults present (one of whom must have a valid DBS certificate).
- A child or young person under the age of 14 may stay unattended by a parent **ONLY** if a LOCO PARENTIS form has been completed, and the named person in LOCO PARENTIS is present and happy to take responsibility for the child or young person under the age of 14.

### **Responsibilities of the Club**

RRAC 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 and allows them to be happy, stay safe, enjoy, achieve, and make a positive contribution to the Club and the sport.

- Any matters which raise concerns 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 (EU General Data Protection Regulation [GDPR] from 25 May 2018), 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.

- Where Junior Members are shooting individually or in groups they must always be supervised by two adults, one of whom is an 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.

**IMPORTANT NOTE:** It is the responsibility of every Club member to report any safeguarding concerns to the Safeguarding Officer or another officer of the Club; it is not a Club member's responsibility to determine whether any abuse has taken place or to take action.

### **Coaching**

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

The Safeguarding Officer maintains a record of DBS certificates and safeguarding training attended by coaches, and will ensure that these are updated as required.

RRAC 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 remarks, spreading rumours, threats, or name-calling, ridicule, or humiliation.
- Emotional: e.g. being unfriendly, excluding, tormenting (emotionally and physically), sending hurtful or inappropriate 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 these means.

## **All Club Members**

- Adult club members should not be on their own with Children, Young People, and Vulnerable Adults at any time.
- When in the club house, make sure it does not appear 'closed up', and that it is as open an environment as possible.
- Adults hugging with Children, Young People, and Vulnerable Adults should be avoided.

## **Communicating using Technology**

When using mobile phones (or other devices) to communicate by voice, video or text (including texting, email and instant messaging), Club coaches and officers will:

- Seek contact through a parent / guardian, not the child / young person.
- Seek parental permission on every occasion that it is necessary to contact children / young people directly; the purpose for contact will be clearly identified and agreed.
- Copy any texts sent to children / young people to the Club's safeguarding officer and parent / guardian, at the same time, to ensure accountability and an audit trail.
- Texts will be used for communicating specific information only - such as reminding children or young people about upcoming events, which kit to bring or practice timing - and not for general conversation.
- If a young person misinterprets such communication and tries to engage a coach in conversation, the coach will:
  - End the conversation and stop replying.
  - Suggest discussing the subject further at the next practice or event.
  - If concerned about the child / young person, contact the Safeguarding Officer or appropriate agencies.

## **Photography**

Children/young people and their parents/guardians must always be consulted about the use of their photograph, before it is taken. This ensures they're aware that photography is taking place and understand how the photo is going to be used. This should be recorded on a child's permission form.

For young people under 18, written parental consent is required before an image can be used for promotional purposes. This consent will be kept by the Safeguarding Officer.

RRAC has adopted the Archery GB PHOTOGRAPHING AND FILMING CHILDREN/YOUNG PEOPLE IN SPORT guidelines, a copy can be found at the following web address, in the club house, or from the club safeguarding officer:

<https://tinyurl.com/agbphotography>

### **Process:**

- Written consent will be obtained for any photography or video - from both parents / guardians and the young person.
- Any images used for promotional purposes or on the club website / social media must be appropriate in terms of activity and clothing. This applies in all cases – including informal photos that may be taken during shoots or events.
- Young peoples' names should not be used in photograph captions, as this can put them at risk from people viewing the photos.
- A written statement of expectations of professional photographers or the press who are invited to an event will be given to them at the start of the event. This will make clear the Club's expectations of them in relation to safeguarding.
- Photographers will never be given unsupervised access to children / young people.
- Photography sessions outside the event or at a child's home should never take place.

## **Storing images securely**

Images or video recordings of children must be kept securely. Hard copies of images should be kept safe, and electronic images should be in a protected folder with restricted access.

Avoid using any personal equipment to take photos and recordings of children and use only cameras or devices belonging to the club, if any photos or recordings are taken with personal equipment, they should be uploaded to the Club's laptop, and deleted from the device at the end of the session.

A copy of any Images or video recordings of Children, Young People, or Vulnerable Adults will be shown and or emailed to the parents or guardians.

## **If You Are Concerned**

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

If any Club member has a concern about a child, young person, or vulnerable adult's welfare or safety, they should refer to the flow chart at the end of this booklet, which is also on the Club website and displayed in the Clubhouse. A generic flowchart can also be found in the AGB Policy for Safeguarding Children, Young People and Adults at <http://www.archerygb.org/>

AND

Speak to the RRAC SAFEGUARDING OFFICER as soon as possible.

RRAC Safeguarding Officer:

Sarah Gibbs: Tel: 07722 503 358

Email: [safeguardingrrac@gmail.com](mailto:safeguardingrrac@gmail.com) Or: [sarahgibbs65@yahoo.com](mailto:sarahgibbs65@yahoo.com)

Assistant Safeguarding Officer:

Irene Bowles: Tel: 07894 454 335 Email: [irenesbowles@aol.com](mailto:irenesbowles@aol.com)



If you think that a child, young person, or vulnerable adult is being abused or neglected you should report your concerns **WITHOUT DELAY** to the Richmond Local Safeguarding Children Board (LSCB), by telephoning them on 020 8547 5008 from 8am to 6pm, Monday to Friday, or 020 8770 5000 out of office hours.

