



**M60**  
Athletics Network



## **Altrincham & District Athletic Club Ltd (the “Club”)**

# **Safeguarding Policy**

Policy and Procedure document.

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## Policy Objectives

Everyone who takes part in athletics is entitled to participate in an enjoyable and safe environment. To ensure this, The Club 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. Our objective is to ensure safe participation in athletics for all children under the age of 18 years.

The Club is committed to devising, implementing and updating policies and procedures to promote best practice when working with children and to ensure that everyone in the club understands and accepts their responsibilities to safeguard children from harm and abuse. This means taking action to report any concerns about their welfare. It is not the responsibility of the club to determine whether or not untoward events or abuse has taken place, this is the domain of the child protection professionals.

In order to meet this obligation, The Club will:-

- Provide and enforce procedures to safeguard the well-being of all participants and protect them from abuse.
- Train and supervise employees and volunteers to adopt best practise to safeguard and protect young people
- Ensure all children who take part in athletics are able to participate in a safe and fun environment.
- Ensure that all equipment is used in a safe manner, according to best practice and manufacturers' recommendations
- Ensure appropriate supervision of children at the athletics facilities and areas such as toilets and changing rooms
- Respect and uphold the rights, wishes and feelings of children.
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- Review policies at least annually or sooner if required by circumstance.
- Nominate and appoint a Welfare Officer to support The Club in enacting all aspects of the policy to safeguard children
- Ensure that training is appropriate to a Child's age and level of experience;
- Maintain close supervision of coaches and adult helpers under their charge;
- Support safe travel arrangements for children

## Policy Statement

The Club will 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. **A Child** is anyone who has not reached their 18<sup>th</sup> 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. **Disabled children** may be more vulnerable and at greater risk of all forms of abuse. The Club will ensure at all times that:-

- 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 welfare officer or committee member

## Main types (classifications) of abuse:

- **Physical abuse** – any behaviour or act that results in a child becoming physically hurt, either on a single occasion or over a period of time.
- **Emotional abuse** any behaviour or act that results in a child becoming emotionally distressed, either on a single occasion or over a period of time.
- **Sexual abuse** – any behaviour, incident or circumstance when a child is exposed to any sexualised contact, behaviours, language or explicit materials from an adult.
- **Neglect** - is the persistent failure to meet a child's basic physical and/or psychological needs which is likely to result in harm or impairment of the child's health or development.
- **Exploitation (CSE)** - the construction of a false relationship by another person that results in a child being sexually exploited in a relationship that the child believes to be a consenting, loving and caring relationship.

## Any awareness, suspicion or identification of any form of abuse must be reported immediately

## Bullying

Other forms of Abuse include any form of **Bullying** based on a child's Ethnicity, Nationality, Culture, Gender or Sexual preferences.

- Such behaviours are commonly referred to by perpetrators as **banter** or defended because '**no offence was intended**' However, it is the perception of the victim that is important to consider in all cases and types of bullying.
- All circumstances of bullying should be challenged immediately to model acceptable behaviours at The Club
- The Club will adopt and promote a **Zero Tolerance** of such behaviours.

## **Adopting & Promoting Best (safer) Practice**

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. Adopting best practice not only ensures the individuals welfare, it also protects you from possible wrongful allegations. Children very rarely make false allegations however there are systematic responses that must always take place whenever a child speaks out about possible or actual abuse irrespective if the allegation is false, malicious or misinterpreted.

Best practice means: -

- 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.
- Being mindful of the perceptions of children and conducting relationships appropriate for someone in a position of power and trust
- Avoiding unnecessary physical contact, try to refrain from physically touching a child without justifiable reasons i.e. to correct position or demonstrate technique. Gain consent from the individual but avoid this in 1-2-1 situation. If in doubt seek guidance and consent from parents
- 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, at all times it is best to avoid 1-2-1 contact to protect yourself from the potential of false allegations and to model best practice to others
- Avoiding any communication or interaction on email or social media platforms with children
- If you have to meet or coach one child ensure that this is conducted in an open environment and where full consent and emergency contact details have been provided.
- Ensuring appropriate and up to date consent is obtained for any activity with children that involves an absent parent, including the taking of photographs or videos of performance or training
- Ensuring that no images of children are uploaded or shared on social media without the content having consent from parents
- Taking Action if you are concerned at any time about any child for any reason

## **Reporting Concerns**

If any of the following incidents should occur you should report them immediately to a committee member, make a written note of the event and inform parents and/or appropriate adults of the incident.

