



Policy for Safeguarding Children

Kingston Archery Club believes that when dealing with children and young people their welfare must always be of paramount importance. We are committed to providing an environment where children and young people can learn and participate in archery free from harassment and abuse. All those people working with children, young people and vulnerable adults have a moral responsibility to safeguard and promote their welfare. To further this end the club has adopted the Archery GB Policy for Safeguarding Children, Young People and Vulnerable Adults.

Code of practice

What happens if you suspect abuse, a young person confides in you or a complaint is made about an adult or about yourself?

1. If a young person tells you about abuse by someone else:
 - a. Allow the young person to speak without interruption, accepting what is said
 - b. Offer immediate understanding and reassurance, while passing no judgement
 - c. Advise them you will try to offer support, but you must pass the information on
 - d. Immediately tell your Child Protection Officer (CPO) or Chairperson
 - e. Write careful notes of what is said; use actual words where possible
 - f. Sign, date and pass your notes to the CPO or Chairperson
 - g. Ensure no situation arises which could cause further concern

2. If you have a concern about a young person's safety or wellbeing:
 - a. Immediately tell your CPO or Chairperson
 - b. Write careful notes of what you witnessed, heard or were told
 - c. Sign, date and pass your notes to the CPO or Chairperson
 - d. Ensure no situation arises which could cause further concern

3. If you receive a complaint or allegation about any adult or about yourself:
 - a. Immediately tell your CPO or Chairperson
 - b. Write careful notes of what you witnessed heard or were told
 - c. Sign, date and pass your notes to the CPO or Chairperson
 - d. Ensure no one is placed in a situation which could cause further compromise

EVERY ADULT IN THE CLUB HAS A DUTY AND A RIGHT TO PASS ON ANY CONCERNS OR SUSPICIONS ABOUT ANOTHER MEMBER IN CONFIDENCE AND FREE FROM HARRASSMENT

YOU MUST REFER, NOT INVESTIGATE