BOWMEN OF THE DEANS

Unaccompanied junior member agreement

Recommended 2026 edition | Prepared 27 October 2026 | Committee approval pending

This agreement records the arrangements for a junior member aged 16 or 17 to attend without a parent or guardian. Junior members are those under 18. Under-16s must have a parent, guardian or responsible adult present.

Where possible, a parent or guardian should attend with a junior member. Unaccompanied attendance must be agreed with the club in advance and may be reviewed if the arrangements are no longer suitable or safe.

Parent or guardian responsibilities

- Be satisfied that the junior member understands and will follow the club's rules and the field captain's instructions.
- Agree who the nominated responsible adult will be for each session, and make sure the junior member knows who to approach. The nominated person may change between sessions.
- Provide an up-to-date contact number and an alternative emergency contact. Remain contactable during the session and be prepared to collect the junior member at short notice.
- Agree arrival, departure and collection arrangements with the club. Record who may collect the junior member and whether independent travel has been agreed.
- Tell the club privately about health, medication, access or support needs relevant to safe participation. Agree any required support and written instructions in advance. Do not assume a volunteer can provide specialist medical treatment or personal care.
- Collect the junior member at the agreed time and contact the club immediately if delayed.

Junior member responsibilities

- Follow the club's rules, range safety guidance and the field captain's instructions.
- Stay within the agreed activity area. Tell the nominated responsible adult before leaving it, including to use the toilets, and follow the agreed arrival and departure arrangements.
- Ask for help if you are worried, unwell, uncomfortable or unsure what to do.

Club arrangements

The club does not provide a childminding service. It will agree appropriate supervision for the session; the nominated responsible adult is not necessarily providing continuous one-to-one supervision.

Personal care and additional support must be discussed in advance. A parent, guardian or agreed support person must remain where the necessary support cannot otherwise be provided safely.

If a collection is delayed, the club will keep the young person in a safe, supervised situation while contacting the parent, alternative contact or safeguarding services as appropriate. A young person must not be left alone because the session has ended.

In an emergency, the club will call the emergency services where needed and try to contact the parent or guardian promptly. First aid will be provided within the responder's training and ability. This agreement does not authorise unqualified volunteers to provide specialist treatment.

Attendance details

Junior member name: _____

Date of birth: _____

Parent or guardian name: _____

Relationship to junior member: _____

Parent or guardian telephone: _____

Alternative emergency contact and telephone: _____

_____

Agreed arrival and departure arrangements: _____

_____

People authorised to collect, or agreed independent travel: _____

_____

Nominated responsible adult and how changes will be communicated:

_____

Relevant support arrangements recorded separately and agreed with:

_____

Agreement

I have read and understood these arrangements and agree to follow them. I will tell the club if contact details, support needs or collection arrangements change.

Parent or guardian signature: _____ Date: _____

Junior member signature: _____ Date: _____

Club representative name and signature: _____

Date: _____

Keep the completed form securely. Share contact and support information only with those who need it for safe participation, emergency response or safeguarding, in accordance with the club's privacy notice. Do not attach detailed medical information to a publicly accessible copy.

Document control and change record

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Prepared: 27 October 2026
Approval: Pending club decision
Suggested next review: Within 12 months of approval, or sooner after a significant change
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Edition	Date	Record
F1	27 October 2026	Shared format applied to the supplied source; wording preserved.
2026 R1	27 October 2026	Recommended editorial and content revision. Approval has not yet been recorded.

Recommended changes

1. Editorial. Used clear sections and consistent parent/guardian language; replaced assumptions about competence with agreed arrangements.

2. Policy proposal. Limited this agreement to 16–17-year-olds and made under-16 accompaniment explicit, consistent with the proposed club articles.

3. Safeguarding proposal. Replaced this with safe supervision and escalation if collection is delayed; no young person is to be abandoned after a session.

4. Accessibility proposal. Required an advance discussion of support needs and an agreed support person where needed, rather than a blanket assumption or exclusion.

5. Safety and privacy proposal. Clarified emergency action and limits of volunteer competence; kept sensitive support details separate from the general agreement.

6. Form improvement. Added practical contact, arrival/collection and nominated-adult fields, plus the young person's acknowledgement and club acceptance.

Decisions before approval

- Approve the proposed 16–17 age scope and how it applies to members versus introductory sessions.
- Agree the delayed collection procedure, nominated-adult handover and available support arrangements.
- Agree a secure storage location, authorised access and retention period for completed forms.