



Welfare and Safeguarding Policy

Contents

Statement of Intent.....	1
Responsibilities	3
Child Safeguarding.....	6
Raising a concern about a child or young person.....	7
Adult Safeguarding.....	9
Reporting a concern an adult at risk of, or is experiencing harm	12
Reporting a concern about yourself	15
Grievance and Disciplinary Policy	16
Information/ Key Contacts	16
APPENDIX 1 – REPORTING A CONCERN ABOUT CHILD	18
APPENDIX 2 – REPORTING A CONCERN ABOUT AN ADULT	19

Statement of Intent

1. Welfare is essential to contribute to good practice within athletics, develop performance and to ensure the safety of athletes, coaches, officials, and volunteers. Everyone in athletics has a part to play in safeguarding children and adults at risk
2. Welfare covers a wide range of issues such as safeguarding and protecting children, anti-bullying, poor practice in coaching and disciplinary matters. It encompasses policies and procedures to set out minimum standards of expectations, such as codes of conduct, procedures to follow for dealing with child protection concerns, other welfare issues or complaints, and to ensuring the Club meets its statutory responsibilities to safeguard and protect children and adults
3. We recognise that we have a duty of care towards our members, this includes an additional legal requirement for safeguarding; protecting children, young people, and vulnerable adults from harm by providing a safe environment in which they can participate in running. We will ensure that everyone volunteering or working with children or adults at risk in the Club attends relevant safeguarding training every three years
4. We want to create an environment where everyone involved in our activities feels safe and welcome, to enable them to be the best they can be. We want them to have a positive experience, can enjoy running without the threat of intimidation, victimisation,



harassment, or abuse; and everyone knows how they can raise welfare and safeguarding concerns

5. As a Club we embrace diversity and difference. Our Inclusion Policy states that we want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, religion or belief, sexual orientation, or social/economic status. It states that we will comply with the Equality Act 2010, and that we will not tolerate discrimination, harassment, bullying or victimisation
6. Bullying can be described in broad terms as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of their race, religion, gender or sexual orientation, or any other aspect such as appearance or disability.
7. Bullying, harassment, and abuse whether undertaken in person or through digital means such as private and direct messaging or through social media are completely unacceptable. The act of targeting any individuals with abuse or poor behaviours via any message boards, chat forums and other online platforms will not be tolerated and will be fully investigated. Individuals who are subject to these forms of harassment and abuse are encouraged to come forward and report these issues
8. Being active can have a positive impact on physical health, but it can really impact mental health too. It can reduce the risk of depression, boost your mood, and improve self-esteem. In addition, it can help to reduce stress and help people think more clearly. However, mental health problems can affect anyone regardless of age, race, religion, or income
9. We recognise that as a running club we can play a vital role in supporting mental health. A primary motivator for someone joining the club may be to support their mental health. People may join us with good mental health, but overtime experience poor mental health
10. We will create a safe environment for members to talk about their mental health and share their experiences. We will appoint Mental Health Champions to help start conversations about mental health and signpost people towards appropriate support. We will provide Mental Health First Aiders trained how to identify, understand and help someone who may be experiencing a mental health issue. We will also investigate the appointment of Mental Health Ambassadors
11. We want to promote an environment that promotes the wellbeing and safety of athletes above other considerations, including the development of performance. We will challenge inappropriate behaviour and poor practice and promote an environment where all concerns can be raised without fear of victimisation or reprisal
12. Through this policy and its implementation, we will ensure compliance with our legal responsibilities and non-statutory codes of practice and procedures of our national governing bodies



13. The policy aims to provide clear guidance on roles and responsibilities in relation to Welfare and Safeguarding and a clear process for our volunteers, members, and parents to raise welfare and safeguarding concerns
14. The Clubs' Grievance and Disciplinary Policy sets out the Clubs' procedure for handling complaints in relation to misconduct and the behaviour of members. Complaints regarding safeguarding policy breaches by Club members and officials are considered serious misconduct and shall be reported to and dealt with by England Athletics in accordance with its Disciplinary Procedures

