

Bournemouth Archery Club – Club Safeguarding Policy

Bournemouth Archery Club (BAC) has always endeavoured to provide a safe and secure environment to allow all members to enjoy shooting in the knowledge that we view their personal safety and wellbeing extremely important. Indeed, the protection of members' wellbeing – seniors and juniors, is paramount

BAC's policy is built upon the current policy & guidance provided by our national governing body, Archery GB which we have adopted and clearly support. Full details of the AGB Policy & Guidance can be found on their website. We have also adopted the Bournemouth University 'Safeguarding Policy' – a copy of this can be found on our website: www.bournemoutharcheryclub.com. Copies are also available for inspection at our shooting locations at the sports club at Chapel Gate.

Please note that we have a club Safeguarding Officer, Malcolm Oldfield, and his contact details can be found at all our shooting locations.

The key features of our club Safeguarding Policy are as follows:

General Policy:

- All members are to be treated with respect and courtesy at all times.
- The policy covers all aspects that may cause concern such as inappropriate language and behaviour experienced by any member, senior or junior.
- All members to have access to the Club's Safeguarding Officer.
- All junior members must be accompanied by a parent, guardian or responsible adult whenever they visit/shoot at all of the Club's shooting locations – indoors and outdoors.
- Members should refer any concerns regarding Safeguarding issues direct to the Safeguarding Officer, or in his/her absence to any Committee member.
- Formal complaints will need to be confirmed in writing so that the Committee can consider whether formal disciplinary action should be taken.
- All concerns/complaints will be taken seriously and investigated as appropriate.

Club Coaching:

- All members of the Club's coaching team will be subject to regular Disclosure & Barring Service (DBS) checks. This will include all senior members that may be involved in coaching as experience archers, e.g. helping to run Introduction to Archery courses. Records of these checks will be held by the Safeguarding Officer and any concerns will be immediately referred to the Committee.

- No 'one to one' coaching is to be undertaken whether outdoors or indoors. All requests for coaching should be undertaken by a qualified coach or experience archer in the presence of at another senior member, preferably another coach. If another coach is not available a willing senior member to be present during the coaching session.
- No coaching to be undertaken at a member's home or away from Club shooting sites, including outdoor and indoor locations. Coaching at other Archery clubs must receive prior approval of the Committee.
- Any coaching that may require a direct physical intervention, e.g. adjusting hands, arms or the body, should be kept to a minimum and the reason fully explained to the archer prior to the intervention. In the case of junior members, this explanation should also be given to the accompanying parent/guardian or responsible adult. Verbal agreement must be received in all cases prior to the coaching intervention.
- Coaching team to be aware of any medical conditions, disabilities or existing injuries and any medication being taken that could cause issues whilst being coached.
- Make sure that the level of coaching is appropriate to the physical, social and emotional stage of development of the member.
- In general coaching should be undertaken in a group environment, either at a specific Club coaching event, or during a Club practice session. Coaching should be done in an open space where it can be easily observed by other members of the coaching team or by other senior members.
- All members of the coaching team should be careful in the use of their language and behaviour at all times to avoid giving cause for offence.
- Coaches should maintain a safe and appropriate relationship with members being coached and avoid if possible forming intimate relationships. This may threaten the position of trust and respect.
- Any wish to photograph or video record any members must be noted in the Club's signing-in book, photography register or in the appropriate coaching notes. Written agreement must also be obtained from the parent/guardian or responsible adult in all cases involving junior members.
- Any concerns regarding any members of the coaching team, including experienced archers assisting with coaching, should be immediately referred to the senior coach who is present, or to a Committee member (see Club contact list). The Club's Safeguarding Officer will be advised as soon as possible following any concerns being raised.
- The above guidance also applies to all members should they be asked to assist another member with informal ad hoc coaching or assistance.

DOW/AH

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