



## **CLUB WELFARE POLICY**

### **1. National policy**

**1.1** Belgrave Harriers has adopted the safeguarding policy of the National Governing Body of Athletics in the United Kingdom, and will endorse all the procedures contained therein. This policy provides guidance on how this will be implemented by Belgrave Harriers, and by its officers, and anyone working for or on behalf of the club, whether paid or in a purely voluntary capacity.

**1.2** The rules of the club will reflect 1.1 and include a statement that endorses current policy on this subject. This policy will be fully reviewed by club officers at least annually, and a record of such review made at the relevant committee meeting. Any changes to this policy must not infringe UKA policy, and must be reflected by any necessary adjustment of club rules.

### **2. Welfare Officer's role**

**2.1** The club Welfare Officer (WO) will act in an advisory and supporting capacity to club personnel to implement welfare policies and procedures, and to support the club in adhering to the codes of conduct and good practice published by the National Governing Body (NGB). He/she will occupy an elected post on the club committee known as the "Child Protection Officer" (CPO).

**2.2** The WO will ensure all club coaches/helpers/volunteers have complied with a volunteer recruitment process<sup>1</sup> and have a current 'enhanced' DBS certificate, a copy of which will be kept by the WO. The WO will complete periodic checks to ensure that necessary renewals are completed promptly. Officers/coaches may not operate under expired qualifications.

**2.3 No person will work on behalf of the club in any role which involves personal contact with under-18's or vulnerable adults unless they first hold:**

- 1. The necessary qualification(s) for the role to be performed;**
- 2. Current 'enhanced' level DBS clearance confirming suitability for the role.**

**2.4** The WO will respond to suspected breaches of NGB welfare policies and procedures, and provide advice to the club on how to respond in accordance with those procedures.

**2.5** The WO should report all concerns about child abuse to local children's social care services relative to the location of the incident immediately. If the WO is not available, then the person reporting those concerns should do so themselves. A report must also be made to the NGB WO, detailing what action has been taken.

**2.6** Any misconduct that is not child abuse should be the subject of consultation between the WO and the NGB WO.

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<sup>1</sup> This process will include submission of the original DBS certificate to the WO, along with proof of identity and also proof of the relevant qualification for the person's prospective role.

**2.7** The WO contact details will be prominently displayed on the club's website and in any other principle operating venues with a statement that makes clear any concerns are to be reported immediately.

**2.8** Any person carrying out an activity on behalf of the club who does not comply with this policy will be told by the WO, or suitable management committee member, in writing, that they are required to cease activities at once. This letter should be copied to any other relevant agencies including venue management, the NGB and, if necessary, law enforcement personnel.

**2.9** In the event the WO is unavailable, the post of Coaching Secretary or Youth Development Officer will be the default deputy unless otherwise minuted at a previous club committee meeting.

### **3. Informing members and parents/guardians**

**3.1** Belgrave Harriers will ensure that every new member of the club is aware of this policy, along with any new official or person adopting a role that is likely to bring them into contact with anyone under the age of 18 or a vulnerable adult in any capacity whatsoever.

**3.2** All members of the club management committee must have a thorough working knowledge of this policy and NGB procedures.

**3.3** All officials having any contact with young people under the age of 18 or any vulnerable adults in any respect whatsoever must either attend some form of formal briefing on the subject of child protection and welfare or, at the very least, be fully briefed by the WO on existing policies and procedures relevant to their role.

**3.4** The club membership application form shall incorporate a note to parents/guardians of prospective members who are under-18, or who are known to be vulnerable adults, clearly stating where they can find details of who to contact should they have a concern relating to welfare matters (ref: 2.7 herein). It will be made clear on that form that by signing it they declare that they have read the lines highlighting this policy and where they can find further information. The club website will also clearly display such information, along with helpful links to further information, especially NGB policy and guidance.

### **4. Code of conduct when working with children or young people**

**4.1** The following extract from the UKA coaching manual will apply to all such persons within the club who deal in any way whatsoever with people under the age of 18 or vulnerable adults. They will:

- (i) respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability;
- (ii) prioritise the welfare and safety of the athlete at all times and in accordance with UKA's Welfare Policy and Code of Conduct;
- (iii) encourage and guide athletes to accept and take responsibility for their own behaviour and performance;
- (iv) be appropriately qualified and update their qualification as and when required by UKA;
- (v) ensure that the activities they guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete;
- (vi) at the outset, clarify with athletes (and where appropriate their parents or guardians) exactly what is expected of them and what athletes are entitled to expect from the individual;
- (vii) co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sport

- scientists, doctors, physiotherapists and governing body staff) in the best interests of the athlete;
- (viii) consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or adopt or encourage the use of prohibited or age-inappropriate substances or techniques;
  - (ix) consistently display high standards of behaviour and appearance;
  - (x) never try to recruit, either overtly or covertly, athletes who are already receiving coaching from another coach (whether or not licensed by UKA);
  - (xi) not engage in the massage of an athlete under the age of 18 years, and UKA strongly recommends that a coach does not engage in the massage of an athlete over the age of 18 years, unless the Coach holds a qualification in sports massage or other relevant qualification from a recognised body or authority;
  - (xii) develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect. In particular, a coach will not exert undue influence to obtain inappropriate personal benefit or reward;
  - (xiii) maintain a strict and clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes (whether in person or through any communication or media channel, including social media websites). Relationships with athletes can cause significant problems for other team members and can fracture teams;
  - (xiv) coaches must not allow an intimate personal relationship to develop with any athlete under the age of 16; athletes aged between 16 and 18 years may be vulnerable and an intimate personal relationship between a coach and such an athlete is never likely to be appropriate;

## **5. Confidentiality, information sharing, and whistle-blowing**

**5.1** There is a wealth of guidance for adults in whom a young person confides in and how they should treat the information they are given. In essence they should never promise confidentiality, but reassure the young person or vulnerable adult that the information they have provided will only be shared with appropriate people or agencies who will be in a position to help. The WO should always be informed at the first opportunity.

**5.2** Information should never be shared with potential offending parties or other people or groups whose function / position is not essential to dealing with the situation expeditiously & sensitively.

**5.3** It will also be the policy of the club that any person reporting a misdemeanour that comes under the child protection umbrella, will be afforded the utmost confidentiality and, so far as practicable, steps will be taken to prevent any repercussions from the alleged perpetrator. Club officers and the management committee shall see that no information is passed to any but essential individuals or agencies in the interests of child protection and the administration of justice.

## **6. Anti-bullying policy**

**6.1** The club will not tolerate under any circumstances any form of bullying either by participants in sport, officials, coaches, volunteers, or any other person performing any function whatsoever. Allegations of bullying will be taken very seriously and, if proven, will subject the offender to potential deletion from club membership

**6.2** Any young person or vulnerable adult who feels they have been / are being bullied in any way should report this immediately to any official or club member he/she feels able to confide in. No promise of confidentiality should ever be made, save to say that the individual's personal interests will be paramount and that positive proactive action will be taken by the club to thoroughly investigate the allegation. The matter should in the first instance be reported to the WO, who will decide if the issue should be brought to the notice of the NGB.

## **7. Health and safety**

**7.1** Any activities in which persons under the age of 18 or vulnerable adults are participating, and which the club has the primary responsibility of overseeing, will be properly risk assessed. Such assessments will relate both to the activity being carried out and the venue at which they are being carried out<sup>2</sup>.

## **8. Equality and diversity policy**

**8.1** Belgrave Harriers operates a strict equality and diversity policy. No person involved with the club in any role whatsoever will be treated differently or preferentially on the basis of gender, race, religion, marital status, sexual orientation, or disability of any kind unless the disability prevents them from being able to carry out the role they aspire to perform. Any person acting in contravention of this policy will be the subject of a committee decision on what if any disciplinary or other action should be taken.

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<sup>2</sup> *These assessments will frequently already exist at the venue, or will be covered by existing NGB risk assessments for athletic events. However, there should always be someone nominated for each activity who will be responsible for ensuring such risk assessments exist, and are sufficiently robust.*