Responsibilities

1. UK Athletics [Codes of Conduct](#) set out national standards of conduct for all clubs, coaches, officials volunteers and athletes in sport. Every club, club member and anyone undertaking a role must agree to abide by the codes of conduct either when they join the club as part of the club application process, or when they renew their club membership or UK Athletics license
2. Members shall at all times abide by the Codes of Conduct, and where a club member does not meet the expectations set out in the codes, disciplinary or performance management may be taken by the Club. The Committee has the power to terminate membership of any club member considered to have brought the club in disrepute, failed to abide by the Codes of Conduct, and/or prove to be a disruptive element to the Club. For more information see the Club's Grievance and Disciplinary Policy
3. The Youth Section has its own Codes of Conduct for children and young people (under 18 years). The Youth Coordinators will make sure that youth members are clear about the Clubs' expectations in terms of acceptable behaviour and conduct and discuss with them the consequences of what breaking these codes should be for them. Youth Members receive and sign a Code of Conduct on joining. The Youth Committee has the power to suspend and terminate the membership of a Youth member who breaks the Code of Conduct
4. Partners and Carers of youth members should be aware of Youth Section Codes of Conduct and that their child/ young person understands the expectations of them in terms of acceptable behaviour and conduct and the consequences of breaking them. Parents and carers are expected to support the Club in creating an environment where everyone involved in our activities feels safe and welcome, to enable them to be the best they can be. They are expected to abide by UK Athletics Code of Conduct for Parents/Carers
5. The Committee plays a key role in ensuring that all club activity is safe. The Committee has responsibility to implement and communicate codes of conduct, as well as relevant policies and process which link to the codes. Members welfare and safeguarding is the joint responsibility of all committee members
6. The Committee has agreed to implement a [safer recruitment process](#) for the recruitment of volunteers, ensuring that volunteers are placed in roles suited to their skills and



experience. Sound recruitment procedures safeguard the club's integrity and its members. It acts as a deterrent to those that are looking to volunteer for the wrong reasons and can lead to better retention of volunteers

7. We will ensure volunteer roles have a clear role description and that those fulfilling those roles, are aware of their responsibilities and relevant Codes of Conduct, have access to necessary training and support needed in the role. They will have a point of contact to discuss development needs or raise any issues/ concerns in a supportive way
8. The Coach/Leader Coordination will be the designated person for the appointment of Coaches/ Leaders for the adult section, the Youth Coordinators will be the designated persons for the recruitment of Youth coaches and volunteers. They will work with the Welfare Officers to ensure these volunteers undergo DBS checks and receive regular safeguarding and first aid training
9. The Club Chair, supported by the Club Secretary, will be the designated person for overseeing the managing the safe recruitment and retention of all other volunteers and officials. This will include considering whether a DBS check is required for the role (i.e. because they will have access to members personal data etc) and if they should also undergo Safeguarding Training (i.e. because they could be considered to be in a Position of Trust, come into regular contact with children, young people and vulnerable adults)
10. The Committee will appoint a minimum of **two** Welfare Officers as dedicated persons with the primary responsibility for managing and reporting concerns about children or adults at risk. The Committee will ensure that the Welfare Officers receive the recommended training to ensure they have the right level of knowledge for the role and make available the resources/ funding required for them to discharge their responsibilities. The Committee will retain overall responsibility for Welfare and Safeguarding and own this policy
11. The Committee will also appoint, and register with English Athletics, DBS verifiers, responsible for verifying the identity of DBS applicants. DBS verifiers will support safer recruitment decisions and prevent unsuitable people from working/ volunteering with vulnerable groups, including children
12. The Welfare Officers provided members with a trained and trusted person to speak to about a concern, either within the club or at times outside of athletics. They will be the lead persons with the right skills and knowledge to manage any concern raised in an appropriate way
13. They will know how to deal with concerns in a way that wouldn't hamper an investigation. Their responsibility will be to ensure the right information is shared with the right people at the right time. They will complete the online English Athletics Safeguarding in Athletics and Time to Listen course every three years.
14. As set out in the Club Welfare Officer role description they will implement effective Child and Adult Safeguarding Policy and Procedures and keep them up to date and respond appropriately to safeguarding concerns.



