

SAFEGUARDING AND PROTECTING CHILDREN IN ATHLETICS

UKA/Document Name/version	UKA/W31/3
Policy owner	David Brown CBE (Lead Safeguarding and Compliance Officer)
Applicable to	External
Approving body	Board committee
Date approved by approving body	12/06/2019
Next review date	11/06/2021

UKA’s approach to Safeguarding and Protecting Children in Athletics is Characterised by an ethos of vigilance and of respect for UKAs integrity and control processes. The values of UKA are:

- We operate with **integrity**.
- **Communication** is timely and relevant to our specific stakeholders
- We deliver **quality** performance through innovation and continual improvement.
- **Respect** is shown to everyone we deal with
- We all have **accountability**.

BACKGROUND INFORMATION

POLICY REQUIREMENT: Why does the policy exist? (Select one)

Legal requirement	<input checked="" type="checkbox"/>	<i>Enter relevant legislation:</i> Various Child Protection Acts
Code of Sports Governance requirement	<input checked="" type="checkbox"/>	
Self-assessment requirement	<input checked="" type="checkbox"/>	
Best practice	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<i>Please state:</i> Click or tap here to enter text.

Document Purpose	To provide clear guidance on safeguarding children in athletics		
Target Audience	Clubs, Athletes, Coaches and Technical Officials		
Equality Impact Assessment (EIA) done?	YES X		
Name of Lead Officer undertaking EIA	Ralph Knibbs		

HAVE APPROPRIATE INTERNAL STAKEHOLDERS BEEN CONSULTED?

(Select all that apply)

Consultees	Yes	No	N/A
Human Resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Operations Management Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TV Events	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
UKA Colleague Action Group	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

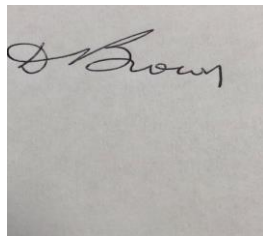
APPROVAL PATHWAY FOR THE POLICY?

(Select all that apply e.g. if it is a requirement that a policy is approved by both SLT and then Board both the SLT and Board boxes should be selected).

Approving body	Yes	
Board	<input type="checkbox"/>	
Board committee	<input checked="" type="checkbox"/>	<i>Enter committee name:</i> HR Remuneration Committee
Senior Leadership Team (SLT)	<input type="checkbox"/>	
Operations Management Team	<input type="checkbox"/>	
Performance	<input type="checkbox"/>	
TV events	<input type="checkbox"/>	

DOCUMENT REVISION: CONFIRMATION BY POLICY OWNER

I confirm that I have reviewed this document and:	Select as appropriate:
a) No changes are required.	<input type="checkbox"/>
b) Some minor editorial changes were required. These do not change the substance of the document.	<input checked="" type="checkbox"/>
c) There are material changes that are summarised in the document history table at the front of the revised document.	<input type="checkbox"/>



Signed:

Name:

David Brown CBE

Title:

Lead Safeguarding and Compliance Officer

Date:

01/06/2020

DOCUMENT HISTORY

Revision Number	Date	Amendments
Version 1	25/02/2013	Approved by UKA Board
Version 2	01/02/2018	Updated terminology
Version 3	29/05/2019	Updated terminology, governance and Home Country contact details.
Version 4	01/06/2020	EA contact details amended
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Equality Impact Assessment

Section A

Date of screening	05/06/2019
Name of person and job title of the person screening	Ralph Knibbs (Head of HR and Welfare)
What is being screened?	Safeguarding and Protecting Children in Athletics

	Yes	No	Notes
Is this a decision being taken to the Board?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Is this a document that provides guidance for members of staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.

If the answer to any of these is yes, please go to Section B. If the answer is no, you do not require to complete an EQIA.

Section B

	Yes	No	Notes
Does the decision or policy impact disproportionately on gender and does the policy resolve this? (This can include pregnancy/maternity and marriage/civil partnerships?)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on different age groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different ethnic groups?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on disabled people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different religions, faiths or beliefs?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on people from different sexual orientations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
Does the decision or policy impact disproportionately on transgendered people?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.

Does this decision or policy potentially affect the health and safety of members of staff or other parties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
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Any other changes to the policy required?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Click or tap here to enter text.
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Signed:

Name: Ralph Knibbs

Date: 05/06/2019



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SAFEGUARDING AND PROTECTING CHILDREN IN ATHLETICS

POLICY AND PROCEDURES DOCUMENT

RESPONSIBILITY FOR CHILD SAFEGUARDING WITHIN ATHLETICS

As the National Governing Body for athletics in the United Kingdom, UK Athletics (UKA) has formed a Steering Group, with representatives of the Home Country Governing Bodies as set out below:

- David Brown CBE (UK Athletics Lead Safeguarding and Compliance Officer)
email dbrown@uka.org.uk
- Emma Davenport (England Athletics responsibility for welfare matters)
email welfare@englandathletics.org
- Steve Jones (Welsh Athletics Welfare Officer)
email steve.jones@ws-aa.org
- Alister Woods (Athletics Northern Ireland Welfare Officer)
email welfare@athleticsni.org
- Angus Macdonald (Scottish Athletics Welfare Officer)
email angus.macdonald@scottishathletics.org.uk

1. POLICY OBJECTIVES

Duty of care

All organisations and individuals, including clubs, coaches, paid staff, volunteers and club officials, have a duty of care to safeguard children when they are participating in athletics activities under their auspices.

These best practice guidelines are maintained by the UKA Steering Group with a view to promoting the adoption of good and consistent safeguarding practices to ensure that children have a safe experience. These guidelines identify what needs to be done by organisations and individuals to demonstrate their duty of care.

Best practice in athletics benefits everyone - the sport's Home Country Governing Bodies, clubs, 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 build a safer future in athletics for all children under the age of 18 years. (In Scotland this extends until the individual's 19th birthday).

All children are entitled to be protected from abuse. Abuse can occur anywhere. With over 250,000 children involved in athletics in the UK and 100,000 adults involved, the chances are very real that there are some individuals abusing their positions in athletics.

The UKA Steering Group 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 sport understands and accepts their responsibilities to safeguard children from harm and abuse. This includes taking action to respond to, record and report any concerns about their welfare.

2. POLICY STATEMENT

UKA, and the Home Country Governing Bodies fully accept their legal and moral obligations to meet their 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 organisations and individuals involved in athletics understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet their safeguarding obligations, all Affiliated Clubs and organisations must:

- Provide and enforce procedures to safeguard the wellbeing of all participants and protect them from abuse. Club policies and practices must, as a minimum, meet the requirements set out in this guidance. 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 their employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves from false allegations.
- Require staff/volunteers to adopt and abide by UKA's Safeguarding Policy and Procedures, Codes 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.

3. TERMS AND ABBREVIATIONS

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

CWO: Club Welfare Officer.

LSCB: Local Safeguarding Children Board.

DBS: Disclosure and Barring Service.

CRBS: Central Registered Body in Scotland.

CPSU: Child Protection in Sport Unit (NSPCC).

CPiS: Child Protection in Sport Service in Scotland (Children 1st).

Affiliated Club means any voluntary Club, non-voluntary organisation or virtual club affiliated to UKA.

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.

Disabled children may be 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, need for assistance with personal care and more likely target for bullying and abuse. 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.¹

Home Country Governing Bodies means England Athletics Limited, Welsh Athletics Limited, Scottish Athletics Limited and Athletics Northern Ireland.

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¹ Safeguarding Disabled Children: Practice Guidance (DCSF 2009) {NB remains the current guidance in 2018}

4. 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 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;
- Treating children 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.
- 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 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.

Adopting best practice not only ensures the child's welfare, it also protects clubs and individuals 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 when 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 a weekend event on his/her own.

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

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 and/or appropriate adults informed. The Club Welfare Officer should also be informed. The attached UKA referral form should be used <https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

Abuse

Abuse can occur wherever there are children.

There are four main types of abuse:

- **Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express his/her views, deliberately silencing him/her or 'making fun' of what he/she say or how he/she communicates. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, which especially applies

to when a child shares a protected characteristic e.g. racist, sexual or homophobic bullying² or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); failing to protect a child from physical and emotional harm or danger; ensuring adequate supervision (including the use of inadequate care-givers); or ensuring access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.³ Disabled children are particularly vulnerable to abuse and are at least three times more likely to be abused than non-disabled children. Those working with them must be aware of this and willing to acknowledge their concerns. There can be a tendency to make allowances for families with sick or disabled children. Organisations and individuals may over identify with the child's parents/carers and be reluctant to accept that abuse or neglect is taking or has taken place, or seeing it as being attributable to the stress and difficulties of caring for a disabled child. When suspecting abuse, always ask: "*Would this be acceptable if the child were not disabled?*"⁴

5. RECRUITMENT, SELECTION AND TRAINING

UKA is committed to providing a safe environment for children in our clubs and organisations and the requirements and processes set out below will assist organisations to ensure that best practice is followed. All reasonable steps must be taken at all levels within the sport to ensure that unsuitable people are prevented from working in athletics, especially with children.

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² , under the Equality Act 2010, harassment can amount to discrimination if it is based on what are the nine protected characteristics (which are: age, ethnicity, disability, gender, sexual orientation, religion/belief, pregnancy/maternity, marriage/civil partnership and gender identity)

³ Working together to safeguard children 2017 { Minor amendment to the guidance to add the definition of child sexual exploitation. }

⁴ MSCB: Disabled children Final March 2011

Recruitment

Advertising of roles, whether paid or volunteer roles, will reflect:

- This Safeguarding children and welfare policy.
- The responsibility of the role.
- The level of experience or qualifications required.
- A positive stance on all aspects of welfare and safeguarding children.

Application Process

Organisations and clubs must ensure that all applicants complete an application form that includes:

- Name and address.
- National Insurance number to confirm identity and right to work.
- Relevant experience, qualifications and training undertaken.
- Career history and/or involvement in sport (to confirm experience and identify any gaps).
- All applicants who have or are seeking to undertake a supervised role or responsibility in relation to children in athletics must complete a self-declaration form to establish whether they are known to Children's Social Care (social services) as posing an actual or potential risk of harm to children or whether they have ever had action taken against them (criminal/civil/disciplinary) that might indicate that they are unsuitable to work with or have responsibility for children. <https://www.uka.org.uk/governance/welfare-and-safeguarding/self-disclosure-process/>

All applicants who have or are seeking to undertake regulated activity in athletics must complete a criminal record check (enhanced level DBS, Disclosure Scotland or Access Northern Ireland). Please refer to the separate advice on criminal record checks <https://www.uka.org.uk/governance/policies/dbs/>

- Clubs should remember that these procedures should also be applied to people who are already involved in the club and subsequently take on a new role which gives them greater access to children (for instance a parent taking on a volunteering role within the club).
- Enquiries regarding Disclosure and Barring Service checks can be sent to dbs@uka.org.uk.
- A minimum of two written references will be taken up. Where the applicant is to work with children, at least one reference will be associated with former work with children or young people. Referees (not relatives) should provide written references that comment on the applicant's previous experience of, and suitability for, work with children. Applicants should be asked to provide consent to clarify information with referees. One reference should be from paid employment or education and the other reference should be in a sporting capacity, ideally in a role similar to the one they are applying for. If an applicant has no experience of working with children then they will be given appropriate training.
- Any former involvement with athletics.

Recruitment selection and induction of staff and volunteers

Interviews and induction

Where appropriate, formal interviews will be used and a record of the interview will be made. All staff and volunteers will undergo a formal or informal induction process during which

safeguarding policies and practices will be shared together with contact details of the relevant Club Welfare Officer and the UKA Steering Group.

When assessing a candidate's suitability, clubs and organisations should:

- Consider their relevant qualifications and experience.
- Establish if they have previously undertaken a role working directly with children.
- Explore their attitude and commitment to safeguarding.
- Establish if they have ever been prevented from having a role which involved contact with children.
- Test their safeguarding awareness with the use of hypothetical examples.

When making recruitment decisions, clubs and organisations must consider:

- The application form.
- The interview.
- All qualifications and experience.
- References.
- The outcome of the DBS check.

Training

Clubs and organisations must ensure that all staff and volunteers who work with children undertake relevant training⁵ 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. SportscoachUK Safeguarding and Protecting Children' workshop/ Local Safeguarding Childrens Board basic awareness workshops).

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

Monitoring and appraisal

Clubs and organisations must ensure that all staff 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, however must 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 each of the Home Country Governing bodies have disciplinary and appeals procedures, which are available as separate documents to this guidance <https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

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⁵ Safeguarding and Protecting Children course

UKA also licence coaches and officials under a specific licensing scheme with their own Terms and Conditions. The documents relating to licence application, disciplinary and appeal procedures are available via the UKA website <https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

6. RESPONDING TO DISCLOSURES, SUSPICIONS AND ALLEGATIONS

Introduction

While it is not the responsibility of UKA, the Home Countries Governing Bodies, 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:

- 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.

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.

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.

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 UKA designated child protection lead officer (CPLO).
- Each of the Home Country Governing Bodies have identified staff members with responsibility to act as safeguarding officers.
- To achieve Club Matters accreditation, clubs are required to train and appoint a designated club member to become the Club Welfare Officer (CWO).
- All other Affiliated Clubs are required to comply with the practices set out in this guidance.

A job and person specification for the role of Club Welfare Officer is available from the respective Home Athletics Country Federation. The CWO will be the first point of contact for club staff, volunteers, children and parents in respect of child welfare issues, poor practice or potential or alleged abuse.

Safe and Fun A4 posters are available from UKA to display the details of the CWO. It is recommended that these are completed and displayed prominently in the club house or relevant premises.

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.

If you are part of an Affiliated Club, you should immediately inform the club's designated Club Welfare Officer (CWO) who will refer the matter to UKA's CPLO or Home Country Governing Body lead welfare officer. Where there is no CWO, the CPLO should be contacted directly.

If you work in schools in England or Wales as part of a school club link, school curriculum or an extra- curricular basis, you should inform the head teacher or the Local Authority Designated Officer (LADO) who can be contacted via Children's Social Care who will follow normal Local Safeguarding Children Board (LSCB) procedures. In Scotland, Local Authority procedures will be applicable.

If you are working in a local authority facility, you should inform the Local Authority Sports Development Officer or the manager of the facility or the LADO who will follow LSCB or Local Authority procedures.

In any other situation or if the designated person is not available, if the concern is about that designated person or no action is taken, you should contact the UKA CPLO.

If the UKA CPLO, nominated deputy, or Home Country Governing Body lead welfare officer is unavailable, you should take responsibility and seek advice from either the NSPCC helpline (0808 800 5000), Children 1st (0141 418 5674), in Scotland the duty officer at the local Children Services department or the local police child protection unit. Telephone numbers are in the local telephone directory and should be in your club welfare policy.

UKA has prepared the attached referral form for use by clubs, organisations and individuals to encourage the sharing of relevant and appropriate information.

A summary of the reporting procedures is provided in a flow chart format.

Where there is a complaint of abuse against an employee or volunteer there may be separate and/or additional investigations which take place, namely:

- Criminal investigation: in which case the police will be immediately involved.
- Safeguarding children: in which case Children's Social Care (and possibly the police) will be involved.

- Disciplinary or misconduct: where it relates to athletics coaches or officials, UKA will be involved. In other cases it will rest with the relevant Home Country Governing Body.

Civil proceedings may also be initiated by the alleged victim of misconduct or abuse, or his/her family, or by persons wrongly accused.

Documentation and records created during an investigation should be securely kept for at least three years.

Reporting by clubs

Where a club 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 CPLO by email to 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 safeguarding training, 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 by the CWO with the statutory agencies which will be responsible for any subsequent action.

Any suspicion that an individual has been abused by a volunteer or employee within athletics should be reported to the CWO in the first instance using the attached referral form or 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 of UKA who will decide how any media enquiries should be dealt with.
- pending a full investigation, the UKA CPLO and/or the Chief Executive can impose an interim suspension based on the risk of actual or potential harm to the child, an assessment of the seriousness of the allegation and initial information available.
- accreditation may be withdrawn from any UKA event venue if it is considered that the use of the venue continues to pose any risk of harm to children.
- the UKA CPLO may also make a full report to a UKA Case Management Panel. Irrespective of any findings that may be made by Children's Social Care (social services) or the Police, a UKA Case Management Panel will assess all individual cases and determine an appropriate outcome in order to manage the risk of harm to children. Decisions will be made on the balance of probability, in other words, based on whether it is more likely than not that the circumstances give rise to a risk of harm. The welfare of the child is paramount.

In circumstances where UKA does not have jurisdiction to deal with the individual, the UKA CPLO will act as the link person between athletics and Children's Social Care and/or the police

and pass on all the information to the relevant governing body/organisation with disciplinary jurisdiction.

Where the police or Children's Social Care make a statutory referral and invite a club official to a case conference or professional meeting, then the UKA CPLO must be informed as soon as possible to determine whether to attend and represent UKA or the relevant Home Country Governing Body at the meeting and support the individual and club.

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 Disclosure and Barring Service for England, Wales and Northern Ireland; and by Disclosure Scotland in Scotland.

Poor Practice

If allegations against an employee or volunteer are found to be poor practice, the allegation will be dealt with by the relevant club or Home Country Governing Body under their disciplinary procedures as a misconduct issue

Dealing with Bullying

Allegations of bullying should be considered and dealt with by the relevant Home Country Governing Body under the terms of their disciplinary procedure. For specific actions to prevent and deal with bullying please refer to the separate bullying policy document. <http://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

Disciplinary and Appeal Procedures

UKA has a general disciplinary policy and separate policies relating specifically to coaches and officials. England Athletics have their own policy and procedures. Welsh Athletics, Scottish Athletics and Athletics Northern Ireland have adopted the UKA disciplinary policy and procedures. All the documents are 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 UKA referral form 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 by the CWO to the UKA CPLO.

Confidentiality should be maintained at all times. Information should be handled and disseminated on a *need to know* basis only.⁶

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.⁷

Support for Victim, Accused and Reporter

UKA and the Home Country Governing Bodies acknowledge 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 child (and parents, appropriate adults) is provided with appropriate professional support (e.g. help lines and support groups).

They will also ensure that the person under consideration is offered appropriate support.

Leaflets

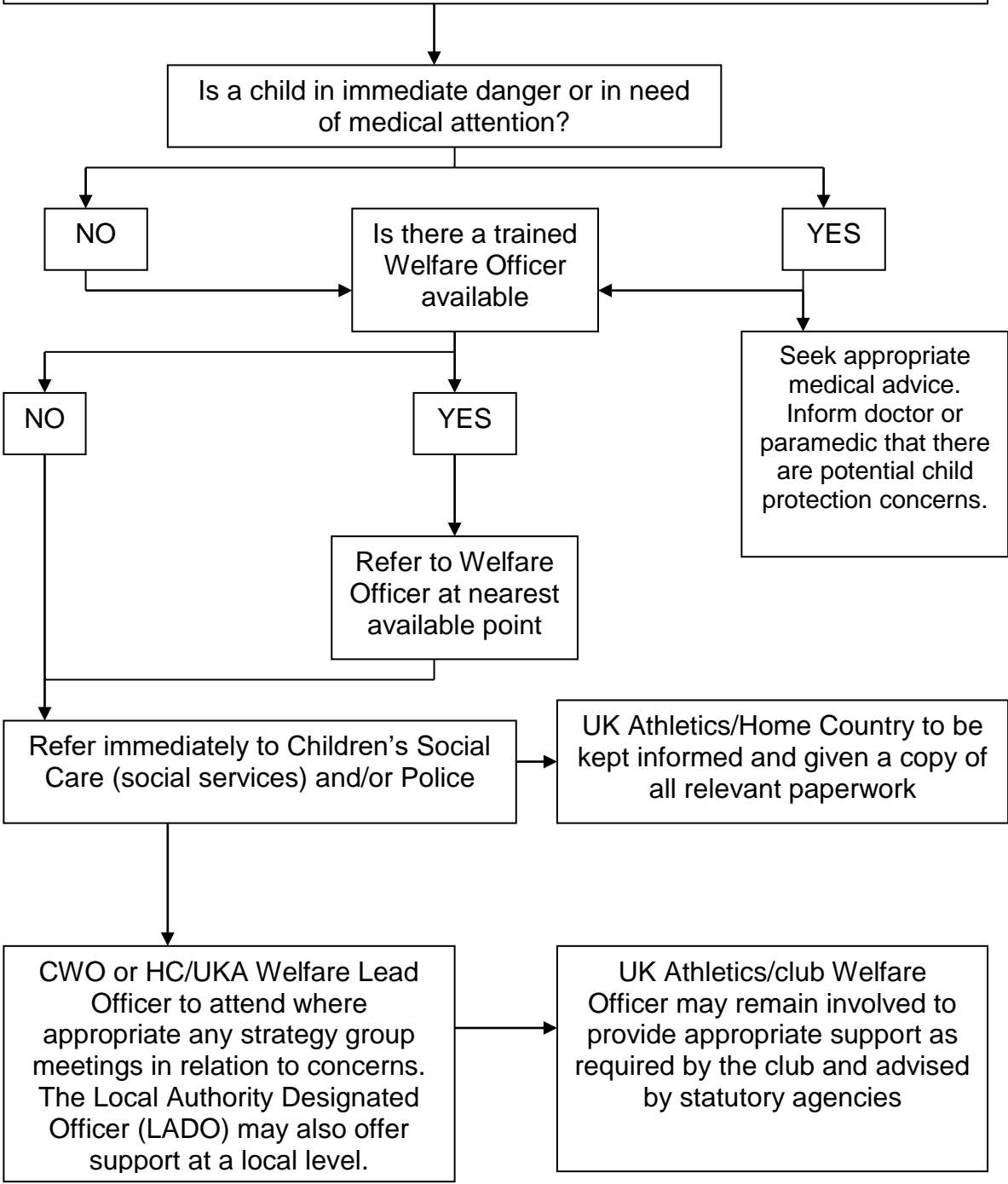
Safe and Fun guidance leaflets and credit card sizes advice documents for children and young people are available to clubs. For an allocation contact lsdavies@uka.org.uk.

- _____

⁶ Information Sharing guidance for Managers and Practitioners March 2009

⁷ www.everychildmatters.gov.uk/informationsharing

**YOU BECOME AWARE OF POSSIBLE ABUSE
IN A SETTING OUTSIDE ATHLETICS**



**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers.**

YOU WITNESS, SUSPECT OR ARE TOLD ABOUT CONCERNS RELATING TO POOR PRACTICE WITHIN AN ATHLETICS SETTING

Refer to Welfare Officer at closest point (club and Home Country Welfare Officer)

The case will be considered by the HC Welfare Officer and may be managed at club level with

Seek appropriate medical advice. Inform doctor or paramedic that the matter relates to child protection

Outcome 1
Conclusion of investigation
No case to answer

Outcome 2
Non disciplinary – situation requires retraining, mentoring or arbitration

Outcome 3
Disciplinary – Referred to UKA CMG for consideration of an investigation

UK Athletics/Home Country Decision – Sanction where appropriate

An appeal may be placed by the person in

Outcome 1
Conclusion of hearing:
Appeal dismissed

Outcome 2
Appeal allowed (in part), sanction removed

Notification to relevant statutory agencies and enforcement

Please ensure that you complete an incident report form and keep complete records at every stage of your involvement. Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers.

USEFUL LINKS TO OTHER DOCUMENTS

Deal with a Concern – guidance from the CPSU:

<https://thecpsu.org.uk/help-advice/deal-with-a-concern/>

UKA guidance on the following related topics:

Athlete code of conduct

Whistleblowing policy

Anti Bullying Policy

Transgender policy

Can be found on the website under <http://www.uka.org.uk/governance/policies/>

Reporting on line abuse:

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

childline

**ONLINE,
ON THE PHONE,
ANYTIME**

**childline.org.uk
0800 1111**

Details of advice received:

Print name: _____

Signed: _____ Date: _____

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, M33 6XL

Email: childprotection@uka.org.uk Telephone: 0161 2234246.

Don't keep it to yourself

Help and advice from the Child Protection in Sport Unit

If you think you are being abused, or have been in the past, it's really important to tell an adult you trust.

This isn't easy. You may feel worried about what will happen if you do. Here are some other reasons why you may not want to tell anyone:

- the abuser may have told you to keep quiet and not to talk to anybody
- they may have threatened you about what might happen to you or your place in the team if you tell
- they may have made threats about your friends or family
- they may have said 'No one will believe you' or 'No one will do anything if you tell'
- you may feel guilty that you didn't stop the abuse happening
- the person may be someone who everyone in your sport looks up to - perhaps including your parents
- you may not want to let your parents down
- you may even think the problem will go away if you ignore it.

Don't let any of these things stop you getting help. By telling someone, you can stop the abuse. You'll also be helping to protect other children from the abuser.

Getting help

- Tell an adult you trust as soon as possible. This could be: a parent or someone else in your family; another member of staff at your athletics club; a teacher or school counsellor; your doctor or school nurse.
- Your athletics club will have a welfare officer. Find out who they are and tell them about your worries.
- Contact one of the **child protection helplines**. They will know who can help you in your area.
- Make sure you are not alone again with the person who has tried to harm you.

Remember your rights!

UKA and the NSPCC believe that children have the right to enjoy sporting activities in safety. The work of our Child Protection in Sport Unit is based on the United Nations Convention on the Rights of the Child. This Convention spells out how people should treat you. If you would like to know more, see what the Convention says about your rights.

For further help and advice, visit www.childline.org.uk

A YOUNG PERSON’S GUIDE TO CHILD PROTECTION

You have rights – Sport should be fun. You should feel safe and enjoy your sport. You can’t do this if you feel unhappy – if someone is bullying or abusing you.

When do you know if something is wrong?

Something is wrong if someone:

- Constantly teases you, shouts at you or calls you names.
- Threatens, hits, kicks or punches you.
- Touches you, or does anything in a way that makes you feel uncomfortable.
- Makes suggestive remarks or tries to pressurize you into sexual activity.
- Damages or steals your belongings.
- Does anything that makes you feel lonely, worried, unsafe, hurt or embarrassed!

If you are being bullied or abused it is not your fault.

If this is happening try to:

- Be firm and tell the person to stop – make a lot of noise to attract attention.
- Get away from the situation quickly, go to a public place to find help or call the police (999).
- Tell your parents / carers , Club Welfare Officer or an adult you can trust what has happened as soon as possible, so they can help you.
- Keep a record of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened.
- Call your Club Welfare Officer or use the 24 hr free telephone helplines - **Childline 0800 111 or NSPCC 0800 800 5000.**

Keep trying if you can’t get through straight away.

Keeping Safe

To keep safe always:

- Tell someone you can trust so they can help you.
- Trust your instincts about the people you meet.
- Avoid being alone or with just one other person.
- Travel with a friend, avoid traveling in someone else’s car by yourself.
- Avoid going to other people’s homes by yourself.
- Carry a mobile phone, a phone card or some spare change.

If any of the above happens to you, do not wait for it to happen again, act immediately

Club Welfare Officer	
Contact Number	

ESSENTIAL SAFEGUARDING TRAINING FOR ATHLETICS VOLUNTEERS

EduCare®

UKA UNITED KINGDOM ATHLETICS

ENGLAND ATHLETICS

EXCLUSIVE VOLUNTEERS OFFER FROM ONLY £12

EduCare and Athletics present...

Essential Safeguarding Training for Athletics Volunteers

- **NSPCC Child Protection Awareness in Sport and Active Leisure**
This NSPCC programme is essential for every UK Athletics member who comes into contact with children. The course provides an excellent introduction to safeguarding children and young people, will help you to recognise the early warning signs of possible abuse and provides excellent guidance on what you should do to keep children and young people safe.

Also available...

- **Protecting Vulnerable Adults**
- **NSPCC Preventing Bullying Behaviour**

Available at www.uka.org.uk/welfare and www.englandathletics.org/welfare