

**Mole Valley Bowmen**  
**Protection of Children and Vulnerable Adults Policy**  
**Updated December 2014**

**Introduction**

1. GNAS (Archery GB) has issued a policy to all registered clubs with the recommendation that the principles and procedures in it be adopted by all clubs, coaches, officials, administrators, parents and participants.

2. MVB adopted the GNAS policy without reservation at our AGM on 5<sup>th</sup> September 2010. The MVB policy reflects the principles of the GNAS Policy and identifies procedures local to the MVB.

3. Children are defined as under 18 year old, and are our Junior Members. Vulnerable adults are those who, as a result of disability or handicap, may be unusually susceptible to power or influence exerted upon them by adults.

**MVB Policy**

MVB believe 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. The MVB has a policy of zero tolerance of bullying. All those people working with children have a moral responsibility to safeguard and promote a child's welfare. This club has therefore adopted the GNAS Protection of Children and Vulnerable Adults Policy to ensure peace of mind for both adults and children.

**Reporting Child Protection Issues**

1. At the MVB AGM 3<sup>rd</sup> Sept. 2006 a Club Child Protection Officer (CPO) role was created. The role is to supervise the implementation of various procedures designed to provide protection both to children and to the adults helping and working with them.

The CPO is : Ian Stewart  
Mobile: 07984440661  
Email: ian.stewart8@btconnect.com

The Deputy CPO is: Jenny Gordon  
Tel: 01372454815  
Email: gordon570@hotmail.com

2. The CPO or the Deputy CPO is an advisor who is designated by the club to deal with child protection and welfare issues and is registered as such with GNAS. However, any member, parent or carer of a Junior member with concerns about behaviour, should notify the CPO or Deputy CPO immediately, **in confidence**, so that the matter can be recorded and investigated as necessary.

**Disclosure and Barring Service (DBS) (Formerly known as CRB) Checks**

DBS checks replaced CRB checks on 1<sup>st</sup> December 2012. It is MVB policy that all elected officers and committee members, will be DBS checked. In keeping with the DBS guidance issued, risk assessments will be carried out, as and when necessary, to determine whether other DBS checks are required.

## **Good Practice for Members**

1. A copy of the full GNAS Policy and Guidelines is available from the club CPO.

2. Accident and Incident Record Books, in which details of accidents or injuries and any treatments given are recorded, and First Aid Kits, are kept in the container at St. Martin's School and in the equipment bag in the cupboard at Ewell Castle School.

Parental permission will be sought on the membership form, for the provision of coaching and first aid to Junior Members.

3. The following notes are for the benefit of Club coaches and Club Members who are in the company of Junior Members or vulnerable adults, at Club shoots or who help at 'Have a Go' and similar participation events.

Members should:

- a) Provide good role models for any children who may be observing your conduct, particularly with regard to safety procedures and etiquette, and encourage them to act appropriately. If it is necessary to correct behaviour, do so in a controlled, constructive and dignified manner.
- b) Expect that children under 14 will be supervised by their parents or carer. Unsupervised children will not be admitted to Club shoots or tournaments. Parents/carers will not be expected to supervise children between the ages of 14 and 18 but are welcome to be present. In their absence two adult Club members will normally be present acting in loco parentis.
- c) Follow these guidelines when assisting children or vulnerable adults, and when it is necessary to touch or handle them to demonstrate good posture and technique
  - undertake all such activities in the open
  - state your intentions in advance and ask the person's permission
  - as far as practicable work from their front or side, not from behind
- d) Avoid the following, unless you are the child's parent or close relative
  - spending a disproportionate amount of time with one child away from others
  - taking children to your home
  - taking children alone on car journeys, unless parental permission has previously been agreed in writing.
- e) Never
  - strike a child or engage in 'rough and tumble games'
  - engage in any inappropriate form of touching
  - use profane, insulting, harassing or otherwise offensive language
  - make sexually suggestive comments, even in fun
  - allow allegations made by a child to go unreported

## **Club Communication**

Contact details of Junior Club members will not be circulated. Wherever possible on general circular emails, email addresses of Junior members will not be disclosed, either by using the 'blind copy' method or by having a separate distribution list for Junior members.