



EPSOM & EWELL HARRIERS SAFEGUARDING AND WELFARE POLICY

Introduction

Everyone who takes part in athletics is entitled to participate in an enjoyable and safe environment. To ensure this, Athletics in the UK is committed to establishing and implementing policies and procedures to ensure a safe athletics environment.

Best practise in athletics benefits everyone- the sport's governing bodies, coaches and officials, teachers, parents, carers and athletes. Most importantly, it ensures that children who choose to participate in athletics have a safe and fun experience.

Everyone is entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere.

Epsom & Ewell Harriers is committed to devising, implementing and updating policies and procedures to promote best practice when working with children and adults at risk and to ensure that everyone in the sport understands and accepts their responsibilities to safeguard them from harm and abuse. This means taking action to report any concerns about welfare. It is not the responsibility of athletics to determine whether or not abuse has taken place; this is the domain of the child protection professionals.

All members, volunteers and parents should refer to the UKA **Codes of Conduct** to understand **your** responsibilities in the safeguarding of children and adults.

<https://www.uka.org.uk/governance/welfare-and-safeguardin> HYPERLINK

["https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/"g/guidance-documents-and-policy/](https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/g/guidance-documents-and-policy/)

1. Policy Statement

Epsom & Ewell Harriers fully accept their legal and moral obligations to provide a duty of care, to protect all children and adults at risk and safeguard their welfare, in accordance with the protected characteristics according to the Equality Act (2010), irrespective of age, abilities, ethnicity, gender identity, religion or belief and sexual orientation.

The welfare of the child or adult at risk is paramount.

- All 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 this obligation Epsom & Ewell Harriers will:-

- Provide and enforce procedures to safeguard the wellbeing of all participants and protect them from abuse.
- Ensure all who take part in athletics are able to participate in a safe and fun environment.
- Respect and uphold the rights, wishes and feelings of all.
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Recruit, support and supervise volunteers to adopt best practise to safeguard and protect young people from abuse, and themselves from allegations.

- Require members, volunteers and parents to adopt and abide by this Safeguarding & Welfare Policy, UKA Codes of Conduct and the relevant grievance, investigatory and disciplinary procedures.
- Respond to any allegations appropriately and implement the appropriate complaints, safeguarding, disciplinary and appeals procedures. (See Appendix 1)
- Review the Safeguarding and Welfare policy yearly.

2. Terms and Abbreviations

CPLO Child Protection Lead Officer for UK Athletics or the nominated deputy.

CWO Club Welfare Officer

SCP Safeguarding Children Partnership (previously known as Local Safeguarding Children Board or LSCB)

DBS Disclosure and Barring Service

CPSU Child Protection in Sport Unit (NSPCC)

A Child is anyone who has not reached their 18th birthday. 'Children' therefore means children and young people throughout. The fact a child has reached 16 years of age, living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his or her status or entitlement to protection under the Children Act 1989.

Children with disabilities are more vulnerable and at greater risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect. Some of the common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties or disability, lack of understanding of boundaries, and the need for assistance with personal care. Children with disabilities have the same rights to protection as any other child and clubs working with these children need to be especially alert to the signs and symptoms of abuse and have strategies in place to ensure all children are able to raise concerns.

An adult at risk is anyone aged 18 years or over who may be in need of community care services by reason of mental or other disability, age or illness, and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

3. Best Practice, Poor Practice and Abuse

Introduction

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

This section will help you identify what is meant by best and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in Section 5.

Best Practice

Best practice means: -

- Being open and conducting all interactions with children and adults at risk in a public place and with appropriate consent.
- Avoiding situations where you are alone with one child
- Challenging bullying, harassment, foul or provocative language or controlling behaviour that could upset individuals or reduce them to tears.
- Never ignoring bullying by any adults (including parents, coaches) or children.

Listening to and supporting the person being bullied.

- Maintaining an appropriate relationship with children and adults. 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 acceptable and appropriate, (for example if first aid needs to be administered). It must not be intrusive or disturbing to the athlete and consent for contact must be given by the individual and, if possible, their parent/guardian.
- 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.

Adopting best practice not only ensures the individuals welfare, it also helps protect you from possible wrongful allegations. Children very rarely make false allegations. If they do it is usually because they are confused or covering up for someone else's behaviour and hoping their action might scare the real abuser into stopping.

