



CRYSTAL PALACE BOWMEN

Lower-Level Concerns (LLC) & Safeguarding Children, Young People and Adults

Responsible for review of policy	Responsible for review of procedures
Archery GB, Club Welfare Officer, Club Secretary	Club Welfare Officer, Club Committee

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Foreword

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

The following policy outlines Crystal Palace Bowmen's commitment to safeguarding, the club's safeguarding procedures and the expectations of club's coaches, club officers and volunteers. This policy focuses on the safeguarding of 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 and NSPCC policies, Crystal Palace Bowmen adhere to the Government's Working Together to Safeguard Children, July 2018 (formerly known as Every Child Matters) – a guide to all agencies working together to protect and promote the wellbeing of children and young people.

Archery GB's Policies for Safeguarding Children, Young People and Adults can be found at www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/ along with associated guidelines.

Policy

Introduction

Following the Archery GB child protection policy (May 2023), Crystal Palace Bowmen must meet the legal expectations to protect and promote the wellbeing of children, young people, and vulnerable adults.

“Sport and physical activity play a positive role in the lives of many children and young people. As well as the obvious health benefits, it has the power to do so much more - children can gain important social and life skills by being involved in sport along with bringing communities together. For children and young people to enjoy a lifelong love of sport it is key that they feel safe taking part and have fun. That is why it is important everyone involved in providing sport does as much as possible to create and maintain positive and safe sporting opportunities.”

Foreword in the AGB Safeguarding Children Policy May 2023 by Michelle North, NSPCC CPSU Service Head

The Children Act 2004 and the Care Act 2014 both emphasise the duties of a range of organisations to ensure the services provided account for safeguarding and the promotion of the wellbeing of children, young people, and vulnerable adults. This policy outlines the responsibilities of **all** Crystal Palace Bowmen members for protecting such members of the club, how they should respond to concerns and how to refer matters to external organisations if necessary.

A summary of the Government guide of “Working Together to Safeguard Children” (Last updated 23rd February 2024) can be found here <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Another document that has been used in the creation of this policy is the After-school clubs, community activities, and tuition Safeguarding guidance for providers which is what CPB would fall under.

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

This policy applies to the entire Crystal Palace Bowmen membership (full, associate and non-shooting). For further guidance, please see the club's Code of Good Practice which is available at www.crystalpalacebowmen.org.uk/policies/.

Policy Statement & Aims

Crystal Palace Bowmen believes that the welfare of children, young people and adults is of paramount importance. The Club is committed to creating an environment where 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 whilst a vulnerable adult refers to a person over 18 years old, who 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 and legal responsibility to promote and safeguard their welfare. As such, Crystal Palace 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 to allow them to interfere with your judgement about the appropriate action to take.

Abuse 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 with the aim of causing harm to 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's guidelines (further explained in this document and available on the Club's website).

Good Practice Guidelines

All members of Crystal Palace Bowmen are encouraged to behave appropriately and be a good role model 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.

Crystal Palace Bowmen advocates:

- ✓ Always work in an open environment (i.e., avoid 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 must keep up to date with technical skills, qualifications, sports insurance (where necessary) and all 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. (If there are occasions that this is not possible, the parent must check with the Coach/ Committee Member that this is ok and leave any contact numbers needed to reach them. The consent form signed by the parent covers this situation.)
- ✓ 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 with a copy being given to the Club's Welfare Officer.
- ✓ 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.
- ✓ Members strive to always set a good example to children and young people.
- ✓ Coaches should recognise the developmental needs and abilities of individuals 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 should always be copied in.
- ✓ Adult club members should not 'friend' or 'follow' children or young people from personal accounts on social media or instant messaging.
- ✓ Adult club members should not communicate with young people via personal accounts or private messages.
- ✓ All children, young people and vulnerable adults must be listened to and have their views considered according to their maturity, age and understanding.

Members of Crystal Palace 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, Crystal Palace Bowmen members should avoid spending time alone with children, young people, and vulnerable adults. This is to protect you and the child/young person/vulnerable adult. If a situation such as this cannot be avoided, then permission needs to be gained from the individual'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 within the club if you are a member of the Club's committee or a coach.
- Reduce another person to tears.
- Fail to act on and 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.

Lower-Level Concerns

+Archery GB created an LLC (Lower-level Concerns) Policy in June 2023 and CPB have added this section to ensure that our policy now incorporates this new level of concerns.

Archery GB promotes an environment in which any concern, no matter how small, about a person's behaviour can be addressed where a person has acted in a way that is:

1. Inconsistent with Archery GB's Code of Conduct, including inappropriate conduct outside of the organisation.
2. Is not serious enough to meet the definition of harm set out in the safeguarding or anti-doping policies.

