



Safeguarding and Child Protection Policy

1. Policy Statement

Havering Athletic Club (HAC) fully accepts its legal and moral obligations to provide a duty of care, to protect all children and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

- The welfare of the child is paramount.
- All children have the right to protection from abuse (the legal definition a child is someone who has not yet reached their 18th birthday).
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All individuals involved at HAC understand and accept their responsibility to report concerns to the club welfare officers (CWOs).

In order to meet this obligation, HAC will:

- Provide and enforce procedures to safeguard the well being of all participants and protect them from abuse.
- Ensure 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.
- Recruit, train and supervise coaches, officials and volunteers to adopt best practise to safeguard and protect young people from abuse, and themselves from false allegations.
- Require coaches, officials, volunteers and club members to adopt and abide by appropriate safeguarding and child protection policies.
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- Review policies regularly.

2. Keeping children safe

To provide everybody with the best possible experience and opportunities at HAC it is important that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour.

Best Practice

Best practice 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 or children. Listening to and supporting the person being bullied.
- Maintaining an appropriate relationship with children; this means treating people fairly, with respect and avoiding favouritism.
- Being friendly and open and ensuring that relationships are appropriate for someone in a position of power and trust.
- Respecting all athletes and helping them to take responsibility for their own development and decision making.
- 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 athlete and that consent for contact has been given by the individual and appropriate parental consent.
- Being qualified and insured for the activities you are coaching and ensuring that your licence remains valid. Ensure that your practice is appropriate for the age and development stage of each athlete.

Poor Practice:

The following are examples of poor practice and should be avoided:

- Engaging in rough, physical or sexually provocative games including horseplay.
- A coach shouting comments at athletes when they are not working hard enough.
- A coach using harassing and discriminatory language.
- A coach engaging in an intimate relationship with one of his/her athletes.
- A group of athletes ganging up on a new athlete and refusing to talk to him/her.
- A coach taking a group of children away to a weekend event on his/her own.
- Engaging with a child on social media with the intention of forming an intimate in inappropriate relationship with the child.

The list above is not exhaustive and many other examples exist.

If any of the following incidents should occur you should report them immediately to one of the CWOs, making a written note of the event and specific details. You should also inform the parent/carer of the concern, unless you believe it would put the child/adult, yourself or others at risk.

- If you accidentally hurt a child athlete
- If a child appears distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

The club welfare officers will then investigate the matter and if necessary consult with safeguarding teams at UK Athletics, the Local Authority Children Services Team or the Police. All coaches, officials, volunteers and club members have a safeguarding responsibility to inform the welfare officers if they suspect any form of abuse or other safeguarding matters. *Please see Appendix 1 (Reporting a Safeguarding Concern within the Athletics Environment) and Appendix 2 (Reporting a Serious Misconduct Concern within the Athletics Environment)*

3. Safe Recruitment of coaches, officials and volunteers

All reasonable steps will be taken to ensure unsuitable people are prevented from coaching, officiating, volunteering or becoming a member of HAC:

In line with UK Athletics policy, all applicants who have or are seeking to undertake a significant contact with HAC must have a Disclosure and Barring Service (DBS) check. This includes licensed coaches, technical officials, team managers and welfare officers who are also required to complete the UKA Safeguarding Course.

Those who volunteer to support coaches or assist with supervising road runs should complete the UKA self - declaration form (*Appendix 3*).

DBS checks and self-declaration forms must be renewed every three years.

4. Responding to Disclosure, Suspicions and Allegations

While it is not the responsibility of coaches, officials, volunteers or club members to decide whether a concern constitutes abuse, it is their responsibility to report any concerns about the welfare of a child. These concerns may arise due to:

- An individual 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.

Coaches, officials, volunteers or club members should not:

- Probe for more information than is offered.
- Speculate or make assumptions.
- Show shock or distaste.
- Make comments about the person against whom the allegations have been made.
- Make promises or agree to keep secrets.
- Give a guarantee of confidentiality.

All suspicions and disclosures must be reported appropriately to one of the CWOs. It is acknowledged that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague.