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**

## **Code of Conduct for Parents / Guardians**

### **As parents / guardians you are expected to:**

- Complete and return the Registration, Medical, and Consent Form pertaining to your child's participation with Royal Richmond Archery Club.
- Deliver child punctually before the start of sessions and event.
- Be at the end of the sessions and event 15 minutes before the stated end time.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration / consent form. Any changes in the state of the child's health should be reported to the coach / school / event staff prior to the activity.
- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Ensure your child has clothing and kit appropriate to the weather conditions.
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the coach / school / event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate equipment, plus adequate food and drink.
- Accept the official's judgement and do not enter the field of play.
- Promote your child's participation in playing sport for fun.

### **As a parents / guardians you have the right to:**

- Be assured that your child is safeguarded during their participation in sport.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by a Royal Richmond Archery Club official. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent / guardian continue to breach the code of behaviour may be that Royal Richmond Archery Club officials regrettably ask your child to leave the session, the event, or the Club.

## **Code of Conduct for Children and Young People**

Royal Richmond Archery Club is fully committed to safeguarding and promoting the well-being of all its members. The club believes that it is important that members, coaches, administrators, and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the safeguarding officer.

Sports clubs should offer a positive experience for children and young people where they can learn new things in a safe and positive environment.

As a member of Royal Richmond Archery Club, you are expected to abide by the following junior code of practice.

### **Children and young people are expected to:**

- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Be ready to go when parents / guardians come to collect you at the end of sessions and events.
- Not cheat or be violent and aggressive.
- Make your club a fun place to be.
- Keep within the defined boundary of the playing / coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Show respect to other youth members / leaders and show team spirit.
- Take care of equipment owned by the club.

- Respect the rights, dignity, and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs, or sexual identity.
- Refrain from the use of bad language or racial / sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit for training and match sessions, as agreed with the coach / team manager.
- Pay any fees for training or events promptly.
- Not consume alcohol or drugs of any kind, nor smoke on the club premises or whilst representing the club.
- Be loyal and give their friends a second chance.

**Children and young people have the right to:**

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other members or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially

dismissal from the club / sport. Parents will be informed at all stages.

Disciplinary action can be appealed to the coach with final decisions taken by the club committee or referred to the governing body depending on the disciplinary procedures within the sport.

## **Code of Conduct Coaches, Leaders and Officials**

We all have a responsibility to promote high standards of behaviour in Archery.

As an archer, you have a big part to play. That is why Archery GB is asking every archer to follow a code of conduct.

The Archery GB Codes of Conduct applies to all Archery GB members when participating in and administering the sport of archery.

In order to protect the reputation of Archery GB, the code also applies to those associated with Archery GB who are involved in Archery whilst outside the UK.

### **Expected Minimum Standards of Behaviour and Conduct**

As an Archery GB Coach, Leader or Official I will:

- Respect the spirit of fair play in archery
  - Adhere to the Rules of Shooting and the spirit of archery
  - Display and promote high standards of behaviour
  - Promote Fair Play – be impartial, fair and consistent
  - Endeavour to ensure the sport is enjoyable for everyone
  - Be on time for training, competitions and events
  - Never engage in or tolerate public criticism of fellow archers, coaches or officials
- Respect the rights, dignity and worth of my fellow archers
  - Speak to my fellow archers, coaches, judges and officials with respect
  - Always respect the confidentiality of archers
  - Treat other people's data as I would wish them to treat mine
- I will endeavour to ensure my own safety and the safety of others
  - Never participate when under the influence of alcohol or drugs
  - Have an Archery GB (or other accreditor e.g. First Aid) qualification or accreditation appropriate to the nature of the activity and the role being undertaken

- Ensure that activities carried out by archers are suitable for their age, strength, maturity and the ability of each individual participant
- Place the well-being, safety and enjoyment of each archer above everything including standards of performance
- Explain exactly what I expect of archers and what they can expect of me
- Ensure all parents/cares of young archers understand these expectations
- Have a working knowledge of your facilities (Standard/Emergency Operating procedures, Risk Assessments etc)
- Promote the reputation of archery and take all possible steps to prevent it from being brought into disrepute
  - Accept success and failure, victory or defeat with dignity
  - Encourage each archer to accept responsibility for their own behaviour/performance
  - Realise my responsibility as a role model and set a positive example to all those involved in archery
  - Never use my privileged position of authority/trust to exert influence over others
  - Always have appropriate boundaries between my position of trust and my friendships
  - Never engage in any inappropriate personal relationships (“inappropriate” – as defined within a position of trust within the Sexual Offences Act)
- Protect others involved in archery from verbal or physical abuse and threatening or intimidating behaviour
  - Never engage in or tolerate offensive, insulting or abusive language or behaviour
  - Never engage in or tolerate bullying, intimidation or harassment
  - Never use or tolerate the use of social media (e.g. Facebook/Archery Interchange) to engage in bullying, intimidation or harassment
- Abide by Archery GB Rules and Policies including:
  - Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults;



- Archery GB Equality Policy;
  - Archery GB Anti-doping rules;
  - Archery GB Bribery Act
- Take personal responsibility:
  - To ensure that I am suitably insured for archery;
  - To update Archery GB with changes to personal information.

### **Breaking the Code of Conduct**

By joining Archery GB, everyone agrees to abide by this Code of Conduct, all Archery GB policies, rules, regulations and procedures.

Archery GB therefore has the right to investigate and take disciplinary action, as in line with the Archery GB Disciplinary Policy, Regulations and Procedures, against any alleged breaches of this Code of Conduct or our policies, rules, regulations and procedures, which may bring Archery GB into disrepute.

### **Update History**

Code of Good Practice updated: March 2018

Reviewed: May 2018

To be reviewed annually (or earlier if legislation changes)