15. The Club Welfare Officers will provide regular updates and reminders to members on safeguarding. Especially when policies and procedures change. They will work with the Coacher/ Leader Coordinator and Youth Coordinators to ensure all coaches/ leaders and volunteers operating within the club environment are recruited through a safe recruitment process
16. The Welfare Officers/ Coach and Leader Coordinator/ Youth Coordinators will ensure that all Coaches and Leaders hold a valid UKA DBS check and are appropriately trained. They will ensure Coaches/ Leaders and volunteers are aware of this policy, their responsibilities under it, and how to raise safeguarding concerns. They will ensure Coaches/Leaders attend recommended safeguarding training every three years
17. Mental Health Champions promote mental health and wellbeing through running. They will support people to access the mental wellbeing benefits of running, remove stigma, and get people talking about mental health. Champions are never expected to provide mental health support in the role, but they will be provided with details of where to signpost people for professional support with their mental health. Mental Health First Aiders are trained to identify, understand and help someone who may be experiencing a mental health issues
15. Our Coaches and Leaders play a crucial role in the development of running and in lives of the athletes that they coach, they can inspire, be a role model and someone to turn to if any athlete, child, or young person has a concern. They are in a unique position of trust and therefore we will ensure they attain an appropriate level of competence through training to ensure safe and good practice
16. Our Coaches and Leaders must demonstrate proper personal behaviour and conduct all times. They will respect and champion the rights of every individual to participate in sport and physical activity. They will develop positive relationships with their athletes based on openness, honesty, mutual trust, and respect. They are responsible for ensuring that all training sessions are conducted in a safe manner. They will comply with the Club's Health and Safety Policy
17. Coaches and Leaders will ensure they are familiar and abide with this policy and associated guidance. They will comply with the terms of their UK Athletics Coaching licence, and the UK Athletics Code of Conduct and training guideline. They will challenge and report any inappropriate behaviour or suspected misconduct
18. Coaches and Leaders are responsible for ensuring their license is valid and up to date, they complete the safeguarding training every three years, and regular basic first aid training. They are also encouraged to undertake regular training to ensure skills remain up to date and reflect current best practice
19. We recognise that Coaches/ Leaders (and potentially other club officials) are in Positions of Trust under criminal law and therefore come within the scope of the Sexual Offences Act 2003. The law states that those in positions of trust within sports organisations cannot legally have a sexual relationship with young people aged 16-17 years old. We will make it clear to our Coaches/ Leaders that any such relationship will constitute a criminal offence



Child Safeguarding

1. Children who take part in athletics are entitled to participate in a fun and safe environment, and we believe that everyone involved in our sport can play a part in protecting children from harm and abuse
2. Through this policy we demonstrate our commitment to build a safer future in athletics for children and our responsibility to:
 - keep children and young people safe by valuing and listening to and respecting them
 - promote the well-being of children through opportunities to take part in athletics safely
 - put in place policies and procedures to promote the wellbeing and protection of children
 - recruit, train and support all our coaches, leaders, and volunteers to prioritise the safety of children who take part in our activities
3. We recognise that our coaches and volunteers play a crucial role in lives children that they coach, they can inspire, be a role model and therefore someone to turn to if any child, or young person has a concern. They are also in a position to potentially spot the signs of abuse or harm to a child committed by others and/or taking place outside of club activities. Therefore, we have a duty to act if safeguarding concerns are raised with us, or we suspect a child is at risk of harm or abuse. We accept our moral and legal duty to care for all children
4. As a Club we will adhere to [UK Athletics/ English Athletics Child Safeguard Policy](#). For the purpose of this policy, a child means a person who has not attained the age of 18 years
5. We recognise that the best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers, and other relevant organisations
6. We aim to develop positive relationships amongst children, young people and adults which are mutually respectful, responsible, and trusting. We will respect a child's rights to express their views on all matters that affect them, should the wish to do so. A child's rights and opinions will be respected and promoted
7. We will ensure that our Youth Sessions have enough coaches, leaders, and other suitable volunteers to provide the appropriate level of supervision. We will follow [UK Athletics guidance on appropriate levels of supervision during athletics and running activities](#). This guidance also includes guidance for the supervision of toilet breaks
8. We will ensure that risk assessments are in place for our Youth Sessions and all Coaches, Leaders and Volunteers are aware of and comply with the Club's Health and Safety Policy. Risk assessments for Youth activity will take in to account the age, gender, behaviour, ability, and the maturation levels and experience of the athletes being coached



9. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or failing to act to prevent, significant harm to a child. Children may be abused in a family, or an institutional or sporting setting, by those known to them, or more rarely, by a stranger. There are four agreed categories of abuse: Emotional, Physical, Sexual, Neglect. These are defined in the English Athletics Child Safeguard Policy, along with recognising the signs of these types of abuse
10. Bullying is a breach of children's rights under several articles of the UN Convention on the Rights of a Child. We will not accept bullying face-to-face or on-line in any form and will challenge inappropriate behaviour. We will support children, young people and their parents affected by bullying
11. We recognise that children and young people with a disability are more likely to be abused than non-disabled children. We also recognise other factors which might affect the welfare of children this includes negative discriminatory behaviour, mental health problems (both their own and those of a parent/ carer), financial abuse, parental problematic alcohol and drug misuse, domestic abuse, female genital mutilation (FGM), honour-based violence and force marriage, child criminal exploitation and child trafficking
12. As per English Athletics policy it will also be considered an abuse of a position of trust if a child athlete is coerced or indoctrinated with attitudes to training, drugs and cheating, or social, political, and religious views (radicalisation) which go against social norms or rules of the sport
13. We will respond promptly to any child or wellbeing concerns in line with UK Athletics Child Safeguarding Policy and Procedures

