

A FIELD CAPTAIN'S INFORMAL ROUGH GUIDE TO

- KEEPING EVERYONE SAFE AND HEALTHY
- SAFEGUARDING VULNERABLE PEOPLE

The club handbook contains the full guide to what is expected of a field captain. This short guide is an addition to that, focussing on the field captain's responsibilities towards children and vulnerable adults. It repeats some points in the full guide and contains several things that seem fairly obvious, they're here as a quick reference.

KEEPING EVERYONE SAFE AND HEALTHY

shooting at all - must be at least one Field Captain present at all times while shooting is in progress

shooting alone - only FC and then it's sole responsibility and no club insurance

shooting with two - FC and one other, who is not a vulnerable person

shooting with a child or a vulnerable adult - FC and at least one other member of the club

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

A field captain's primary job is the safety of everyone on the field or near it. Children and vulnerable adults need particular care.

Special care of their physical safety

- they may not be accustomed to shooting rules yet, so pay particular attention to stepping over the shooting line either accidentally or to pick up a fallen arrow
- if newly trained, they may make a mistake with the equipment and hurt themselves
- so, make sure that if they're shooting unaccompanied on a target that there's someone keeping a close eye on them
- be aware of where they are and who they are with, and whether any of those people are actually keeping a close eye on them

Special care of their emotional safety

- they should not be left alone or with only one other person, there should always be two adults present, including e.g. in the club pavilion
- if you notice unusual or questionable behaviour by someone to a child, or something that makes you feel uncomfortable about it, it may be nothing, but let the Welfare Officer or the Junior Co-ordinator know in case someone else has also noticed something similar.

Under-14's must be accompanied by a parent or guardian whilst at the club. This means that the parent/guardian cannot leave e.g. to go shopping for an hour, or pick them up at the end of the session unless a DBS checked person is explicitly assigned responsibility by the parent/guardian in writing. If an under-14 needs to leave the field, e.g. to go to the toilet at the racecourse, they must be accompanied by a parent/guardian or TWO club members at least one of them DBS checked.

It is the field captain's responsibility to ensure all of this happens.

Details of members under 18, with their ages, emergency contact phone numbers for their parent/guardian, and medical information, are held on the Fakenham Bowmen database. Contact the Welfare Officer, or another committee member, if you need this.

20211101, Paul Gambling, Welfare Officer for Fakenham & Junior Bowmen