



# CRYSTAL PALACE BOWMEN

## Code of Good Practice

### Safeguarding Children, Young People and Adults

<b>Responsible for review of policy</b> Archery GB, Club Welfare Officer, Club Secretary	<b>Responsible for review of procedures</b> Club Welfare Officer, Club Committee
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Change History			
Version	By	Date of approval	Next review date
1.0	Club Welfare Officer	September 2020	September 2021



## Code of Good Practice: Safeguarding Adults, Children and Young People

Crystal Palace Bowmen is an Archery GB affiliated club and therefore must adopt Archery GB policies and guidelines for safeguarding children, young people, vulnerable adults and those adults who have become vulnerable.

This code of Good Practice outlines the Club's statement of commitment to safeguarding, fundamental principles, terminology, guidance and procedures for dealing with concerns. These ensure the Club's compliance with Archery GB's policies and procedures along with clarifying the expectations of the Club and its members.

Our Safeguarding Policy may be found at [www.crystalpalacebowmen.org.uk/policies/](http://www.crystalpalacebowmen.org.uk/policies/) and in addition a copy may be found on the notice board inside the club shed.

Archery GB's Policies for Safeguarding and Guidance may be found at [www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/](http://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/) along with all associated guidelines.

### Commitment to the Safety and Welfare of Children, Young People and Adults.

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. Those working with children, young people and vulnerable adults have a moral and legal responsibility to promote and safeguard their welfare. Any adult could have a period of vulnerability in their lives.

As such, Crystal Palace Bowmen has adopted the Archery GB policies for safeguarding children, young people and all adults.

### Defining Terminology

Child, Children, Young Person, Young People: refers to all persons under the age of 18.

Vulnerable Adult: refers to a person over the age of 18 who may need community care services due to their sensory impairment, disability, learning difficulties, illness or advanced age.

It is also recognised that **any** adult could have a period of vulnerability in their lives which may or may not become a permanent situation.

## Fundamental Principles

Crystal Palace Bowmen's Code of Good Practice is founded on the following fundamental principles:

### ***Children, Young People, Adults, Vulnerable Adults***

- ✓ When working with children, young people and vulnerable adults, their welfare is always of paramount importance.
- ✓ Regardless of age, gender, 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.
- ✓ **All** children, young people and vulnerable adults must be listened to and have their views considered according to their maturity, age and understanding.
- ✓ **All** children, young people and vulnerable adults have the right to participate in archery in a safe, enjoyable and welcoming environment.

### ***Adults working with Children and Young People***

- ✓ All adults that work with children and young people must know what is expected of them and their responsibilities under the Code of Conduct for both Crystal Palace Bowmen and Archery GB.
- ✓ All adults working with children and young people have the right to fair and just treatment whenever a concern is raised about them, including their conduct towards other individuals.

### ***Parents and Legal Guardians***

- ✓ A parent or legal guardian must always accompany their children and young people to and from the Club and must remain present at all times. 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.

## Responsibilities

Crystal Palace Bowmen takes its responsibilities to children, young people and adults (whether vulnerable or not) who participate in archery at its grounds seriously. The club actively strives to provide an environment that supports children, young people and adults to stay safe, be happy, help to achieve their goals and make a positive contribution.

Any matters that give rise to concern for children, young people or vulnerable adults' welfare (e.g. poor practice, bullying or abuse) will be taken seriously and responded to in an appropriate and timely matter. In the case of concerns, confidentiality will be upheld in line with the Data Protection Act 2018 and the Human Rights Act 1998.

It is the responsibility of child protection experts (i.e. Local Authority Social Services or the Police) to determine whether abuse has taken place, however, it is **everyone's** moral and legal responsibility to report concerns.

## Anti-Bullying

**Crystal Palace Bowmen does not and will 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 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.

**If you are concerned about a child, young person or vulnerable adult's safety or welfare, please speak with the Club's Welfare Officer.** They will follow the Archery GB Policies which can be found at [www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/](http://www.archerygb.org/about-us-structure-safeguard/safeguard/safeguarding-policy-guidance/)

**The Club's Welfare Officer is:** Kim Brown  
Email: [kim.h.brown@ntlworld.com](mailto:kim.h.brown@ntlworld.com) Mobile: 07816 306442

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](mailto: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 must report anything that they may witness to, the Club's Welfare Officer.

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!**

Crystal Palace Bowmen has adopted all of Archery GB's codes of conduct, which include:

- ✓ Code of Conduct – Coaches, Judges and Officials
- ✓ Code of Conduct – Young Archers
- ✓ Code of Conduct – Adult Archers
- ✓ Code of Conduct – Spectators Parents and Carers

Full versions of these documents can be found here ([www.archerygb.org/about-us-structure-safeguard/about-us/codes-of-conduct/](http://www.archerygb.org/about-us-structure-safeguard/about-us/codes-of-conduct/)).