Raising a concern about a child or young person

1. **If a concern is urgent or a child is at immediate risk, the police should be contacted without delay by dialling 999 or 101**
2. The [UK Athletics Child Safeguarding Procedures](#) details the steps to be taken when a concern is raised that a child or young person involved in athletics and related activities, is at risk of, or is experiencing harm. The Club will abide by these procedures, which are summarised below
3. You may have a concern about a child or young person because of something which you have seen or heard; information you have been told by others, or because someone has confided in you about things that are happening or have happened to them
4. It is not your responsibility to prove or decide whether a child or young persons has been harmed or abused. It is, however, **everyone's** responsibility to respond and report any concerns that they have
5. If a child tells you about a concern, or that they or someone else is being, or has been, abused or you witness or become concerned about a child, they should follow the guidance below:



- Take their concern seriously
- React calmly and in a manner that does not alarm the child
- Listen to what they say and don't show surprise or shock
- Reassure them they are not to blame and were right to tell you
- Allow them the space and time to talk
- Keep questions to a minimum – only ask questions if you need to identify/clarify what the child is telling you
- Explain that you will have to share the information with the Club Welfare Officer
- Act swiftly to report and carry out any relevant actions (see below)

6. It is important **not** to:

- make assumptions or speculate
- come to your own conclusions
- probe for more information than is offered
- give personal viewpoints or opinion
- conduct your own investigation of the case
- dismiss or ridicule the disclosure
- promise to keep it a secret. You must be clear that this is important, and you will have to tell someone who can help
- make negative comments about the alleged abuser
- approach an alleged abuser to discuss the concern
- discuss the allegations with anyone who does not need to know. Disclosures are confidential
- delay in reporting the concerns to the Club Welfare Officer, or in an emergency to the Police
- ignore what has been disclosed – **you have a duty to act**

7. Make a note of what the child or young person has said using his or her own words as soon as practicable. This should include the child's name and date of birth (if known), how the disclosure was made, where it took place, what the concern was, a description of any visible injuries or behaviours (do not examine the child), details of any witnesses, what the child's view was (bear in mind the abuse may be something the child is not conscious of, it could be normal to them)



8. If someone else has told you about a concern that they have, or witnessed, use the words the person used. If someone has written to you (including by email or social media), include a copy with your report. Ensure you describe the circumstances in which the concern was raised and what action you took.
9. The [UK Athletics Child Safeguarding Procedures](#) contain a Child Safeguarding Report Form which will assist in the recording of information. A copy of the form should be submitted to the Club Welfare office without delay. Alternatively, you can send the form to the English Athletics Welfare Officer (see below) or via [UK Athletics Online Safeguarding Concern Form](#)
10. The information is confidential and must only be shared with your Club Welfare Officer and others that have a need to know, in order to keep the child safe whilst waiting for action to be taken
11. Any concerns for the wellbeing and safety of a child arising from the conduct of a coach/ leader/ volunteer must be reported to the Club Welfare Officer on the day of the concern arises, or as soon as practically possible. The Club Welfare Officer must report the concern to UKA Safeguarding Team immediately but within 48 hours
12. **Advice and support regarding Club and Athlete Compliance and Wellbeing matters** can be obtained by contacting the England Athletics Club Standards and Compliance Officer welfare@englandathletics.org or call 07920 532553.
13. On receipt of a referral the Club Welfare Officer will follow the steps set out in the UK Athletics Child Safeguarding Procedures. This will include ensuring that any immediate actions necessary to protect the child at risk are taken; that the report form has been completed fully and submitted to UK Athletics; reassure, and advise the person making the report, explain what will happen next, and reinforce the need for confidentiality; share concerns with parents/ carers (unless subject of the concern); refer the case to England Athletics Welfare Officer/UK Athletics Safeguarding Team
14. The UK Athletics Safeguarding Team will provide advice and ongoing support on what initial actions are required to support the child, the person raising the concern and the alleged perpetrator if they are within the sport. They will establish who needs to know about the referral, such as the Local Authority Child Safeguarding Team and the Police
15. Anyone that suspects that an abuse of a **position of trust** has occurred, is occurring or may occur, should report this via UKA's [Submit a Concern](#). All reports are dealt with sensitively by a highly trained specialist team. The team can also be contacted at safeguarding@uka.org.uk
16. **Appendix 1** sets out a flow chart for reporting a concern about a Child