- If you accidentally hurt a child
- If a child appears distressed in any manner including physical or emotional signs
- If a child misunderstands or misinterprets something you have done or said
- If a child's behaviour is observed to be inappropriate amongst other children e.g sexualised language or behaviours that may cause harm or offense to others
- If a child confides in you or asks you to keep information confidential that you are concerned about inform the Welfare Officer immediately
- If you have spoken to parents about a matter that you feel has not been responded to by parents and you remain concerned for a child in any way, inform a committee member or the welfare officer

## **Confidential Information**

By virtue of the coach/athlete relationship the coach/helper may become privileged to personal information. No guarantee of confidentiality should ever be made to a child or adult.

All cases of abuse or neglect must be reported immediately whether these circumstances relate to situations within The Club or life outside of the Club. Consult with the welfare Officer if you are in this situation to ensure that the correct procedures are followed and that any immediate protection required is resourced by the relevant authority.

**Remember: Safeguarding is everyone's business**

# Code of Conduct for Children

Children are expected to follow 2 main simple agreements. Children are expected to read and sign these agreements to ensure that they are able to understand and follow the guidelines to keep themselves safe whilst enjoying athletics and enjoying The Clubs facilities

## Behaviour Agreement:

- I will respect and follow The Clubs rules and expectations at all times
- I will refrain from any type of behaviour that is potentially hurtful to others feelings
- I will respect fellow athletes and not use any language such as swearing or words that others may find offensive
- I will listen to my coach / adult helper's advice to ensure that everyone at The Club can enjoy athletics without disruption or behaviours that stop other people from fully participating

## Safety Agreement:

- I will behave in a reasonable manner and refrain from behaviours that could cause harm to others.
- I will respect the equipment and listen to my coach / adult helper to ensure I am aware of all the safety rules and information that will keep me and others safe
- I will report to my coach or adult helper any information about equipment or environments that may not be safe.
- I will ensure that I tell my coach or adult helper if I am moving to another activity so that they know where I am going
- I will never go off site or leave the site without permission from my parents, coach or adult helper

**NAME of young person:**.....

Signature:

Date:

## Signature of Parent ( under 16s only)

Signature:

Date:

# ALTRINCHAM & DISTRICT A. C.

Self-Declaration form for helpers and officials.

## Confidential

Have you ever been convicted of a criminal offence or been the subject of a Caution or 'Bound Over' Order? (Please include **all** offences, however minor, and spent convictions)

Yes

No

If Yes, please state the nature and date(s) of the offence(s):

Have you ever been subject to any disciplinary action or sanctions relating to child abuse?

Yes

No

If Yes, please give details:

You are required to self-certify that you are not known to **any** social services department as being an actual or potential risk to children: have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority: or have not had a child ordered to be removed from you care.

Signed:

Dated:

Name:

Any surnames previously known by:

Address:

Date of Birth:

Place of Birth:

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including spent convictions) You are advised that we reserve the right to make reference to the Criminal Records Board to verify any information given on this form.

## Appendix 2

### Contact Numbers and Useful Websites

#### **Social Services**

Tel no: 0161 912 5199

Address: Initial Assessment Team 1st Floor Waterside House Sale Waterside M33 7ZF

#### **Local Police Station**

Tel no: 0161 793 3127

Address: Altrincham Police Station, Barrington Road, Altrincham, WA14 1HZ

#### **UK Athletics**

Tel no: 0870 998 6800

Fax no: 0870 998 6752

Address: UK Athletics, Athletics House, Central Boulevard, Blythe Valley Park, Solihull, West Midlands B90 8AJ

UK Athletics Child Protection Help Line: 0800 316 3003

#### **Useful Websites**

[www.sportprotects.org.uk](http://www.sportprotects.org.uk) (website of child protection in sport)

