

BEGINNER COURSE SAFEGUARDING INDUCTION



REMINDERS TO ALL COACHES AND VOLUNTEERS

2022 v05

- Please be a good role model.
- Please be aware of safety and act safely.
- We must follow the AGB Safeguarding Policy.
- The AGB Safeguarding Policy and the RCA guides, flowcharts, and forms are on the club Admin noticeboard.
- The lead coach will receive from the Membership Secretary confidential information about participants with disabilities or special needs. We must respect the archers' confidentiality.
- We must use appropriate language, including appropriate content, particularly around children and young people.
- If we need to correct an archer's poor posture, we must ask their permission before touching them.
- All physical contact must be minimal and appropriate.
- We must be mindful of injuries the archers could get during the sessions, e.g. bruised arms. Take steps to reduce the risk. Ask a coach for support. Offer first aid even if you are not a First Aider.
- Do not take children or young people into the kitchen alone, ask someone else to go with you. This protects us as well as the archer's.
- We must not take photographs of any archers participating on RCA courses.
- The Media Officer will take a group photograph of the archers, coaches, and volunteers at the end of the course for use on RCA media. This will not include names.
- If someone makes a disclosure to you it is your responsibility to follow the RCA safeguarding procedures. Write down exactly what happened or what was said. Do not use leading questions, make judgements, or express opinions.
- Report all disclosures.
- Volunteers can do online training through the NSPCC or ask advice from:
 - Safeguarding Officer, Rachael Quigley, 07711 529428, or
 - Chairman, Andrew Taylor, 07774 285500.

More information is on the club Admin noticeboard and the AGB website.

I understand and agree to follow the above guidelines.

Coach/Volunteer Coach/Volunteer

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