

**Guidelines for the role of Chaperone**

Archery GB is committed to ensuring the safety and well-being of all young people and vulnerable adults involved in the sport. The role of chaperone is part of that commitment.

The role of chaperone is required for the supervision of any persons involved with Archery GB activities who are under 18 years of age. The role will be appointed by the Director of Sport, the Paralympic Programme Manager or a delegated authority such as Team Manager.

Archery GB is committed to providing the best possible support for chaperones and the young people they have under their care and guidance. The chaperone plays an important role in creating a positive team culture.

Chaperones are role models and, as such, should behave in a positive and appropriate manner at all times. The chaperone’s primary duty is to the child(ren) in their care. Whilst they are acting as a chaperone they may not engage in any other activity that would compromise the performance of their duties.

**Person specification**

A Chaperone must:

1. Be a registered member of Archery GB (AGB)
2. Be a minimum of 25 years of age and hold a current enhanced DBS check carried out by AGB
3. Understand, and agree to comply with the AGB Safeguarding and Protection Policy and all relevant Team Members Agreement
4. It is desirable that a chaperone has the anti-doping advisory certificate and a basic knowledge of first aid
5. Have the skills and mindset to handle an emergency
6. Have good people skills: be good humoured, warm and approachable, a good communicator and able to maintain a rapport with young people whilst maintaining discipline
7. Be prepared to work as part of a team whilst always maintaining the welfare of the child/ren as a core responsibility
8. Be proactive and able to troubleshoot and act on own initiative when required
9. Be aware of Health and Safety issues
10. Be able to use discretion with sensitive issues and information
11. Be prepared for long hours and an active working environment
12. Be able to follow instruction from the Team Manager
13. Be prepared to appropriately challenge others if there is concern that performance and welfare considerations are not aligned. The safety & wellbeing of the athlete is our primary responsibility.

**Key responsibilities**

The purpose of the chaperone is to ensure the athletes general care and wellbeing with a view to securing their health, comfort and moral welfare.

Health

1. To be aware of all athletes’ medical and dietary requirements
2. To ensure that athletes attend meals and obtain adequate nutrition and hydration (quantity and quality)
3. To ensure that any curfew is adhered to and to carry out room checks as appropriate and in line with safeguarding guidelines; to monitor athletes for signs of fatigue and act appropriately
4. To look after an injured or ill athlete or accompany them for medical attention; to contact the insurers as appropriate; to feed back all relevant information and action taken to the Team Manager

Welfare

1. To know the locations of the athletes in their care at all times
2. To have access to a contact list of key people such as managers, coaches, parents/next of kin and the ability to communicate with them as required
3. To support athletes with any issues or concerns proactively and without bias or judgement
4. To remain contactable by phone throughout the night and respond as soon as possible if a person in their care contacts them
5. To be attuned to the social dynamics of the group and report concerns to the Team Manager as appropriate
6. To accompany an athlete as representative to the Doping Control Station if required

Team support

1. To assist the Team Manager as required including reinforcing rules and to inform them of any concerns
2. To ensure that the schedule is followed
3. To be aware of the procedure for the evacuation of the hotel/building/event in case of fire
4. To help athletes to be prepared for competition whilst supporting them to be independent, i.e. checking that they have all their necessary equipment for training and competition with them before leaving the hotel (including accreditations)
5. To assist with carrying equipment for athletes with particular mobility requirements
6. To carry out team support duties including, but not limited to, shopping for team requirements including groceries, snacks, activities, medications etc.
7. To ensure that any incidents are fully documented and followed up