Adult Safeguarding



1. Most adults are able to live their lives safely and free from harm. However, for some there may be times when, for a variety of reasons, their ability to keep themselves safe and protect their wellbeing and rights is compromised
2. We want to uphold the rights of all adults to live a life free from abuse, exploitation, and neglect regardless of age, ability, disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status
3. We are committed to creating and maintaining a safe and positive environment and an open and listening culture where people feel able to share concerns without fear or retribution. Safeguarding is the responsibility of **everybody**
4. The purpose of this policy is to demonstrate our commitment to safeguard adults and ensure that everyone in the Club is aware of:
 - the legislation, policy, and procedures for safeguarding adults
 - the role and responsibility for safeguarding adults
 - what to do or who to speak to if they have a concern relating to the welfare or wellbeing of an adult within the organisation
5. This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised activities, in the community, in the person's own home and in any care setting
6. We recognise that there is a legal framework within which sports need to work to safeguard adults who have needs for care and support, and for protecting those who are unable to take action to protect themselves. We will act in accordance with the relevant safeguarding adult legislation and with local statutory procedures
7. As a Club we will adhere to [UK Athletics/ English Athletics Adult Safeguarding Policy](#). This and the associated [UK Athletics/ English Athletics Adult Safeguarding Procedures](#) apply to **all individuals** involved in UK Athletics and concerns about the safety of adults whilst involved in club activities
8. Safeguarding of adults in England is compliant with United Nations directives on the rights of disabled people and commitments of older people. It is covered by the following legislation and government guidance:
 - The Human Rights Act 1998
 - The Data Protection Act 2018
 - General Data Protection Regulations 2018
 - The Care Act 2014
 - Mental Capacity Act 2005



UK Athletics Policy and Procedures is based on this legislation and guidance. They also recognise other pieces of legislation also affect adult safeguarding (e.g. Sexual Offences, Hate Crime, Modern Slavery) these are listed in UK Athletics Adult Safeguarding Policy

9. We will safeguard adults by ensuring our activities are delivered in a way which keeps all adults safe. We will ensure that club activities are conducted in line with our Health and Safety Policy, and associated risk assessments. Risk assessments will consider the safety of adults from abuse, exploitation, and neglect
10. Coaches/ Leaders and Volunteers will be recruited through a [safer recruitment process](#) , undergo DBS checks at license renewal, and receive regular safeguarding and first aid training. We will support people to access the mental wellbeing benefits of running, remove stigma, and get people talking about mental health. We will signpost people to professional support with their mental health if needed
11. We will develop a culture of zero tolerance of harm to adults, which necessitates:
 - the recognition of adults who may be at risk and the circumstances which may increase risk
 - knowing how adult abuse, exploitation, or neglect manifests itself
 - being willing to report safeguarding concerns
12. In England an **adult at risk** is an individual aged 18 years and over who:
 - has needs for care and support (whether or not the Local Authority is meeting any of those needs) **and**
 - is experiencing, or at risk of, abuse or neglect **and**
 - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect
13. Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Abuse may be perpetrated as the result of deliberate intent, negligence, omission, or ignorance
14. There are different types and patterns of abuse and neglect and different circumstances in which they may take place. The main types of abuse in England (as defined by the Care Act 2014) are:

<ul style="list-style-type: none"> • Physical • Emotional/ psychological/ mental • Financial or material abuse • Organisational/ institutional 	<ul style="list-style-type: none"> • Sexual • Neglect and acts of omission • Discriminatory • Self-neglect
--	--