[www.ukathletics.net](http://www.ukathletics.net) (website of UK Athletics)

#### **Contact Details Committee members:**

Bob Spark (Chairman) 0161 928 6586

Andrew Whittingham (Secretary) 0161 973 0739

Mike Welford (Officials Coordinator) 0161 866 8253

Sandra Lewis (Treasurer) 0161 928 3977

Colin Davies (Fell Running Co-ordinator) 0161 928 8174

Bill Egan (Membership Secretary) 0161 903 903 8403

John Snape (Coach Co-ordinator) 0161 980 6789

Mike Jones (Cross Country Co-ordinator) 0161 928 0915

Adrian Fuller (Road Running Co-ordinator) 0161 928 8311

Mel McGuinness (welfare Officer) 07791095053



Appendix 3

# ALTRINCHAM & DISTRICT A. C.

## Consent form for Parents/Guardians & Child Details

### Child's Details

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Any Medical Conditions, including medication

Allergies:

Name of Doctor: \_\_\_\_\_ Dr's Tel no: \_\_\_\_\_

Address of Dr's practice

### Parent/Guardian

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Relationship to Child:

Home contact No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Address if different from above:

I acknowledge that my Child is in good health and I consider him/her capable of taking part in Athletics. I consent that in the event of illness/accident any necessary treatment can be administered to my Child.

I also understand that whilst Club Adults will take every precaution to ensure that accidents do not happen they cannot be held responsible for any loss damage or injury suffered by my Child.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please tick here if you do **not** agree to pictures of your child being used for publicity purposes   
**Should any of the above information change it is the responsibility of the parent/guardian to inform Altrincham & District A.C. immediately.**

# ALTRINCHAM & DISTRICT A. C. LTD

## Welfare Officers

In line with the policies of UK Athletics, the Club has appointed a Welfare Officers to be responsible for the welfare of Children who compete and train at the Club. The Welfare Officer is responsible for the implementation of the Club's Policy which is available for any parent/guardian on request and can be viewed on the club website

The Club will use the Welfare Officers as a point of contact between parents/guardians, who perhaps do not have an understanding of the activities of an Athletics club, and deal with any enquiries or concerns about the procedures of the Club and the nature of the activities that the Children will be involved in.

These enquiries or concerns may relate to the nature of the coaching, the training loads for Children, travel arrangements, other Children's behaviour or more serious child protection issues. The Club has selected the Welfare Officers carefully so that they can deal with most enquiries / problems but should parents/guardians not be happy with their response, parents/guardians may contact any Committee Member.

### Role of the Welfare Officers

Welfare Officers will:

- ensure any issues or concerns over children are dealt with in an appropriate and professional manner.
- Take the lead in reporting any concerns or allegations
- Prepare a report or record of the incident for consideration by the appropriate authorities
- ensure privileged information is dealt with in a confidential manner.
- not make their own investigations in a case of prospective abuse or neglect but will report the incident immediately to social services/police and the Athletics regional governing body.
- Offer guidance to any Club member ( adult or child) and parents in order to reinforce the aims of the policy or to support any queries or concerns regarding the welfare of any child attending The Club

The Club would like to introduce its Welfare Officers:

#### **Mel McGuinness**

Mel is a parent of 2 club children and is a practising and registered social worker. Mel has extensive experience of child protection, safeguarding and family support and is able to offer both the club and any parent, appropriate and up to date advice and guidance on all matters relating to the protection and well-being of children. Mel is available on 07791095053 and is regularly at the club Tues and Thursday evenings

**Signed**

**Date**

# **ALTRINCHAM & DISTRICT A. C. LTD**

(to be retained for club records)

Date:

Name of Child suffering illness/Injury :

Coach in charge:

Nature of illness/injury:

If injury how was it sustained:

What treatment if any was administered:

Form completed by:

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# **ALTRINCHAM & DISTRICT A. C. LTD**

(to be given to parent/guardian)

Date:

Name of Child suffering illness/Injury :

Nature of illness/injury:

What treatment if any was administered:

Name and contact No coach in charge: