



# SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS POLICY

Reviewed February 2025

## Foreword

As an Archery GB affiliated club, Reigate Priory Bowmen must adopt the Archery GB Policies and Guidelines for Safeguarding Children, Young People and Vulnerable Adults.

The following policy outlines the Reigate Priory Bowmen's commitment to safeguarding, the Club's safeguarding procedures, and the expectations of the Club's Coaches, Club Officers, and Volunteers. This policy focuses on safeguarding children, young people and vulnerable adults; however, safeguarding is not exclusive to these members. This policy ensures the Club's compliance with Archery GB policies and clarifies the expectations of the Club and its members.

By upholding this policy in compliance with the Archery GB policies, Reigate Priory Bowmen adhere to the Government's Working Together to Safeguard Children 2018 – a guide to all agencies working together to protect and promote the wellbeing of children and young people, The Care Act 2014 – legislation regarding the care of vulnerable adults, and NSPCC policies.

Archery GB's Policies for Safeguarding Children, Young People and Adults can be found at <https://archerygb.org/about/safeguarding/safeguarding-policies-and-guides>, along with the associated guidelines.

## Policy Introduction

Following the Archery GB Safeguarding and Protecting Children and Young People (2023) and the Archery GB Safeguarding Adults policy (2018) , Reigate Priory Bowmen must meet the legal expectations to protect and promote the well-being of children, young people and vulnerable adults.

**“No one involved in sport and physical activity, whether they’re a volunteer, participant, spectator or an elite athlete, should ever have to worry about abuse or harassment.”**

**Sport England: Safeguarding, 2024**

The Children Act 1989 (2024) and the Care Act 2014 (2024) emphasises the duties of a range of organisations to ensure the services provided account for safeguarding the promotion of the wellbeing of children, young people and vulnerable adults. This policy outlines the responsibilities of all Reigate Priory Bowmen members for protecting and promoting the wellbeing of children, young people and vulnerable adults, how they should respond to concerns, and how to refer matters to external bodies if necessary.

A summary of the Government’s guide of “Working Together to Safeguard Children” (February 2024) can be found via the Government website at <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

This policy applies to the entire Reigate Priory Bowmen membership (both full and associate). For further guidance, please see the Code of Good Practice for Safeguarding Children, Young People & Vulnerable Adults. This is available on the Club Notice Board and at [www.reigatepriorybowmen.org.uk](http://www.reigatepriorybowmen.org.uk).

## Policy Statement & Aims

Reigate Priory Bowmen believe that the welfare of children, young people and adults is of paramount importance. The Club is committed to creating an environment here children, young people and adults can participate in archery free from abuse and harassment.

In this document, a child or young person refers to all persons under the age of 18; a vulnerable adult refers to a person over 18 years old, who is, and may need community care services due to their sensory impairment, disability, learning difficulties, illness, or advanced age.

This policy recognises that those working with children, young people and vulnerable adults have a moral responsibility to promote and safeguard their welfare. As such, Reigate Priory Bowmen has adopted the Archery GB Policies for safeguarding children, young people and vulnerable adults.

This policy aims to ensure that regardless of age, sex, religion, beliefs, ethnic background, disability, sexuality, social situation or economic background, all children, young people and vulnerable adults:

- have the right to protection from neglect or abuse
- have a positive and enjoyable experience of archery in a safe and supportive environment.

## Procedures

### Promoting Good Practice

Abuse of any kind can produce strong emotions in those facing such a situation. It is essential to understand these feelings but not allow them to interfere with your judgement about the appropriate action to take.

Abuser can occur in many situations, including at home, in school and in a sporting environment. Unfortunately, there are some who actively seek employment or voluntary work with children, young people and vulnerable adults in order to harm them. Coaches, Club Officers and Volunteers who have regular contact with children, young people and vulnerable adults can be important links in identifying cases where protection is needed. You should report all suspicious cases of poor practice by following the Club guidelines (further explained in this document and also available on the Club website).

## Good Practice Guidelines

All members of Reigate Priory Bowmen are encouraged to behave appropriately to promote the welfare of children, young people and vulnerable adults and to reduce the risk of allegations being made. The following are common-sense examples for creating a positive culture and environment.

Reigate Priory Bowmen advocates:

- Always working in an open environment (i.e. avoiding private or unobserved situations).
- Keeping archery a fun and enjoyable sport!
- Treat all children, young people and vulnerable adults equally, with respect and dignity.
- The wellbeing of others should always be paramount to winning or achieving goals.
- Balanced relationships should be built based on trust, giving children and young people the chance to be heard in the decision-making process.
- Those working with children and young people maintaining safe and appropriate boundaries.
- Coaches, Club Officers and Volunteers should keep up to date with technical skills, qualifications, sports insurance and current Archery GB rules and regulations.
- When working with children, young people and vulnerable adults, involve parents and carers wherever possible.
- A parent or legal guardian must always accompany their children and young people to and from the Club and remain present at the field.
- The responsibility for the care, good behaviour and safe conduct of the child/young person remains with the parent or guardian.
- Make sure that if juniors are taken to tournaments (i.e. without their parent and by another club member), written consent is given to the adult acting as guardian from the parent.
- If the Club takes part in a residential event/tournament, adults should not enter children's or young people's room, nor should they invite children or young people into their rooms. This is inappropriate and an abuse of their position of trust.
- Members strive to be an example to children and young people (we ask that members be considerate when smoking or drinking alcohol in the company of children).
- Coaches should recognise individuals' developmental needs and abilities and therefore be cautious when developing a coaching strategy for children, young people and vulnerable adults.
- In all cases of electronic or written communication with children or young people, parents/guardians must always be included.
- All children, young people and vulnerable adults must be listened to and have their views considered according to their maturity, age and understanding.

## Good Practice Guidelines

Members of Reigate Priory Bowmen are asked to avoid taking on responsibility for tasks you are not appropriately trained for, particularly if they are of a personal nature for children, young people and vulnerable adults. All tasks involving children and young people should only be carried out with the full understanding and permission of the parents and children concerned.

Unless it is an emergency, Reigate Priory Bowmen members should avoid spending time alone with children, young people and vulnerable adults. This is to protect both you and the child/young person/vulnerable adult. If a situation such as this cannot be avoided, permission needs to be gained from the person's carer or the child/young person's parent/guardian.

The following is **never** allowed:

- Taking part in rough, physical or sexually provocative games.
- Sharing a room with a child or young person (unless they are your offspring)
- Allowing or taking part in any form of inappropriate touching (if you see this, stop it and report it immediately).
- Make sexually suggestive comments to a child or young person, even if it is "just for fun".
- Have a sexual relationship with someone under the age of 18.
- Reduce another person to tears.
- Fail to act on or record any allegations made by a child, young person or vulnerable adult to you.
- Invite or allow children or young people to visit or stay with you away from the Club unsupervised.

**"Remember, it is never wrong to ask for more information when it comes to children's safety, wellbeing and safeguarding"**

NSPCC, 2020

## Responding to & Reporting Concerns

It is not the responsibility of anyone at Reigate Priory Bowmen to decide whether abuse has taken place. ***It is the responsibility of child protection experts (i.e. social services or the police) to determine whether abuse has taken place; however, it is everyone's responsibility to report any concerns.***

Reigate Priory Bowmen fully supports all those who report their genuine concerns. Although the Club's Safeguarding Officer will keep a record of any concerns reported, please also make sure you keep a personal record of your concern and you reported it.

## Responding to & Reporting Concerns

Any matters that give rise to concern for children and young people's welfare (e.g. poor practice or abuse) will be taken seriously and responded to appropriately and promptly by the Club's Safeguarding Officer.

## Incidents that must be reported & recorded

If any of the following occurs, you should report this immediately to our Safeguarding Officer and record the incident using the appropriate incident report form (Appendix 1). You should also ensure the parents/guardians/carers are informed if:

- You accidentally hurt a child/young person/vulnerable adult;
- They appear to be distressed in any way;
- They have misunderstood or misinterpreted something you have done.

***If a child, young person or vulnerable adult is in immediate danger or seriously injured; you should contact the emergency services immediately on 999.*** Following this, report the concern to our Safeguarding Officer. Contact details for the Club's Safeguarding Officer can be found on the Club Notice Board and on the final page of this document.

## Reporting & dealing with concerns about poor practice

If the concern is clearly about poor practice within the club, please report this to our Safeguarding Officer who will deal with it in line with the Archery GB policy guidance.

If the concern is about the Safeguarding Officer's poor practice, or if you feel a matter has been handled inadequately and there are still concerns, please report your concerns to our Secretary ([secretary@reigatepriorybowmen.org.uk](mailto:secretary@reigatepriorybowmen.org.uk)). The Secretary will then follow the Archery GB guidance policy, reporting it to the relevant Archery GB officer.

## Reporting & dealing with concerns about suspected abuse

Any concern or suspicion that a child, young person or vulnerable adult has been abused should be reported to our Safeguarding Officer. They will take any steps needed to ensure the individual (or any other who may be at risk) is safe.

Concerns of abuse or discrimination may also be reported anonymously by anyone to Archery GB via their online reporting form (<https://archerygb.org/about/safeguarding/report-a-concern>), or by emailing [anonymous@archerygb.org](mailto:anonymous@archerygb.org). The wellbeing of the child, young person or vulnerable adult is paramount. It is not up to you or anyone at Reigate Priory Bowmen to decide whether abuse has occurred.

[safeguarding@reigatepriorybowmen.org.uk](mailto:safeguarding@reigatepriorybowmen.org.uk)

## Reporting & dealing with concerns about suspected abuse

As stated previously, *it is the responsibility of child protection experts (i.e. social services or the police) to determine whether abuse has taken place; however, it is everyone's responsibility to report any concerns appropriately.*

The Club's Safeguarding Officer will follow the Archery GB guidelines for reporting Concerns About Suspected Abuse (2023). A copy of this can be found on the Archery GB website (<https://archerygb.org/about/safeguarding/report-a-concern>).

In line with the Club's Constitution and Articles of Association (Rule 6.7.1.3, [https://reigatepriorybowmen.org.uk/constitution-and-articles-of\\_association/](https://reigatepriorybowmen.org.uk/constitution-and-articles-of_association/)), membership may be terminated if a "member's conduct is found to be prejudicial to the well being and safety of the Club and its members. If the matter is contrary to the Club's Safeguarding Policy, the prescribed process shall be followed and the details shall remain confidential. In such a case, the Club Safeguarding Officer shall act as per the policy, and may advise the committee that membership should be revoked. In such a case, there will be no grounds for appeal to the Committee or to a General Meeting. Appeals in this situation must be heard independently as per the Archery GB Safeguarding Policy."

## Disclosure of potential previous abuse

When abuse happens, it may take some time for the person who has been abused to recognise they have been affected. As such, disclosure of events that may have been abuse may be made some time after the event (e.g. by an adult who was abused as a child or young person).

If this type of disclosure is made, the procedures outlined above should be followed. This is because other children, young people or vulnerable adults (either within or outside of archery) may be at risk from the potential perpetrator.

In line with Archery GB regulations, a member of Reigate Priory Bowmen (full or associate) will have their membership terminated if information is received by Archery GB from the relevant government agency indicating the member is guilty of abuse. This will also apply if Archery GB is informed that the relevant member is disqualified from working with children, young people and vulnerable adults.

## Confidentiality & storing information

In the case of concerns, confidentiality will be upheld in line with the Archery GB guidelines (2023), the Data Protection Act 2018 and the Human Rights Act 1998. The Club will make every effort to ensure that information is only handled by those who need it.

## Coaches, Club Officers & Volunteers

Reigate Priory Bowmen recognises that its Coaches, Club Officers and Volunteers are in a “position of trust”. Reigate Priory Bowmen strives for its Coaches, Club Officers and Volunteers to be well motivated towards fostering a fun and safe environment for archery for all.

To ensure that the Club remains safe, the following is expected of those active within Reigate Priory Bowmen:

- Coaches must complete an Archery GB recognised Children’s Safeguarding in Sport course every three years. This is a requirement placed on coaches by the County of Surrey Archery Association.
- All active Coaches at Reigate Priory Bowmen must obtain a valid Enhanced Disclosure and Barring Service Check (DBS). This is a valid requirement by Archery GB, Southern Counties Archery Society, and County of Surrey Archery Association.
- The Club’s Safeguarding Officer will hold a valid Enhanced DBS Check.
- The Club’s Safeguarding Officer must complete the “Protecting & Safeguarding Children in Sport” and “Time to Listen” safeguarding courses, to be renewed every three years.
- All Club Officers and Volunteers will be aware of the Club’s safeguarding policies and will endeavour to uphold these.

For more information on the Disclosure and Barring Service (formerly known as the Criminal Records Bureau), see <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

For more information about preventing abuse from those in a position of trust, see <https://thecpsu.org.uk/media/446197/preventing-abuse-in-positions-of-trust.pdf>



## Anti-Bullying

Reigate Priory Bowmen does not tolerate the bullying of any Member by another Member.

Bullying can include:

- Physical:** e.g. pushing, hitting, slapping or kicking (in some cases, this may constitute as assault)
- Verbal:** e.g. racist remarks, threats, homophobic remarks, spreading rumours, teasing, name-calling, ridicule or humiliation
- Emotional:** e.g. unfriendliness, excluding behaviour, tormenting (both emotionally and physically), sending hurtful messages, ridiculing, humiliating or threatening gestures
- Harassment:** e.g. using abusive or insulting behaviour with the intent to cause distress or alarm
- Sexual:** e.g. unwanted physical contact or sexually abusive comments
- Cyber:** e.g. misuse of online chat forums, abusive or threatening communication via text messaging or calls

Sports organisations play an integral role for creating a positive environment that challenges bullying. This can be done by giving children and young people the power to understand the effect of bullying and the best way to deal with it.

More information can be found here: <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/bullying-and-cyberbullying/>

## Whistle-Blowing

Whistle-blowing is when an individual raises concerns about wrongdoing, dangerous or illegal activity within their organisation. This can involve sharing potentially vital information (e.g. health and safety risks, environmental factors, harm to children, young people and vulnerable adults, covering up for poor practice, etc.). Any of these factors should be dealt with immediately. Reigate Priory Bowmen encourages its members to 'blow the whistle' on any malpractice within the club as early as possible.

More information and advice with regards to whistle-blowing can be found here: <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

## Photography & Filming

Photographs and videos are great ways to celebrate achievements within archery, and we want all our members to feel comfortable with the use of photography and videos at Reigate Priory Bowmen.

At club events, members and spectators will be made aware if photographs are being taken. Please speak to whoever is taking pictures at that event if you do not wish for yourself and/or the person you are responsible for to be included.

Photography and videos are often used as a coaching aid. Coaches will always ask the archer's permission before proceeding to film/photograph an archer. If the archer is under 18, after obtaining the archer's consent, the coach will ask the parent/guardian for permission. All photography and film captured during coaching sessions will be shared with the archer depicted. If copies are to be sent directly to the archer (who is under 18), a parent/guardian must be copied in.

More information about photography and how this is shared at Reigate Priory Bowmen can be found in our Social Media Policy on the Club website.

## Social Media & Online Safety

The online world has advanced and changed the way people interact and communicate on a regular basis. At Reigate Priory Bowmen, we too are using the internet and social media to promote both archery and the club.

Although digital media and communication is extremely beneficial for those involved, it does not come without risks, especially to children, young people and vulnerable adults.

More information on how to keep safe online can be found here: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>. You can find Archery GB's "E-Safety and Use of Social Media Policy" at [www.archerygb.org](http://www.archerygb.org).

You can also view Reigate Priory Bowmen's Social Media Policy on our club website.

## Further Information

Reigate Priory Bowmen's Code of Good Practice for Safeguarding Children, Young People & Vulnerable Adults is available at [www.reigatepriorybowmen.org.uk/safeguarding](http://www.reigatepriorybowmen.org.uk/safeguarding) and on our Club Notice Board.

***If you are concerned about a child, young person or vulnerable adult's safety or welfare please speak with the Club's Safeguarding Officer.*** They will follow the Archery GB policies for Safeguarding Children and Young People and Safeguarding Adults which can be found at [https://archerygb.org/about/safeguarding/safeguarding\\_policies-and-guides](https://archerygb.org/about/safeguarding/safeguarding_policies-and-guides). These diagrams can also be found on our Club Notice Board.

If you think a child, young person or vulnerable adult is being abused or neglected outside of the Club environment, you should report your concerns to Surrey Children's Single Point of Access (C-SPA) by telephoning **0300 470 9100** (Monday-Friday, 9am-5pm) or **01483 517 898** (C-SPA Emergency Team).

Alternatively, you can report concerns via email to [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk) (for children concerns) or [ascmarsh@surreycc.gov.uk](mailto:ascmarsh@surreycc.gov.uk) (for adult concerns). However, ***if you are seriously concerned about a child, young person or vulnerable adult's immediate safety, always dial 999 and report your concerns to the police.*** For further advice for adults concerned about children and young people, the NSPCC provides a free 24-hour service on **0808 800 5000** or [help@nspcc.org.uk](mailto:help@nspcc.org.uk). For children and young people seeking advice, ChildLine provide a service on **0800 1111**

**Further Information**

***Our Safeguarding Officer is Tess Powell***

***Email: [safeguarding@reigatepriorybowmen.org.uk](mailto:safeguarding@reigatepriorybowmen.org.uk)***

***Mobile: 07445 045 427***

**DO NOT DELAY IN REPORTING A CONCERN**