- Domestic abuse (including coercive control)
 - Modern slavery
15. The wellbeing of those at risk of harm will be put first and the adult actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected unless there are overriding procedures not to. We will adopt a **'person-centred safeguarding'** approach in line with UK Athletics Adult Safeguarding Policy
 16. We recognise that some people experience barriers, for example, in communication, in raising concerns or seeking help; and that these factors can vary at different points in people's lives. In such cases we recognise that an adult may need to be supported or represented by an advocate. This might be a safe family member or friend of their choice, or a professional advocate (usually from a third sector organisation)
 17. We recognise that mental capacity must be considered when we believe abuse or neglect might be taking place. Some adults with care and support needs are unable to/ need support to make their own decisions due to things such as learning disabilities, dementia, mental health needs, brain injury and physical ill health.
 18. Recognising that not being allowed to make decisions one is capable of making is abuse, we will only make take a decision on behalf of an individual in an emergency situation. This will normally be restricted to sharing information about a safeguarding concern with people that can protect them (i.e. Police, Local Authority, family member/ carer) or stopping them being in contact with the person causing harm
 19. Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm. We will maintain confidential, detailed, and accurate records of all safeguarding concerns and are maintained in line with our data protection policy and procedures as set out in our Privacy Notice
 20. We will cooperate with the Police and Local Authorities in taking action to safeguard an adult as required. There is a **legal duty on Local Authorities** to provide support to 'adults at risk' and they can gain access to an adult to find out if they are at risk of harm, for example if that access is being blocked by another person
 21. Through this policy we will ensure all members are aware of the adult safeguarding procedures and knows what to do and who to contact if they have a concern relating to the safety and wellbeing of an adult.
 22. We will ensure that any concern that an adult is not safe is taken seriously, responded to promptly, proportionately and followed up in line with UK Athletics Adult Safeguarding Policy and Procedures. This includes respecting the voice of the adult concerned

Reporting a concern an adult at risk of, or is experiencing harm

1. If a concern is urgent or an adult is at immediate risk or has a need for immediate medical attention, the police/ ambulance service should be contacted without delay by dialling 999 or 101



2. The [UK Athletics Adult Safeguarding Procedures](#) details the steps to be taken when a concern is raised that an adult involved in athletics and related activities, is at risk of, or is experiencing harm. The Club will abide by these procedures, which are summarised below
3. You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them.
4. It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is, however, **everyone's** responsibility to respond to and report concerns they have. There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored
5. If an adult indicates to you that they are being harmed or abused, or information is received which gives rise to a concern, you should follow the guidance below:
 - If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you need to pass on your concerns to a Safeguarding officer at UK Athletics or a club welfare officer.
 - Do not contact the adult before talking to a Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out
 - Take their concern seriously
 - Stay calm
 - Listen carefully to what is said, allowing the adult to continue at their own pace.
 - Be sensitive.
 - Keep questions to a minimum – only ask questions if you need to identify/clarify what the person is telling you
 - Reassure the person that they have done the right thing in revealing the information
 - Explain what you would like to do next.
 - Explain that you will have to share the information with the Club Welfare Officer
 - Ask for their consent for the information to be shared with other agencies
 - Make arrangements for how you/the welfare officer can contact them safely
 - Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse Helpline, Victim Support)
 - Act swiftly to report and carry out any relevant actions (see below)
 - Do not confront the person thought to be causing the harm.

It is important not to:



- dismiss or ignore the concern
- panic or allow shock or distaste to show
- make negative comments about the alleged perpetrator
- make assumptions or speculate
- come to your own conclusions
- probe for more information than is offered
- promise to keep the information secret
- make promises that cannot be kept
- conduct your own investigation of the case
- confront the person thought to be causing harm
- take sole responsibility
- tell everyone (the information is confidential).

Where you suspect that a crime is being committed, you must involve the Police.

6. Make a note of what the person has said, using his or her own words, as soon as practicable. Ensure you describe the circumstances in which the concern came about and what action you took/advice you gave. It is important to distinguish between things that are fact and things that have been observed or overheard, in order to ensure that information is as accurate as possible. If someone has told you about the harm or abuse, use the words the person used. If someone has written to you (including by email or social media) include a copy with the form.
17. The [Adult Safeguarding Procedure](#) contains a Report Form which will assist in the recording of information. A copy of the form should be submitted to the Club Welfare office without delay. Alternatively, you can send the form to the English Athletics Welfare Officer (see below) or via [UK Athletics Online Safeguarding Concern Form](#)
7. This information is confidential and must only be shared with your Club Welfare Officer and others that have a need to know, in order to keep the person safe whilst waiting for action to be taken
18. On receipt of a referral the Club Welfare Officer will follow the steps set out in the UK Adult Safeguarding Procedures. This will include ensuring that any immediate actions necessary to safeguard anyone at risk are taken; that the report form has been completed fully and submitted to UK Athletics Adult Safeguarding Team
19. They will reassure, and advise the person making the report, explain what will happen next, and reinforce the need for confidentiality; decide whether they need to contact the adult to get more information, determine their capacity, wishes, or explain what actions they need to take. This will only happen if they have a know safe way of contacting them



