

## **LIZARD PENINSULA BOWMEN CHILD AND VULNERABLE ADULTS PROTECTION POLICY**

Lizard Peninsula Bowmen believes that when dealing with children and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where young people can learn and participate in a sport free from harassment and abuse. All those people working with children have a moral responsibility to safeguard and promote a child's welfare.

Lizard Peninsula Bowmen has therefore adopted the GNAS Protection of Children and Vulnerable Adults Policy to ensure peace of mind for both adults and children. This Policy has also been prepared with reference to the NSPCC Child Protection in Sport Unit guidelines.

Lizard Peninsula Bowmen has an "open door" environment and parents, carers and guardians are encouraged to voice their concerns to the Club's Child Protection Officer.

## **GOOD PRACTICE FOR PARENTS, CARERS AND GUARDIANS**

- Be aware of the procedures in place through which you can voice your concerns.
- Encourage your children to learn the rules and play within them.
- Discourage unfair play and arguing with officials
- Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.
- Help your children to recognise good performance, not just results.
- Never force your children to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your children's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Ensure you are given opportunities to discuss matters with coaches and all involved.
- Work with the club/coach/volunteer for the benefit of the child or young person. Be prepared to take coaching advice on your child's psychological and physical archery needs.
- In an instance where you supervise your child, the responsibility for the care of that child remains with you.

## **GOOD PRACTICE FOR COACHES/VOLUNTEERS/OFFICIALS**

All coaches/volunteers and officials working with young archers have a responsibility to demonstrate exemplary behaviour in order to protect themselves from false allegations. Lizard Peninsula Bowmen' coaches, volunteers and officials have, therefore, adopted the following policy:-

- We will always work in an open environment (e.g. avoiding private or unobserved situations and encourage an open environment e.g. no secrets).
- We treat all people with respect and dignity.
- We always put the welfare of each young person first, before winning or achieving goals.
- We maintain a safe and appropriate distance with young archers.
- With reference to young archers aged 16 and above, we will not allow an inappropriate or sexual relationship to develop within a relationship of trust. A relationship of trust is described as one in which one party is in a position of power or influence over another by virtue of their position. A genuine relationship can start between two people within a relationship of trust but the relationship of trust must end before any sexual relationship develops.
- Whilst coaching on a one-to-one basis we will ensure there is another adult present.
- The ratio of juniors to supervising adults will never exceed 12:1.
- We will ensure that two adults (one of whom is a GNAS member) will supervise juniors at all times whilst shooting. At no time will one adult take charge of a junior or group of juniors. The only instance where one adult may supervise a junior is in the parent/legal guardian and child relationship where GNAS Rules of Shooting apply.
- Where there are only two adults who have taken the responsibility for supervising junior archers, who themselves wish to shoot during the same session, only one will shoot at any one time.
- We will keep up to date with technical skills, qualifications and insurance within archery.
- We will behave in an exemplary manner in the company of young people and aim to be excellent role models.
- We will give enthusiastic and constructive feedback rather than negative criticism.
- We will recognise the development needs and capacity of young people and disabled adults and will avoid excessive training or competition and will not push them against their will.
- We will secure parental consent in writing to act *in loco parentis* if the need arises to give permission for the administration of emergency first aid and/or other medical treatment.
- We will work with the parents and be aware that all parties concerned have their own goals.
- We will keep a written record of any injury that occurs, along with the details of any treatment given.
- We will request written consent from parents when young children need to be transported by coaches/volunteers or officials.
- We always adhere to the GNAS Code of Conduct and Code of Ethics, a copy of which can be provided upon request.

## **CODE OF CONDUCT FOR JUNIOR MEMBERS**

Lizard Peninsula Bowmen is fully committed to safeguarding and promoting the wellbeing 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 a member of the Committee.

## **ACTIONS TO BE AVOIDED:-**

The following will be avoided except in an emergency situation and even then only with the full knowledge and consent of someone in the Club or the child's parents, carer or guardian. For example, if a child sustains an injury and needs to go to hospital or a parent fails to arrive to collect a child at the end of a session.

- We will not spend excessive amounts of time alone with children away from others.
- We will never take children alone on car journeys, unless in an emergency and then only having consulted the parent, carer or guardian first.
- We will never take children to our home where they will be alone with us.

## **PRACTICE NEVER TO BE SANCTIONED:-**

We will never:-

- Strike a child.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Use profane, insulting, harassing or otherwise offensive language.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Intrude into the private life of a child.
- Invite or allow children to stay with us at our home unsupervised.
- Spend an excessive amount of time alone with one junior archer.
- It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks will only be carried out with the full understanding and consent of parents and the archers involved.

## **INCIDENTS REQUIRING IMMEDIATE ACTION**

If any of the following occur, the incident will be reported immediately to another colleague and the incident recorded. The parent, carer or guardian of the child will be informed.

