



## **HADLEIGH HARES WELFARE POLICY**

Hadleigh Hares Athletics Club is committed to ensuring that all members can participate in club activities in an enjoyable and safe environment. All children and adults at risk are entitled to a duty of care and to be protected from abuse. This document outlines the club's approach, responsibilities and policy & procedures to safeguarding of children and adults at risk.

Hadleigh Hares Athletics Club commits to the England Athletics safeguarding policies in their entirety:

- [Safeguarding and protecting children in athletics](#)
- [Safeguarding adults in athletics](#)

Additional information is included below, to support all club members, parents and carers, Coaches, Leaders, Guide Runners, Volunteers and Committee members, to apply these policies.

### **Welfare Officer contact details**

**Can be found on our website at <https://www.hadleigh-hares.co.uk>**

## **1. Definitions**

A definition of the roles described throughout this document are included below:

- Coaches: Club members who have an EA Coaching qualification (CiRF).
- Run leaders: Club members who have completed the Leader in Running Fitness (LiRF) course.
- Guide Runner: an individual who supports a visually impaired person by guiding them whilst running
- Parent Helpers: Any responsible parent, person with parental responsibility, or other supporter working or volunteering for the club

All Coaches and Run Leaders undertake Safeguarding in Athletics training on a bi-annual basis run by England Athletics.

A child is defined as anyone under the age of 18, in line with the UK and UN legal definition of a child.

## **2. Roles and responsibilities**

All Committee Members, Coaches, Leaders and members of the club have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to respond to any suspected breaches.

The safeguarding policy will be actively promoted to club members and is published on the club's website.

## **3. Statement of good practice**

The club will adhere to the accepted ethical framework for best practice outlined in Safeguarding and protecting children in athletics and Safeguarding adults in athletics, both available from England Athletics.

Any club member that is concerned these standards are not maintained, or about poor practice or possible abuse should report this immediately as outlined in section 9 of this document.

## **4. Welfare**

Hadleigh Hares AC takes the welfare of its members very seriously. We are obliged through our affiliation to UK Athletics and England Athletics to implement the policies and procedures that they have established.

## **5. Club Welfare Officers**

The Club Welfare Officer (CWO) will listen confidentially<sup>1</sup> to any issue that may arise, and endeavor to support your individual needs and wellbeing. If you have any queries or concerns, we encourage you to contact our Club Welfare Officer and discuss your concern(s) directly with them.

<sup>1</sup> In order to provide the support for your needs and well-being, the information shared with a Welfare Officer may be shared with other Welfare Officers and/or the Committee, but only on a need to know basis. Exceptions are also made, for example if you may present a danger of violence to others; or if there is a reasonable suspicion that you are likely to harm yourself unless protective measures are taken

You can contact either of the CWOs by completing an on-line form accessed by our website or alternatively speak to one of the CWOs at training.

## **6. Welfare – what it means**

The Club aims to create an environment where you feel safe and are able to participate in club events without being subject to any form of harassment, bullying, verbal or physical abuse or excessive pressure.

Welfare covers a wide range of issues such as safeguarding and protecting children, anti-bullying, equality, poor practice in coaching and disciplinary and grievance matters. The Club's Codes of Conduct and procedures for dealing with child protection concerns and other welfare issues are in line with those outlined in the UKA Welfare and Child Protection policy which we have adopted; this can be viewed here.

<https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

## **7. Welfare – what we expect from our members**

It is everyone's responsibility to ensure the safety and enjoyment of all those who participate in club activities. If you deem the actions of a member towards another member to be inappropriate, please discuss your concerns with a member of the committee or contact the Club Welfare Officer (CWO) directly so the committee can discuss any action (if any) that needs to be taken.

## **8. Welfare – what we expect from our coaches / run leaders**

Coaches and run leaders are responsible for ensuring all members adhere to this policy to ensure the safety and enjoyment of those participating in club activities. Appendix 1 provides detail of the Code of Conduct for Coaches.

## **9. Welfare – what we expect from parents / people with parental responsibility**

Parents and people with parental responsibility are responsible for ensuring those in their charge adhere to this policy to ensure the safety and enjoyment of those participating in club activities. Appendix 2 provides detail of the Code of Conduct for parents / people with parental responsibility.