20. The Club Welfare Officer should ensure those in the Club who can act (within their remit) to prevent further harm have the information to do so. If necessary, they will also pass information to, and work with, other organisations such as the Police or the Local Authority Safeguarding Team
21. The UK Athletics Adult Safeguarding Team will consult the Club Welfare Officer and decide what initial actions need to be taken and by whom. The police will be contacted if a serious crime has been committed, a crime has been committed against someone without the mental capacity to contact the Police themselves or the adult has asked them to make a report on their behalf as they are unable to themselves. They will also decide whether to refer the case to the Local Authority Safeguarding Adults Team. They will provide ongoing liaison with the adult concerned and any statutory agencies involved
22. If the person who may be causing harm is a person involved in athletics in whatever capacity, the Safeguarding Team will decide what policy and procedures to follow (e.g. breach of code of conduct, relevant disciplinary procedures, breach of contract); and agree with the Club what short-term arrangements can be put in place to enable the adult, who may be being harmed, to be able to continue participating in their role or activity
23. **Advice and support regarding Club and Athlete Compliance and Wellbeing matters** can be obtained by contacting the England Athletics Club Standards and Compliance Officer welfare@englandathletics.org or call 07920 532553
24. **Appendix 2** sets out a flow chart for reporting a concern about an adult

Reporting a concern about yourself

1. **If you are in immediate danger or need immediate medical assistance, contact the emergency services on 999 or 101**
2. To raise a concern about yourself, please contact one of the Club Welfare Officers. If you would prefer you can contact another Committee Member or Coach/ Leader who will help you raise the concern
3. Alternatively, you can report a safeguarding concern about yourself directly to the UK Athletics Safeguarding Team by submitting the Online Safeguarding Concern Form available on the UKA website, or by emailing the team on safeguarding@uka.org.uk
4. You can also contact the Police, Social Services, your doctor, or other organisations that can provide information and give help and support
5. Everyone in athletics will follow the procedures in this document and referenced policies and procedures. If you do not think your concerns are being addressed in the way that they should be, please contact the Safeguarding Team at UK Athletics
6. At all stages you are welcome to have someone who you trust to support you and help you to explain what happened and what you want to happen



7. It is of utmost importance to the Club that you can take part in our activities safely and we will take every step to support you to do that

Grievance and Disciplinary Policy

1. This policy deals with concerns, allegations or reports of malpractice or abuse relating to welfare and safeguarding of children or vulnerable adults
2. Any complaints of misconduct regarding the behaviour of Members or Officers shall be dealt with by the Club in accordance with its Grievance and Disciplinary Policy.

Information/ Key Contacts

- **UK Athletics Codes of Conduct:** <https://www.uka.org.uk/wp-content/uploads/2021/07/codes-of-conduct-booklet.pdf>
- **English Athletics Safeguarding Policy:** <https://www.englandathletics.org/clubhub/resource/child-safeguarding-policy/>
- **UK Athletics Guidance on appropriate levels of supervision during athletics and running activities:** <https://www.uka.org.uk/wp-content/uploads/2022/09/Guidance-on-appropriate-supervision-ratios-FINAL-Sep-2022.V3.01-1.pdf>
- **UK Athletics Child Safeguarding Procedures:** <https://www.englandathletics.org/clubhub/resource/child-safeguarding-procedures/>
- **UK Athletics Adult Safeguarding Policy:** <https://www.englandathletics.org/clubhub/resource/adult-safeguarding-policy/>
- **UK Athletics Adult Safeguarding Procedures:** <file:///C:/Users/michael/Downloads/Adult-Safeguarding-Procedures.pdf>
- **UK Athletics Submit a Safeguarding Concern:** <https://www.uka.org.uk/submit-a-concern/>
- **Advice and support regarding Club and Athlete Compliance and Wellbeing matters** can be obtained by contacting Abbie Cranage – England Athletics Club Standards and Compliance Officer welfare@englandathletics.org or call 07920 532553.
- **UK Athletics Safeguarding Team:** safeguarding@uka.org.uk
- **Sport England Safeguarding:** <https://www.sportengland.org/guidance-and-support/safeguarding>
- **Association of Running Club (ARC) Welfare** <http://www.runningclubs.org.uk/>

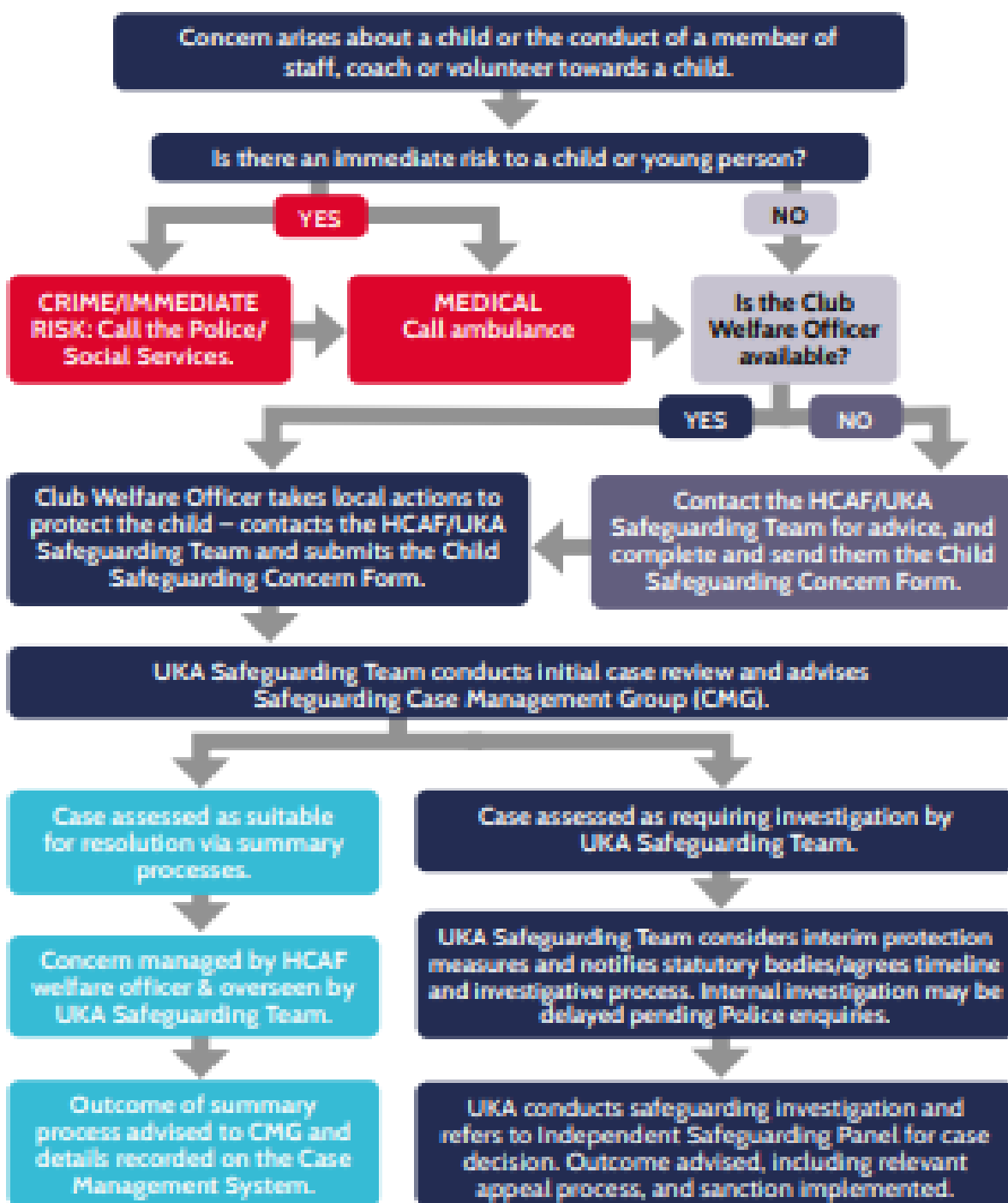


- **CPSU:** [Preventing Abuse in Positions of Trust in Sport](#)
- **NSPCC:** [Protecting children from abuse by someone in a position of trust or authority](#)
- **Health and Safety Coordinator:** safety@chippenhamharriers.co.uk
- **Welfare Officer:** welfare@chippenhamharriers.co.uk
- **Club Secretary:** committee@chippenhamharriers.co.uk
- **Youth Coordinators:** youth@chippenhamharriers.co.uk



APPENDIX 1 – REPORTING A CONCERN ABOUT CHILD

REPORTING A CONCERN ABOUT A CHILD





APPENDIX 2 – REPORTING A CONCERN ABOUT AN ADULT

REPORTING A CONCERN ABOUT AN ADULT

