

# BEGINNER COURSE SAFEGUARDING INDUCTION



## REMINDERS TO ALL COACHES AND VOLUNTEERS

2023 v01

- Please be a good role model.
- Please be aware of safety and act safely.
- We must follow the AGB Safeguarding Policies & Guides.
- The AGB and RCA safeguarding flowcharts, policies, guides and forms are on the club Admin noticeboard and on the club website.
- The lead coach will receive confidential participant information such as injuries, 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. a bruised arm. 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, always ask someone else to go with you. This protects us as well as the archer.
- 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. 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 to:
  - Safeguarding Officer, Rachael [REDACTED], [REDACTED]
  - Deputy Safeguarding Officer, Nikki [REDACTED], [REDACTED]
- Volunteers can do online training through the NSPCC.

I understand and agree to follow the above guidelines.

Coach/Volunteer ..... Coach/Volunteer .....

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