



RET FORD ATHLETIC CLUB

SAFEGUARDING POLICY AND PROCEDURES CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

INTRODUCTION

Children and young people have a lot to gain from Athletics. Their natural sense of fun and achievement can blossom in positive sporting environments. Athletics provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. However we have a responsibility to ensure that this is undertaken in a safe and nurturing environment.

Retford Athletic Club is committed to maintaining the highest possible standards of child welfare and protection and as such we expect all our coaches, administrators, officials, parents and carers and athletes to abide by this Policy Statement and by the UK Athletics 'Safeguarding and protecting children in Athletics Policy and Procedures document.

Retford Athletic Club is affiliated to and licenced by UK Athletics and our home country federation, England Athletics. As such we adhere to their model policies and processes and as is the case with this policy, make direct use of their documentation. Much of the terminology used in this policy document is copied from the UK Athletics policy. Through this we ensure compliance with UK Athletics best practice.

WHO IS COVERED BY THIS POLICY

This policy covers any child (0-16), young person (16-18) or vulnerable adult who is associated with Retford Athletic Club. It covers all of the defined forms of abuse and it relates to any coach, official, volunteer or anybody else associated to the club in any way.

POLICY STATEMENT

Retford AC fully accepts that it has a moral obligation to meet its duty of care to all children and to safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

Key principles:

- The welfare of the child is paramount
- All children have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately
- All individuals involved in athletics understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet its safeguarding obligations, Retford AC, its coaches, officials and volunteers must:

- Provide and enforce procedures to safeguard the wellbeing of all participants and protect them from abuse. This will ensure that all children who take part in athletics are able to participate in a safe and fun environment
- Respect and uphold the rights, wishes and feelings of children
- Train and supervise its coaches, officials, and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves from false allegations
- Require its coaches, officials, and volunteers to adopt and abide by its Child Safeguarding Policy and Procedures, Code of Conduct and the relevant grievance, investigatory and disciplinary procedures
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures
- Designate a person in the organisation who is responsible for ensuring that all appropriate DBS checks are completed
- Review policies regularly.

BEST PRACTICE PROCEDURES

Retford AC, including its coaches, officials and volunteers, adopts a best practice policy towards child safeguarding.

This means:

- Being open and conducting all interactions with children in a public place and with appropriate consent
- Avoiding situations where you are alone with one child
- If you have to meet or coach one child ensure it is conducted in an open environment, and where full consent and emergency contact details have been provided
- If you are travelling alone with a child, gain appropriate consent, avoid consistently having one child alone with you in the car and never sharing a room on your own with a child
- Challenging bullying, harassment, foul or provocative language or controlling behaviour that could upset individuals or reduce them to tears
- Never ignoring bullying by parents, coaches, officials, volunteers or children.
- Listening to and supporting the person being bullied

- Maintaining an appropriate relationship with children
- Treating children fairly, with respect and avoiding favoritism
- Being friendly and open and ensuring that relationships are appropriate for someone in a position of power and trust
- Avoiding unnecessary physical contact. In certain circumstances physical contact is perfectly acceptable and appropriate, as long as it is not intrusive or disturbing to the child/athlete and that consent for contact has been given by the individual and appropriate parental/carer consent obtained
- Being qualified and insured for the activities you are coaching and ensuring that your licence remains valid
- Ensuring that your practice is appropriate for the age and development stage of each athlete.

If a child athlete:

- is accidentally hurt;
- appears distressed in any manner;
- appears to be sexually aroused by the actions of another; or
- misunderstands or misinterprets the actions of another,

then the incident should be reported immediately to another colleague/volunteer, a written note must be made of the incident and parents/carers and/or appropriate adults informed.

The Retford AC Safeguarding Officer should also be informed. The Retford AC Safeguarding Officer is a designated and trained Club member who is the lead on all welfare issues. They are the first point of contact for Club staff, volunteers, children and parents/carers in respect of child welfare issues, poor practice or potential or alleged abuse.

Contact details:

Jacqui Ferris: Jacqui.ferris@gmail.com: 07850 020032;

Cherlene Ward: cherleneward@googlemail.com : 07841 751918

DUTY OF CARE AND THE SCREENING OF COACHES, OFFICIALS AND VOLUNTEERS

'Duty of care' is a common law duty that applies to all individuals and organisations. Clubs have a duty of care towards their members and are responsible for ensuring all club activity is safe. Everyone has a role to play in keeping others safe and all club members should know what to do if they have any concerns.

Retford AC adheres to UK Athletics' recommended practice:

- Adopts the UK Athletics Safeguarding Policy, UK Athletics and HCAF Child Safeguarding Policy (englandathletics.org) and ensures that Retford AC is welfare-compliant with England Athletics guidance. Retford AC works through the

England Athletics Club Welfare Framework and ensures it is compliant with all areas

- Appoints a minimum of two Club Safeguarding Officers that are appropriately trained. England Athletics provides an online safeguarding course through Educare and a face-to-face workshop (Time to Listen) that must be completed by Club Safeguarding Officers
- Only uses appropriately licensed UK Athletics coaches or leaders (therefore DBS checked) at a level relevant to their membership base and activities. Retford AC checks this through the UK Athletics myAthletics web portal
- Implements a Health & Safety policy that is relevant to its activities and carries out the required risk assessments. Both the Policy and Risk Assessment are written down, accepted by the Committee and then communicated to all members in a simple and easy-to-understand way.

Coaches, officials and volunteers should familiarise themselves with England Athletics and Club guidelines. This forms part of the induction process for all new volunteers in the club.

Retford AC ensures that all coaches and officials who have contact with children under Retford AC's duty of care hold a DBS certificate as well as a UK Athletics licence. DBS (Disclosure and Barring Service) is a government department which performs criminal record checks on people for certain roles, either paid or volunteering. Coaches and officials are required to apply for a new DBS certificate every three years through UK Athletics.

Volunteers are people who help but are not qualified to coach or officiate and are required to complete a Self-Declaration and Disclosure form which has been devised by UK Athletics.

Retford AC maintains a record of DBS certificates and licences for coaches and officials, and Self-Declaration and Disclosure forms for volunteers. All data is held in line with General Data Protection Regulation (GDPR) rules.

RESPONDING TO DISCLOSURES, SUSPICIONS AND ALLEGATIONS

It is the responsibility of coaches, officials and volunteers to report any concerns about the welfare of a child. These concerns may arise due to:

- a child disclosing that they are being abused;
- the behaviour of an adult towards a child;
- a number of indicators observed in a child over a period of time.

Any person with information of a disclosure, allegation, or concern about the welfare of a child must immediately report this to Club Safeguarding Officer who will refer the matter to UK Athletics' Child Protection Lead Officer.

A YOUNG PERSON'S GUIDE TO CHILD PROTECTION

Retford AC urges children under its duty of care to read "A Young Person's Guide to Child Protection" as devised by UK Athletics. This guide outlines how a child should know when they are being bullied or abused, what to do if that happens and who they should to speak to. The guide is available on the club noticeboard.

USE OF PHOTOGRAPHIC & VIDEO IMAGES OF CHILDREN

Retford AC is committed to providing a safe environment for children to participate in athletics. Essential to this commitment is to ensure that all necessary steps are taken to protect children from the inappropriate use of photographic images. Retford AC has adopted the following good practice guidelines issued by UK Athletics:

Publishing images:

- Through the use of a Consent Form, Retford AC will ask for the permission of young athletes and their carers to take and use their image. If an athlete is named, Retford AC will avoid using their photograph
- If a photograph is used, Retford AC will avoid naming the athlete.
- Retford AC will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child
- Retford AC will only authorise the use of images of children in suitable athletic attire
- If you have any concerns regarding the safety or welfare of a young or vulnerable athlete at Retford AC, please contact our Safeguarding Officer:

Jacqui Ferris: Jacqui.ferris@gmail.com: 07850 020032

Cherlene Ward: cherleneward@googlemail.com : 07841 751918

PROCEDURES

Retford AC applies the procedures recommended by England Athletics/UK Athletics and uses the model recording and referral documentation – see below.

The club Safeguarding Officer is central to all our safeguarding arrangements. Any safeguarding matter identified must be referred to them as soon as possible.

Any coach, official or volunteer to whom an incident is reported should follow the steps recommended by England Athletics and contained in their mandatory training.

MONITORING AND REVIEW

It is the responsibility of the club Safeguarding Officer to periodically monitor the implementation of this policy and to report, periodically, to the club committee.

This policy will be reviewed every three years or at any time when national policy changes are implemented by England Athletics.

Next policy review: October 2024

CHILD PROTECTION REFERRAL FORM

Your Name: _____

Your position: _____

Your Knowledge of and relationship to the child/young person/vulnerable adult:

Child's/young person's/vulnerable adult's name: _____

Child's/young person's/vulnerable adult's address: _____

Child's/young person's/vulnerable adult's date of birth: _____

Date(s), time(s) and location(s) of incident(s): _____

Nature of the concern/allegation: _____

Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc):

NB Make a clear distinction between what is fact, opinion or hearsay

Exactly what the child/young person/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on a separate sheet if necessary):

Actions Taken so far:

External agencies contacted:

Police

Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Social Services

Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

UK: Athletics

Yes No If yes, which department: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Local Authority

Yes No If yes, which: _____

Date and time: _____

Name and Contact number:

Details of advice received:

Other (e.g. NSPCC) Yes No If yes, which:

Date and time:

Name and Contact number:

Details of advice received:

Print name:

.....

Signed:

Date:

.....

If the incident has been reported to Social Services, a copy of this form must be sent to them within 24 hours of the telephone report.
Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child.
Do not discuss the incident with anyone other than those who need to know.

A copy of this form must be sent to Athletics Welfare PO Box 332 Sale Manchester M33 6XL