- If an archer is accidentally hurt.
- If an archer seems distressed in any manner.
- If an archer appears to be sexually aroused by the actions of an adult.
- If an archer misunderstands or misinterprets something that has been said or done.

## **DESIGNATED CHILD PROTECTION OFFICER**

Lizard Peninsula Bowmen has a designated Child Protection Officer ("CPO") who will handle child protection issues. The CPO will receive advice from GNAS and is kept up to date with current child protection issues. Details of the Child Protection Officer are contained on the Parent/Legal Guardian and Lizard Peninsula Bowmen Agreement which each parent/legal guardian is required to complete. If it is suspected that a child is the victim of any form of abuse, those concerns will be reported and investigated by the appropriate authorities. A strict code of confidentiality is maintained. Lizard Peninsula Bowmen is committed to working in partnership with parents where there are concerns about their children. Where appropriate, therefore,

parents will be consulted and kept fully informed about any concerns raised with reference to their children.

## **BULLYING**

Lizard peninsula Bowmen firmly believe that all forms of bullying must be eradicated. All signs of bullying are taken seriously and children are encouraged to share any concerns with a responsible adult. Lizard Peninsula Bowmen will not tolerate any of the following:-

- Physical bullying, e.g. hitting, kicking, theft
- Verbal bullying, e.g. homophobic/racist remarks, threats, name calling, sarcasm, spreading rumours, persistent teasing, tormenting, ridiculing, humiliation
- Emotional bullying, e.g. isolating individuals from activities
- Other forms of violence
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comments possibly of a sexual nature

Lizard Peninsula Bowmen offers an open environment and adequate supervision will be provided at all times. Children are encouraged to share any concerns they may have with the responsible adults present and all signs of bullying will be taken seriously. Any allegation or suspicion of bullying will be recorded and investigated. Parents will be kept informed.

## **PHOTOGRAPHS AND IMAGES OF CHILDREN**

Research has shown that photographs can be used as a means of identifying children when they are accompanied with personal information, for example “this is X who is a member of X Archery Club and who likes “Westlife”. This information can make a child vulnerable to an Individual who may wish to start to “groom” that child for abuse. The content of a photograph can be used or adapted for inappropriate use, regardless of how much or how little clothing a child is wearing. If the child fits a certain description then the image of that child can be adapted to suit. There is evidence of this adapted material finding its way onto child pornography sites.

Lizard Peninsula Bowmen takes its responsibility for the care of children extremely seriously. In the circumstances, strenuous efforts are made to reduce the potential for misuse of images. Before photographs can be taken, permission will be obtained from the junior together with the parent, carer or guardian’s permission to use an image of a child. Any concerns during an event should be reported to a club official or other responsible person. Professional or student/amateur photographers, film or video operators are required to seek accreditation with the Tournament Organiser in advance of any competition or event at which they wish to record. All other spectators (including parents and other archers) wishing to use photographic, digital, film or video equipment with a telescopic or zoom lens or any other recording must register their intent with the promoter of the event. For competitions or events organised by Lizard peninsula Bowmen, anyone wishing to use photographic, digital, film or video equipment must complete a registration form which can be obtained from the Tournament Organiser.

## **USE OF PHOTOGRAPHIC AND FILMING EQUIPMENT AS A COACHING AID**

Photographic, digital, filming and other recording equipment can prove to be a valuable aid to coaching. However, Lizard Peninsula Bowmen has put in place the following safeguards against inappropriate practice:-

- Ensure that the archers and their parents are aware of the purpose of the filming as a coaching aid.
- Ensure that two responsible adults are present to ensure that archers are protected against inappropriate filming.
- Care should be taken to securely store the filming materials to avoid inappropriate usage.
- A parental permission form will be provided to request and record parental permission to use an image of their child. This will ensure that the parent, carer or guardian knows that an image of their child is being used to represent the sport.
- The child’s permission to use their image will be obtained. This ensures that the child is aware of the way their image is being used to represent the sport.

## **USE OF ELECTRONIC COMMUNICATION**

From time to time information as to events and training may need to be shared with the members of Lizard peninsula Bowmen by way of email. Unless the parent, carer or guardian specifically requests otherwise, Lizard Peninsula Bowmen will not communicate with junior archers by way of email but will direct all communications to the parent, carer or guardian in the first instance.

## **Contact information**

### **Lizard Peninsula Bowmen child protection officer**

Alex Greig      01326 569898

### **DCAS child protection officer**

### **GNAS Child Protection officer**

Tel:              01952 677888 0900 – 1700hrs (Monday – Friday)

### **Police**

Emergency      999  
Non Urgent      08452 777 444

### **NSPCC**

Tel:              020 7825 2500  
Helpline:        0808 800 5000

### **Childline**

Tel:              0800 1111