It is the personal responsibility of everyone involved in archery to familiarise themselves with the requirements of this policy, including what conduct constitutes a breach of the policy. All cases raised under this policy will be dealt with in a prompt, consistent, fair, and transparent manner. Everyone involved in the process is expected to work together to resolve the concern and maintain confidentiality.

Everyone should expect to be challenged on conduct issues and be confident to make a report where it appears that a lower-level concern has occurred. This includes self-reporting where conduct could be interpreted as falling below the standards of both Archery GB & CPB's Codes of Conduct.

This policy should be read in conjunction with both Archery GB & CPB's Codes of Conduct and is applicable to all individual members, other categories of members, staff, contractors, commissioned service providers, Committee members and other officials, spectators, volunteers, judges, and coaches ('members') as fully defined in the AGB Disciplinary Policy & Procedures and Safeguarding Policies.

Lower-level concerns should be resolved as quickly as possible, and this policy and procedure sets out an informal approach where possible. If the lower-level concern identified continues or forms part of a pattern of behaviour, or if it raises serious concerns, it will be referred to the processes set out in the AGB Disciplinary Policy & Procedures or Safeguarding Policies.

We recognise that some lower-level concerns may be raised anonymously. However, this limits the ability of Archery GB and/or CPB to respond and provide a full and fair investigation. In such circumstances, Archery GB may instigate an investigation into the practices and behaviour of a club or organisation. In serious and/or safeguarding cases, anonymity cannot be guaranteed.

What are Lower-Level Concerns?

- Lower-level concerns may involve actions, words, images, or physical gestures that could reasonably be perceived to cause another person distress or discomfort. The behaviour does not have to take place face to face and may include written, telephone or social media contact.
- It relates to conduct which raises lower-level concerns within Archery GB activities and outside the sport in personal circumstances.
- Lower-level concerns can take many forms which disregard Archery GB's vision, values and Codes of Conduct including inappropriate social media use, over familiarity and touching, belittling or humiliating, favouring working with some archers rather than others.

The procedure

Archery GB seeks to empower everyone involved in archery to recognise concerning, problematic or inappropriate behaviour in themselves or others which does not meet our values and the Codes of Conduct.

It is intended that lower-level concerns can be addressed by local club, county, or regional chairs (the Chair) and by athlete team officials by adopting the following procedure. This will help to create consistent implementation across Archery GB.

A person can raise a lower-level concern with the Committee Chair or Welfare Officer(s) in their absence in a confidential meeting and / or in writing.

The Chair / Welfare Officer will:

- speak to the person who raised the concern directly unless it has been raised anonymously.
- speak to the individual involved and any witnesses.
- check whether this is an isolated incident or part of a pattern of behaviour.
- if the lower-level concern has occurred on more than one occasion, the Chair / Welfare Officer will contact the Archery GB National Lead Safeguarding Officer (NLSO) to consider whether it is appropriate to proceed under this policy or whether it has met the threshold of harm to refer to the Disciplinary Policy and/or Safeguarding policies.
- use the information collected to consider the type of behaviour under the Codes of Conduct and determine any further action in line with this policy.
- hold a discussion with those involved about expectations and standards of behaviour, clearly setting out details of the concern and what improvement is required.

- give the person against whom the concern has been raised the opportunity to respond - this discussion will consider whether they agree or deny the concern identified and/or offer any mitigating circumstances.
- Where it is agreed that the lower-level concern has occurred, outcomes may include words of advice, a verbal or written apology. An offer of training, coaching, or mentoring may be appropriate to help the person to address any behavioural/conduct issues. The outcome will be reviewed within an agreed timeframe to confirm that the agreed actions were carried out and no further concerns have arisen.
- Any other formal sanctions including Archery GB suspension, expulsion, removal of accreditation or exclusion from a particular event or activity can only be considered under the processes contained in the Archery GB Disciplinary Policy & Procedures and/or Safeguarding Policies.
- Clubs, Counties, and Regions cannot suspend or expel a person from Archery GB membership and the same applies to athlete team officials.
- A written record of the discussion should be made setting out the complaint, the context in which the concern arose, any action taken and rationale for the decision making. A copy of the written record should be provided to those involved in the discussion, and a copy retained in accordance with local club procedures and by the NLSO at Archery GB for monitoring purposes.
- Except for safeguarding cases including child protection and anti-doping which must be referred to the NLSO, it is expected that the lower-level concern will be addressed under local Club, County, or Regional procedures prior to referring the matter to the NLSO.

Confidentiality and record retention

In all cases, the NLSO retains a copy of the lower-level concern and its outcome.

Archery GB will collect statistics on reported cases including potential patterns of concerning, problematic or inappropriate behaviour on an annual basis. These will be anonymised and used to identify any trends and areas where further member training and awareness are required.

All records will be retained in line with GDPR (General Data Protection Regulations) requirements.

Responding To & Reporting Safeguarding Concerns

It is not the responsibility of any one at Crystal Palace 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.**

CPB fully supports all those who report their genuine concerns. Although the Club's Welfare & Safeguarding Officers will keep a record of any concerns reported, please also make sure you keep a personal record of your concern and how you reported it.

What is Safeguarding?

There has been a change to the guidance on how 'safeguarding' is defined. (Keeping Children Safe in Education (KCSIE) 2024)

- It emphasises the importance of early intervention, stating safeguarding should provide ‘help and support to meet the needs of children as soon as problems emerge’
- It highlights that children should be protected from ‘maltreatment, whether that is within or outside the home, including online’
- It promotes safeguarding being everyone’s business and everyone has a duty to take action to enable all children to have the best outcomes

Any matters that give rise to concern of children or young people’s welfare (e.g., poor practice or abuse) will be taken seriously and responded to in an appropriate and timely manner by the Club’s Welfare & Safeguarding Officers.

Incidents that MUST be Reported & Recorded

If any of the following take place, you should report this immediately to one of the Club’s Welfare & Safeguarding Officers and record the incident using the appropriate incident report form. 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 is seriously hurt, you should contact the emergency services immediately on 999. Following this, report the concern to one of the Club’s Welfare & Safeguarding Officers. Contact details for both of the Club’s Welfare & Safeguarding Officers can be found on the Club’s notice board in the shed, in the “CPB Code of Good Practice” document 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 one of our Welfare & Safeguarding Officers who will deal with it in line with Archery GB policy guidance.

If the concern is about either of the Welfare & Safeguarding Officers poor practice, or if you feel a matter has been handled inadequately and there are still concerns, please report your concerns to the Club’s Chair. The Chair will then follow the Archery GB guidance policy, reporting it to the relevant Archery GB officer. A copy of Archery GB’s policy documents can be found on their website (<https://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/>)

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 either of our Welfare & Safeguarding Officers immediately. They will take any steps needed to make sure the individual (or any other who may be at risk) is safe.

The wellbeing of the child, young person or vulnerable adult is paramount. It is not up to you or any one at Crystal Palace Bowmen to decide whether abuse has taken place. 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 Welfare & Safeguarding Officers will follow the Archery GB guidelines for reporting Concerns About Suspected Abuse. A copy of this policy can be found on Archery GB’s website (<https://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/>).

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 archery) may be at risk from the potential perpetrator.

In line with Archery GB regulations, a member of Crystal Palace 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, 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

Crystal Palace Bowmen strives for its Coaches, Club Officers and Volunteers with children, young people and vulnerable adults to be well motivated towards fostering a fun and safe environment for archery.

To ensure the Club remains safe, the following is expected of those active with Crystal Palace Bowmen:

- ✓ Coaches must complete an Archery GB recognised Children's Safeguarding in Sport course every three years.
- ✓ All active Coaches at Crystal Palace Bowmen must hold or obtain a valid Enhanced Disclosure and Barring Service (DBS) check. This is a requirement by Archery GB, Southern Counties Archery Society (SCAS) and Kent Archery Association.
- ✓ The Club's Welfare & Safeguarding Officers will hold a valid Enhanced DBS check.
- ✓ The Club's Welfare & Safeguarding Officers must complete a Children's Safeguarding in Sport course which is 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 them. The other members of the committee will complete a safeguarding course run by the Welfare Officers every three years.

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>.

Anti-Bullying

Crystal Palace Bowmen does not tolerate the bullying of ANY member by another member.

Bullying can include, but is not limited to:

- Physical:** E.g., pushing, hitting, slapping, or kicking (in some cases, this may constitute an 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 or inappropriate jokes.
- Cyber:** E.g., misuse of online chat forums, abusive or threatening communication via text messaging, instant messaging, social media, 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 on bullying can be found here: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/bullying-and-cyberbullying/>

Whistleblowing

It is essential that all members of Crystal Palace Bowmen have the confidence to come forward to speak or act if they are unhappy with anything.

Whistleblowing is when an individual raises a concern about a wrongdoing or dangerous or illegal activity. This can involve sharing potentially vital information (e.g., health and safety risks, environmental factors, harm of children, young people, and vulnerable adults, covering up poor practice, etc.). Any of these factors should be dealt with immediately. Crystal Palace 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/keeping-children-safe/reporting-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 Crystal Palace Bowmen. The Club may wish to post photographs on the club’s website and social media pages but would always seek parental permission should a young person be in those images.

At Club events and tournaments, 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), they are to be sent via the parent/guardian.

Social Media, Online Safety, Text Messaging & Emails

The online world has advanced and changed the way people interact and communicate on a regular basis. At Crystal Palace 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. There is misinformation, disinformation and conspiracy theories online which can cause safeguarding harm. There is also generative AI (Artificial Intelligence) to contend with now which could be used to intimidate, blackmail or sexualise images. We promote safeguarding via the club Facebook page for various things including anti-bullying week and Parents in Sport week. AGB have an Online and Social Media Policy that has further information and guidance [online-and-social-media-policy-140224090429.pdf](https://www.archerygb.org.uk/online-and-social-media-policy-140224090429.pdf)

The Crystal Palace Bowmen WhatsApp Group is available only club members over the age of 18.

Guidelines for Texting Individual Young People

The use of text messaging to communicate with individual young people increases the vulnerability of both the young person and the committee member or coach. Crystal Palace Bowmen are applying Archery GB guidelines as follows:

- ✓ For young people under the age of 16, consent will be obtained from their parent(s) / legal guardian to send a text message, and that text message will be copied to the parent(s) / legal guardian.
- ✓ Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves. It is still recommended that their parent(s) / legal guardian is also informed of the intention to send their child(ren) text messages. Young people should not be encouraged to text back.

Guidelines for Emailing Individual Young People

The use of email to communicate with individual young people increases the vulnerability of both the young person and the committee member or coach. Crystal Palace Bowmen are applying Archery GB guidelines as follows:

- ✓ For young people under the age of 16, emails will only be sent to a parent / legal guardian.
- ✓ Although parental consent is not required for young people aged 16, all email communication sent from the club to the young person is copied into a parent / legal guardian.

More information on how to keep safe online can be found here:
<https://www.nspcc.org.uk/keeping-children-safe/online-safety/> .

What should I do if I see a comment on CPB's account which I feel breaks the rules? If you see something you don't like on an Archery GB club or affiliated organisation's page, take a screenshot and report it to your club's Welfare Officer.

Extremism and Radicalisation

All members of CPB should be vigilant about potential exposure of children to radicalisation online and if you hear or see anything that worries you, you should report it to one of the Club Welfare Officers.

Mental Health & Wellbeing

Any CBP member may experience increased feelings of anxiety, low mood, or loneliness and some may need additional support at this time.

If your child is struggling with their mental health, there is support and advice on Childline's website or Young Minds' mental health pages.

www.youngminds.org.uk/young-person/

www.childline.org.uk/info-advice/

Adults who are struggling with their mental health can find support and advice here:

<https://www.mind.org.uk/information-support/>

Children with special educational needs and disabilities (SEND)

Children with special educational needs and disabilities (SEND) we are required by the Equality Act 2010 to ensure we do not discriminate on the grounds of disability and that we make reasonable adjustments to ensure that a child is not placed at a disadvantage compared to non-disabled children in the ways we organise and deliver our provision unless their or others safety is compromised.

Children with SEND can face additional safeguarding difficulties. CPB's child protection policy reflects the fact that these additional risks and barriers can exist when recognising abuse and neglect among such children. These can include:

- assumptions that signs of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- being more prone to peer group isolation than other children
- the potential for these children to be disproportionately affected by behaviours such as bullying, without showing any outward signs
- communication barriers and difficulties in managing or reporting these challenges
- difficulty in being unable to understand the difference between fact and fiction in online content
- repeating content or behaviours without understanding the consequences of doing so

Further Information

Crystal Palace Bowmen's "Code of Good Practice – Safeguarding Children, Young People & Adults is available at www.crystalpalacebowmen.org.uk/policies/ and a copy is on the Club notice board in the shed.

If you are concerned about a child, young person or vulnerable adult's safety or welfare, please speak with one of the Club's Welfare & Safeguarding Officers as soon as possible.

They will follow the Archery GB Policy for Safeguarding Children, Young People and Adults which can be found at <https://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/>.

The Club's Welfare Officer is: Kim Brown

Email: CPBWelfare@outlook.com

The Club's Deputy Welfare Officer is: Terry Woodgate

Email: CPBDeputyWelfare@outlook.com

If you think that a child, young person, or vulnerable adult is being abused or neglected **outside** of the club environment, you should report your concerns **immediately** to London Borough of Bromley at one of the following:

Bromley Children's Social Care (Mon-Fri 08:30 - 17:00):	0208 461 7373/7379/7026
Bromley Out of Hours / Weekends / Public Holidays:	0300 303 8671
Email Multi-Agency Safeguarding Hub (M.A.S.H):	mash@bromley.gov.uk

If the young person lives within a different Local Authority, then the concern is to be reported to that Local Authority's Children's Social Care Department.

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.

Please remember that **ALL adult** club members have a safeguarding responsibility and to report anything that they may witness to, the Club's Welfare Officers.

For further advice for adults concerned about children and young people, the NSPCC provides a free 24-hour service on **0808 800 5000**. For children and young people seeking advice, ChildLine provide a service on **0800 1111**.

DO NOT DELAY IN REPORTING A CONCERN!

Appendix 1

Continuum of Need diagram