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 that they are not working hard enough.

- A coach using harassing and discriminatory language such as ‘you run like a girl’
- 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 an event on his/her own.

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 another colleague, make a written note of the event, inform parents and/or appropriate adults of the incident and inform the CWO.

- 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.

Abuse

Abuse can occur wherever there are children or adults at risk.

Things to look out for that might indicate abuse include:

- Unexplained changes in behaviour or personality
- Becoming withdrawn
- Seeming anxious
- Becoming uncharacteristically aggressive
- Knowledge of adult issues inappropriate for their age
- Running away or going missing
- Always choosing to wear clothes that cover their body
- Poor bond or relationship with a parent
- Having money or things they can’t explain

This is not an exhaustive list. These signs don’t necessarily mean that a child is being abused. There could be other things happening in their life which are affecting their behaviour, but it is important to respond if you have concerns.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children’s safety and wellbeing.

4. Recruitment selection and induction of volunteers.

Any volunteers supporting coaches or officials will receive induction and be supported in their role.

Training

All volunteers who work directly with children will be expected to undertake relevant training on a three yearly basis in child / safeguarding procedures, procedures for taking children away and sources of education and training. For all coaches and volunteers with roles in relation to children

this should include attendance at a recognised direct delivery safeguarding workshop (e.g. SpotscoachUK Safeguarding and Protecting Children' workshop/SCP awareness workshops).

The SafeSportAway booklet gives advice on trips away and a link is available on the UKA website, this is a relevant aide memoire and means of updating.

<https://www.uka.org.uk/governance/welfare-and-safeguarding/educare-online-safeguarding-training/>

DBS checks

An Enhanced DBS is required for anyone who comes under the criteria of 'regulated activity'. This is anyone who is in contact with young people or adults at risk for 3 days in any 30 day period. (This isn't full days and it doesn't have to be the same young people or adults at risk.) This includes supervisory coaches and assistant coaches.

Adult volunteers who do not have direct, regular contact with children and adults at risk (e.g. those who collect track fees, run the refreshment stall, board of trustees) should have a basic DBS check, which can be applied for by the individual.

<https://www.gov.uk/guidance/basic-dbs-checks-guidance>

Club members who assist at non-club events at the track will need to have an Enhanced DBS if they are supervising the activity and/or they will be unsupervised during the event.

All DBS checks will need to be renewed every 3 years.

Monitoring and appraisal

Volunteers should be given the opportunity to receive regular feedback through observed practice, appraisal or informal feedback to identify training needs and to set goals. Concerns about misconduct, poor practice or abuse will be acted on as they arise. Appropriate support will be offered to those who report concerns/incidents or complaints.

Complaints Appeals and Disciplinary procedures

UKA and the home country National Governing bodies have disciplinary and appeals procedures, which are available as separate documents to this Policy.

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

5 Responding to Disclosure, Suspicions and Allegations

Introduction

While it is not the responsibility of club members to decide whether a concern constitutes abuse, it everyone's 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.

How to respond to a disclosure

Don't

- 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.
- Confront an alleged abuser
- Discuss amongst club members unless they are the CWO

Do

- Listen carefully to what the child or adult at risk is saying
- Let them know they have done the right thing by telling you
- Tell them it's not their fault
- Tell them you are taking it seriously
- Explain what you'll do next
- Report what you have been told as soon as possible

All suspicions and disclosures must be reported appropriately. 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.

Safeguarding Children Club Welfare Officers

To ensure that appropriate action is taken if there is a disclosure, statutory referral from the police, children's services, adult services or suspicions,

- UKA has trained an employee to act as the designated child protection lead officer (CPLO).
- The home countries have identified staff members with responsibility to act as safeguarding officers.
 - Epsom & Ewell Harriers will appoint at least one, and preferably two CWOs, in accordance with UKA recommendations/policy.

CWO contact details will be displayed prominently in the club house and will be available to all club members via our website.

Reporting procedures

Any person with information of a disclosure, allegation or concern about the welfare of a child must immediately report this in one of the following ways. You should immediately inform the club's designated Club Welfare Officer (CWO) who will refer the matter to UKA's CPLO or Home Country lead welfare officer. Where there is no CWO, the CPLO should be contacted directly.