Reporting procedures

Any person with information of a disclosure, allegation or concern about the welfare of a child must immediately report this by informing the one of the CWO who will refer the matter to UKA's Child Protection Lead Officer (CPLO) or Home Country lead welfare officer.

If the UKA CPLO nominated deputy or Home Country CPO is unavailable, the CWO will take responsibility and seek advice from either:

The NSPCC helpline - 0808 800 5000

The duty officer - London Borough of Havering Child Protection Team:

Monday to Friday (9am to 5pm) - 01708 433222

Out of hours/weekends - 01708 433999

The Metropolitan Police Child Protection Team.

101 or 999 if it is an emergency

Any suspicion that an individual has been abused by a coach, official, volunteer or club member should be reported to the UKA CPLO who will take appropriate steps to ensure the safety of the individual in question and any other individual who may be at risk.

5. Records and Confidentiality

A Referral Form (*Appendix 4*) will be used by the CWO to collect and collate the required information. The report should be factual and include where possible:

- The referrer's and/or the child's name, address and date of birth.
- The date and time of the incident.
- The facts about the allegation or observation.
- Your factual observations e.g. describe the behaviour and emotional state of the alleged victim, and note any marks, bruising or other injuries.
- The child's account, if it can be given, of what happened using the exact words if possible.
- Details of any witnesses.
- Any times, dates or other relevant information.
- Any action that was taken as a result of the concerns.
- A clear distinction between what is fact, opinion or hearsay.
- A copy of this information must be sent to the UKA CPLO. Confidentiality should be maintained at all times. Information should be handled and disseminated on a need to know basis only.

Appendices

Appendix 1: Reporting a Safeguarding Concern within the Athletics Environment

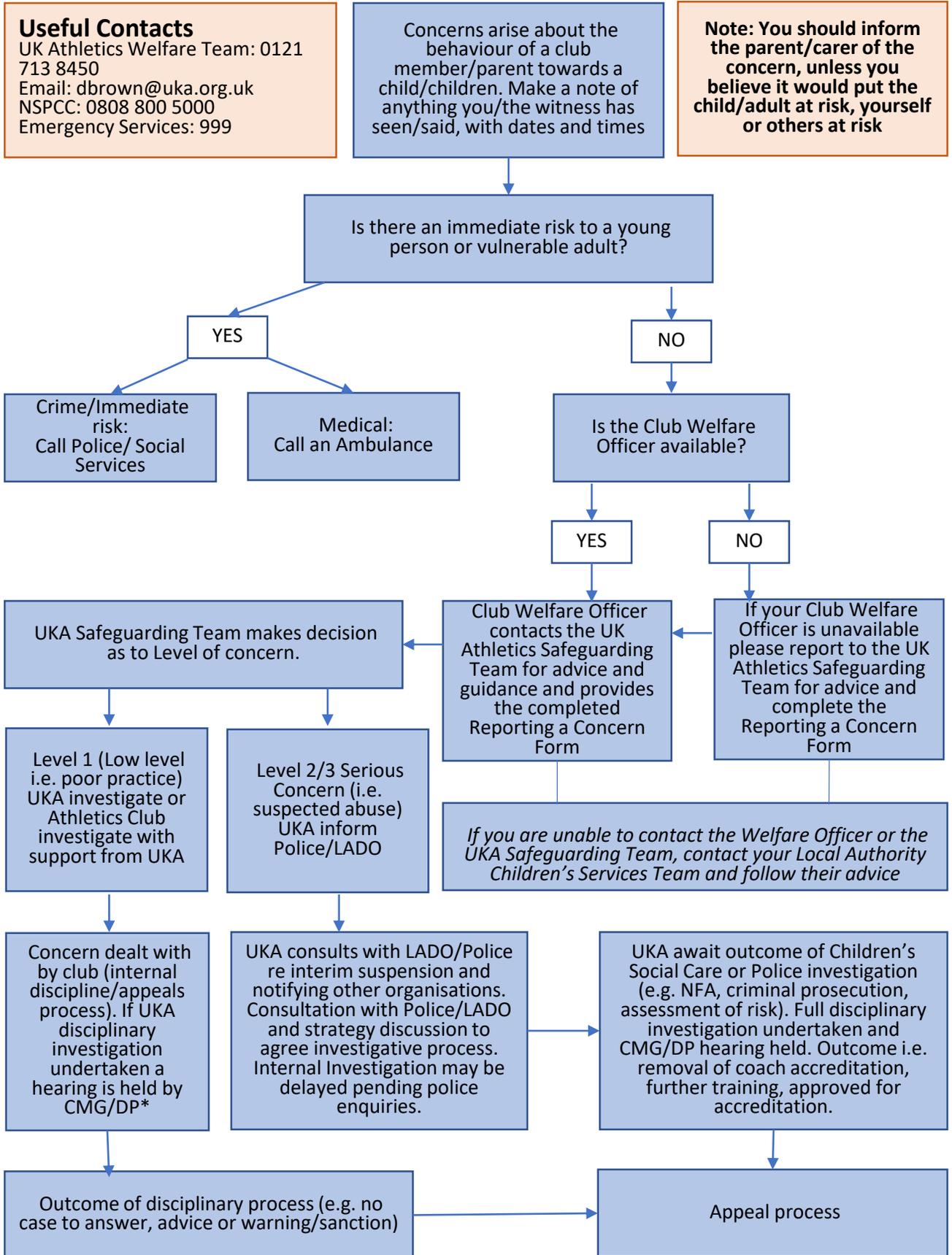
Appendix 2: Reporting a Serious Misconduct Concern within the Athletics Environment,

