



Guidelines for working with and travelling with young people and those considered vulnerable 2025 at VBoH

There are a few points of references in various other documents particularly from Archery GB (AGB) and again particularly in documents intended for coaches, these should be read in conjunction with these club guidelines because, in the main the club follows the policy, guidance and protocols of AGB but there are some areas which need clarification from a club perspective.

This document was produced to make sure the club, and its representatives follow the best possible practise for protection of young people and vulnerable adults when working closely or transporting those groups for club or AGB activities.

For the purpose of this document and Archery GB (AGB) Policy, Guidance and protocols, young people include those up to and including their 18th year. Vulnerable children/adults would include any age but where sensory, physical difference or neurodiversity would make the person more vulnerable to coercion or abuse for the benefit of another person for their personal gain.

It is important that young people and others, who for one reason or another are considered as vulnerable are always kept safe while in contact with club officials, coaches or others (volunteers and members) helping to facilitate any activities such as interclub shoots, competitions, Yorkshire Archery Association (YAA) or Northern Counties Archery Society activities. This would also include higher level coaching activities and national events at other sites including but not restricted to Lilleshall National Sports Centre.

All club coaches and most Executive Committee members are 'Enhanced DBS' checked by AGB. There are some other club members who may also be DBS checked through their own work activities. It is always best to ensure young people and vulnerable adults are supported by somebody with the necessary checks in place. It will not always be possible to do this, but it is the responsibility of the Parent/Guardian or Carer to ensure the accompanying adult is trustworthy.

Young people and other vulnerable people are the main concern because they are more susceptible to coercion from others, but in equal measure club officials, coaches and others also need consideration of how their actions or intentions may be interpreted by others and members of the public. Behaviour from those in a position of trust should always be of the highest standard.

There are requirements through club rules and AGB Policy for Parents / Guardians and Carers to accompany their young people at activities and

those young people should never be left unaccompanied at the club facilities without arrangements being made with a responsible adult. There may be occasions when parents are encouraged by their young people that it is OK to leave because there are others about, but firm arrangements are necessary before leaving. Arrangements should be made beforehand wherever possible and it is the responsibility of the Parent/Guardian or Carer to make such arrangements. Adults who are asked to act in the role of 'Responsible Adult' should always ensure the agreed period (drop-off and pick-up times) and have contact details for Parents/Guardians or Carers with a secondary set of contact details.

Safeguarding

All organisations, clubs, societies and charities will have their own safeguarding arrangements which will differ, but there are also constant generic factors across those arrangements, these would include but not be restricted too:

Always;

- Decide, well in advance of any event and have a Plan-B in case something should go wrong
- Ensure you share contact details with another contact person from the club (home contact) in case of emergencies
- Leave details back at base with somebody who knows where you are going and can react if there is a problem. Check-in as arranged with them and confirm when the event is finished, and everyone is safely collected or back with a responsible person
- Ask before any necessary physical contact: *'Is it OK for me to help you?'*, or *'Can I just reposition your elbow?'* for example. If permission is denied do not touch. If first aid is required proceed as you would within your training as casualty's cannot always communicate effectively with you
- Think about how your activities may be seen by others
- Ensure you are never 1 : 1 with a young or vulnerable person

- If travelling in a vehicle, ensure there is enough seating for everyone to have a seat-belt (preferably full seat belt not lap-strap)
- Adults should wherever possible, ride up-front with young people or vulnerable adults in the back of the vehicle. Behaviour of the passengers may mean reviewing these arrangements during the journey
- Try where possible to have adults who are not related or in personal relationships riding in vehicles together or organising events without other adults or volunteers being part of those arrangements (preventing collusion between parties)
- Call the Welfare Officer at the earliest opportunity if there is a concern **07595 906626** or safeguarding@valleybowmen.co.uk

Never:

- Compromise yourself or others by activities or behaviour
- Do not put yourself in an enclosed space without somebody else there. If this is necessary, ask the young person's friend or another adult to accompany you. Leave the door ajar so there is privacy, but there is a means of escape. Explain at every point what is required so your intentions are not misinterpreted
- Touch somebody else without their consent (apart from first aid when the casualty is unconscious)
- Find yourself in an enclosed or possibly compromising environment 1 : 1 with a young or vulnerable person
- Fear calling an event off if the need arises

Coaching

Club coaches should always ensure there are other people (coaches or other members) around. All coaching activities should avoid 1 : 1 unless there are others around for the duration of that session. Group sessions will usually have a number of benefits, although elite athletes will probably need 1 : 1 under certain circumstances.

Club coaches should where possible offer verbal instructions around stance, positioning, draw etc. If this is not possible the coach should demonstrate using their own body to show what they want from the archer and only if there is no other way to then ask for permission to physically intervene.

If using video or photography as a coaching tool, make sure you have parental permission to do so and do not retain copies for any other use than coaching or promotional purposes. There are other AGB/club documents and rules covering video and photography.

Things to consider when arranging events:

- **If unsure about organisation or arrangements, ask a committee member or the Welfare Officer for help**
- Make sure there is enough staffing, coaches and volunteers for the event
- As well as the main event, make sure you have a 'Plan B' to revert to if needed. Never be intimidated or scared to call the event off. If one thing goes wrong you will normally be able to get around this, if more starts going wrong, cancel the event and go back to Plan B
- When travelling make sure all vehicles are roadworthy, and all drivers are insured at the appropriate level and business cover would be best practise. This can often be added by most insurers at no or little extra costs. It would be preferred for all those travelling vehicles to have breakdown cover for emergencies, although archery kit can be left with a broken-down vehicle and people transported back in another vehicle (speak to the Welfare Officer if this is the case 07595 906626), people are always the most important to consider
- Let the Welfare Officer and/or a committee member know of the details of the activity
- When off-site make sure somebody else knows start / finish times and who is in the party. Leave contact numbers with the home contact for emergencies, you will want to deal with the situation in hand and somebody else can start the call around if necessary

- Never make 'special arrangements' with any young people or vulnerable adults. Ensure all correspondence is open with Parents/Guardians or Carers
- Preferably have a second means of calling home on a separate network amongst your party with credit availability

Checklist for events and trips:

Item	Who is responsible?	Contact details	Notes
What is the event?			
Who is the lead for this event?			
Who is the home contact for this event?			
Who else is to be involved? Include adults and young people and their ICE contacts for emergencies (continue on a separate sheet if needed, the next page is blank)	<ul style="list-style-type: none"> • . • . • . • . • . • . • . • . • . 		
Where are you going if off-site? Give the address and What-Three-Words location			
Date of the event with start and finish times			
What is your Plan B?			
Give the contacts for the adults taking part in this event for emergencies			
If in doubt call the	event off, let	others know, revert	to PlanB