In any other situation or if the designated person is not available, if the concern is about that person

or no action is taken, you should contact the UKA CPLO.

A summary of the reporting procedures is provided in a flow chart format – see appendix 1.

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), Children 1st (0141 418 5674), the local police child protection unit or social services. Local contact details are listed at the end of this document.

Where Epsom & Ewell Harriers becomes aware of an allegation in relation to a club member brought to their attention by the Local Authority Designated Officer (LADO) or the police they should immediately pass on these details to the UKA Welfare and Compliance Officer on email dbrown@uka.org.uk. Assistance with how to proceed with Position of Trust meetings will then be available to you from UKA.

Dealing with Concerns and Allegations

While UKA CPLO and CWOs will have received training they are not safeguarding experts and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action.

Any suspicion that an individual has been abused 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. This will include the following:

- the UKA CPLO will refer the allegation to the appropriate social care services department who may involve the police or go directly to the police if out of hours.
- The parents of the child will be contacted as soon as possible following advice from the social care services department.
- the UKA CPLO will also notify the Chief Executive who will decide who should deal with any media enquires.
- the UKA CPLO and/or the Chief Executive can impose an interim suspension based on the risk to the child, an assessment of the seriousness of the allegation and the need to ensure a full investigation can be instituted.

Anyone who has a previous criminal conviction for offences relating to abuse is automatically excluded from working with children. These decisions will be dealt with by the Independent Safeguarding Authority for England, Wales and Northern Ireland

Dealing with Bullying

The same procedures should be adopted when dealing with allegations of bullying. For specific actions to prevent and deal with bullying please refer to the separate bullying policy document. <http://www.uka.org.uk/governance/welfare-andsafeguarding/guidance-documents-> [HYPERLINK "http://www.uka.org.uk/governance/welfare-andsafeguarding/guidance-documents-and-policy/"and-policy/](http://www.uka.org.uk/governance/welfare-andsafeguarding/guidance-documents-and-policy/)

WHICH SHOULD BE READ BY ALL CLUB MEMBERS AND VOLUNTEERS.

Disciplinary and Appeal Procedures

UKA has a general disciplinary policy and separate policies relating to coaches and officials. England

Athletics have their own policy and procedures the other home countries have adopted the UKA policy and procedures as their own. All the documents are contained within the web based manual and easily available on the UKA website under governance/policies.

<http://www.uka.org.uk/governance/policies/>

Records and Confidentiality

Always follow the reporting procedure set out above. Use of the referral form (see appendix 2) will assist you to collect and collate the required information. Your reports 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.

Information will be stored in a secure cabinet at UKA offices in line with data protection laws with access available only to UKA Chief Executive and UKA Welfare staff.

Support for Victim, Accused and Reporter

UKA and the home countries acknowledges the difficulty in reporting concerns and will fully support and protect anyone who in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a child.

They will take appropriate steps to ensure that the victim (and parents, appropriate adults) is provided with appropriate professional support (e.g. Help lines, support groups and the Counselling Directory).

They will also ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

Web Site

A copy of this document and associated documents can be found on our website.

<https://eandeharriers.weebly.com/>

Further information can be found on UKA web site.

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

Useful contacts

For Surrey residents:

Children: Surrey Children's Single Point of Access (SPA) (Social Services) Tel: 0300 470 9100. Out of hours telephone 01483 517898

Email: csmash@surreycc.gov.uk

Adults: Tel: 0300 200 1005, Textphone 18001 0300 200 1005

Email: contactcentre.adults@surreycc.gov.uk ascsmash@surreycc.gov.uk

For Kingston residents:

Children: Kingston SPA Tel: 0208 547 5008. Out of hours telephone 0208 770 5000

Email: via Kingston Council (RBK) website

Adults: Access and Safeguarding Team, telephone 0208 547 5005. Out of hours telephone: 0208 770 5000

Email: adult.safeguarding@kingston.gov.uk

For Sutton residents:

Children: Telephone 0208 770 6001, out of hours telephone 0208 770 5000

Adults: Telephone 0208 770 5000 option 3, then option 2.

Call 999 if the person is in immediate danger

Reporting on line abuse

<https://www.ceop.police.uk/safety-centre/>

Childline.org.uk 0800 1111

Help and advice from the Child Protection in Sport Unit <https://thecpsu.org.uk/>

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