Appendix 3: EA Self Declaration Form

Appendix 4: Child Protection Referral Form

Reporting a Safeguarding Concern within the Athletics Environment

How to respond to allegations against a volunteer or another young person within the Athletics Environment



*CMG (UKA) – Case Management Group

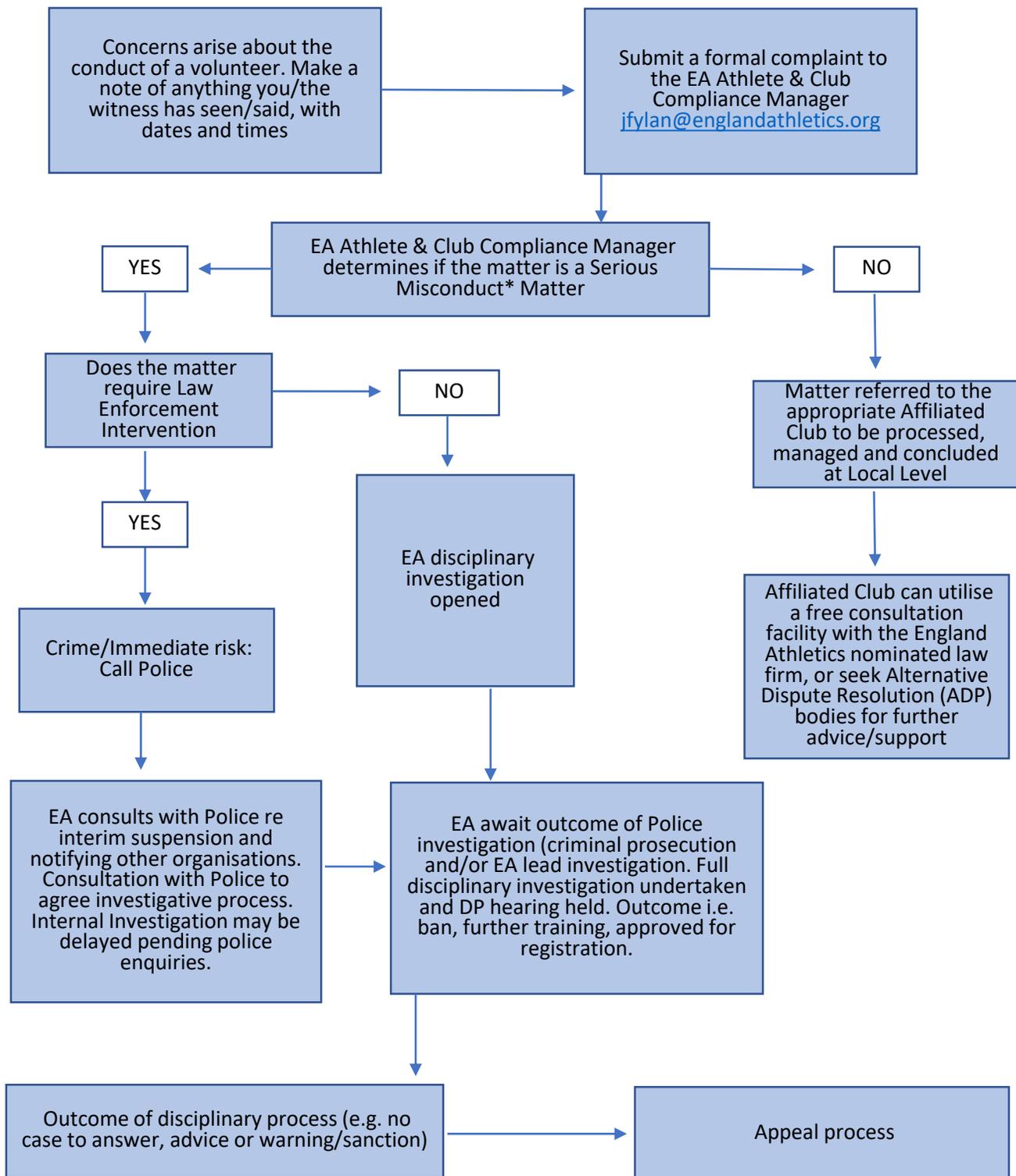
*DP (EA) – Disciplinary Panel

Reporting a Serious Misconduct Concern within the Athletics Environment

How to report allegations against a volunteer within the Athletics Environment



Useful Contacts
 EA Compliance Team: 0121 713 8450 (option 3)
 Email: jfylan@englandathletics.org
 Emergency Services: 999



*DP (EA) – England Athletics Disciplinary Panel

* Serious Misconduct – Defined as matters of criminality for the purpose of EA National Disciplinary Policy



APPENDIX 3

Self-Declaration Form 1

Private and Confidential

For athletics club general volunteers.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

Part One

Title:	
First Name:	
Surname:	
Previous Name(s) (if applicable):	
Address and Postcode:	
Date of Birth:	
Gender:	
Phone Number:	
Email Address:	



Club(s)/Organisation(s)	Position/Role

For completion by an Athletics Club Official

Proof of name, address and date of birth needs to be shown.

Please tick the box(es) of the document(s) seen. You do not need to record any information from the document(s).

Identification (*tick boxes below*):

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.	
UK Driving Licence	
UK Passport	
Biometric Residence Permit	
Birth Certificate	
Adoption Certificate	
Marriage/Civil Partnership Certificate	
EU National ID Card	
HM Forces ID Card	
Firearms Licence	
Credit Card Statement	



Financial Statement (e.g. pension)	
P45/P60 Statement	
Council Tax Statement	
Utility Bill	
Letter of Sponsorship from Future Employer	
Bank/Building Society Statement	
Benefit Statement (e.g. child benefit)	
Central or Local Government, Government Agency, or Local Council document giving entitlement, e.g. from the Department for Work and Pensions.	
Work Permit or Visa	
Signature of Official:	
Print name:	
Date:	



Part Two

For completion by the individual (named in Part one)

Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if yes, please provide further information below)</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if yes, please provide further information)</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards vulnerable adults?	YES / NO <i>(if yes, please provide further information)</i>

Confirmation of Declaration *(tick box below)*

I agree to inform UK Athletics within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.	
By signing this form, I confirm that the information that I have provided is complete and true and understand that knowingly making a false statement may be a criminal offence.	
Signature:	
Print name:	
Date:	

Once completed the form should be given to your club's secretary to store. *Clubs should be advised to make themselves aware of the recent General Data Protection Regulations and how they process, store and communicate participants data. ([Click here to find out more](#))*

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): <i>NB Make a clear distinction between what is fact, opinion or hearsay</i>
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 <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Social Services	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
UK: Athletics	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which department: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Local Authority	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Other (e.g. NSPCC)	Yes <input type="checkbox"/> No <input type="checkbox"/> 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