## **10. Disclosure, allegation or concern**

Any person with information of a disclosure, allegation or concern about the welfare of a child or vulnerable adult must immediately report to the Club Welfare Officer (CWO) who will refer the matter to UK Athletics' Child Protection Liaison Officer or Home Country lead welfare officer, as appropriate. These concerns may arise due to:

- an individual disclosing that they are being abused.
- the behaviour of an adult towards a child or vulnerable adult.
- a number of indicators observed in a child or vulnerable adult over a period of time indicating abuse may have taken place or they are at risk of a form of exploitation.

In the event that the CWO is unavailable, please contact a Committee member who will make contact with the CWO.

If the UKA CPLO nominated deputy or Home Country CPO is unavailable, you should take responsibility and seek advice from either the NSPCC helpline (0808 800 5000) or Multi-agency Safeguarding Hub (see number below)

If you have concerns that a child/young person or vulnerable adult is at risk of immediate harm, you should call the Multi-agency Safeguarding Hub with immediate effect. This ensures that all appropriate agencies (police, social care, education etc.) are informed of any risks or concerns relating to that child/young person and that action may be taken swiftly.

The number for the Multi-agency Safeguarding Hub is **0345 155 1071**

- Affiliated Bodies
- UK Athletics
- England Athletics

This policy is intended to inform Hadleigh Hares AC members of best practice with regards Safeguarding and Child Protection and make them aware of what the club does to safeguard the welfare of its members and what action members can take themselves in the event of concerns.

The UKA policy(s)( see below) must always be adhered to and the above guidance is intended to be reflective of this but does not replace or act as a substitute for it.

<https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

### **11. Breaches of this Policy**

If any member or individual associated with Hadleigh Hares in any capacity, feels there have been breaches in the codes of conduct or this safeguarding policy, they should discuss with the Club's Welfare Officer.

If the matter is not resolved, any individual involved at any level of the sport of athletics can raise concerns with UK Athletics for investigation as outlined in the [EA Whistleblowing policy](#).

**Updated and approved by the Hadleigh Hares AC Committee – April 23**

## Appendix 1 – Code of Conduct for Coaches / run leaders

As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately qualified including obtaining Disclosure and Barring Service (DBS, formerly CRB) clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence.
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete.
- At the outset clarify with athletes exactly what is expected of them and what athletes are entitled to expect from you.
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another Coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour.
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults.
- Do not exert undue influence to obtain personal benefit or reward.
- A Coach MUST strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you MUST NOT allow an intimate personal relationship to develop between yourself and any athlete aged under 18 years. Any violation of this could result in a Coach licence being withdrawn. It is a criminal offence to conduct a relationship with an athlete aged under 16 years. It is also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- It is strongly recommended that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years. As a responsible Coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:
  - Act with dignity and display courtesy and good manners towards others.
  - Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
  - Challenge inappropriate behaviour and language by others.
  - Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision.
  - Never engage in any inappropriate or illegal behaviour.
  - Avoid destructive behaviour and leave athletics venues as you find them.
  - Not carry or consume alcohol to excess and/or illegal substances.

- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity. In addition, Coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults.
- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self-esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The Coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the Coach and parent/guardian.
- Avoid taking young athletes alone in your car.
- Never invite a young athlete alone into your home.
- Never share a bedroom with a child.
- Always explain why and ask for consent before touching an athlete.
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue.
- Work in same-sex pairs if supervising changing areas.
- Respect the right of young athletes to an independent life outside of athletics.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare Officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA Welfare Officer as soon as possible.

## Appendix 2 – Code of Conduct for parents / people with parental responsibility

As a responsible parent/person with parental responsibility or other supporter you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never place undue pressure on children to perform, participate or compete
- Check out the qualifications and licences of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Take an active interest in your child's participation
- Attend training or competitions whenever possible
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance
- Provide any necessary medication that your child needs for the duration of trips
- Assume responsibility for safe transportation to and from training and competition
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

As a responsible parent/person with parental responsibility or other supporters for a young athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your child's athletics activity