



CHILDREN AND ADULTS

SAFEGUARDING POLICY AND PROCEDURE

(Adopted at the AGM 23 November 2022)

(England Athletic Updates added 5 April 2023)

1. SCOPE

1.1 This policy and the associated procedures ensure that Harborough Athletic Club (*"the Club"*) complies with the requirements of UK Athletics (UKA) and England Athletics (EA) for safeguarding children and adults at risk while participating in any club activity.

1.2 For the purposes of these policies and procedures the following definitions apply:

Children – anyone under the age of 18

Adult at risk - an individual aged 18 years or over who,

- a) has needs for care and support and
- b) is experiencing, or at risk of, abuse or neglect and
- c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

(The Care Act 2014)

2. POLICY STATEMENT

2.1 One of the Club's principal objectives is to "promote Athletics and the Club in the local community as an accessible sport open to everyone". In promoting this objective, the club understands it has a duty of care to all its members.

2.2 The Safeguarding Policy and associated procedures are core to ensuring that the sport is accessible, and its duty of care is discharged responsibly.

2.3 The Club is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution. We collectively acknowledge that safeguarding is everybody's responsibility, and we are committed to the prevention of abuse and neglect through safeguarding the welfare of all children and adults involved in our sport.

2.4 Safer Recruitment: The club's policy is that volunteers working with children must undergo enhanced DBS checks and reference checks prior to appointment.

2.5 We adopt in full the relevant safeguarding policies of UKA/EA as the sports governing bodies which can be found here:

[UK Athletics and HCAF Adult Safeguarding Policy \(englandathletics.org\)](https://englandathletics.org)

[UK Athletics and HCAF Child Safeguarding Policy \(englandathletics.org\)](https://englandathletics.org)

Together with the England Athletics Club Safeguarding Code of Conduct which can be found here:

Together these documents are incorporated into this Safeguarding Policy and Procedures document for children and adults at risk.

3. Policy Implementation

3.1 The Club's Committee will be responsible for:

- Agreeing to & implementing safeguarding policies, procedures and processes.
- Ensuring that club officers and volunteers act responsibly and set an example to others.
- Developing an environment that promotes the wellbeing and safety of athletes, including the development of performance.
- Consistently promoting positive aspects of the sport to ensure rules are upheld.
- Willingness to respond to any concerns of abuse or poor practice.
- Promoting an environment where all concerns can be raised without fear of victimisation.
- Develop a culture where everyone plays a part in upholding safeguarding policies.

(Extracted from **Club committee safeguarding responsibilities: England Athletics**)

4. Multiple Agency Working, confidentiality and contact points

4.1 The Club will always cooperate fully with the sport's governing bodies, statutory agencies (for example police, local authority etc) in taking action to safeguard a child or at-risk adult and/or in relation to any enquiries or investigations required into a complaint or allegation.

4.2 A safeguarding concern may also arise from outside the sport. For example, a coach or fellow athlete may notice a change in a child/person's behaviour, marks or bruises on their body, or an individual may disclose information related to abuse. The concern should still be addressed using the relevant procedures below.

4.3 In relation to reporting a concern, either within the sport or outside it, information is confidential and must only be shared with the Club Welfare Officer and others that have a need to know, to keep the person safe whilst waiting for action to be taken by the relevant agencies.

4.4 Processing information includes record-keeping. Records relating to safeguarding concerns must be accurate and relevant. Those handling them must ensure they stored confidentially with access only to those with a need to know.

4.5 Contacts:

The Club's Lead Welfare Officer is:

[Catherine Poynton](#)

leadwelfare@harboroughac.co.uk

The Club's other Welfare Officer is:

[Judy Rowley](#)

judy.rowley@virgin.net

The National Safeguarding Lead contacts are:

UK Athletics email safeguarding@uka.org.uk Phone 07920 532552

England Athletics email welfare@englandathletics.org.uk Phone 07967 317341

If you have an immediate and serious concern about the safety or health of a child or adult at risk, contact the emergency services on 999.

Below you will find the following documents:

Adult Safeguarding Procedure

Child Safeguarding Procedure

Appendix 1 Adult Safeguarding Process Chart and Child Safeguarding Process Charts

PROCEDURE 1 ADULT SAFEGUARDING

Introduction

These procedures detail the steps to be taken when a concern is raised that an adult involved in athletics and related activities is at risk of, or is experiencing, harm.

Please observe the following three golden rules:

- In an emergency do not hesitate to dial 999.
- Otherwise seek advice from the Club Welfare Officers who will support you and guide you through this procedure.
- In the absence of the Club Welfare Officers report the matter direct to England Athletics or UK Athletics without delay.

The contact details can be found in the Policy section above.

See Appendix 1 at the end of this document which contains flow charts illustrating the procedure for both adult and child safeguarding.

Reporting a concern about yourself

- If you are in immediate danger or need immediate medical assistance, contact the emergency services on 999.
- To raise a concern about yourself, please contact your Club Welfare Officer. If you would prefer, you can contact another member of the club committee who will help you raise the concern.
- Alternatively, you can report a safeguarding concern about yourself directly to the UKA Safeguarding Team by submitting the Online Safeguarding form SUBMIT A SAFEGUARDING CONCERN | UK Athletics or by emailing the team on safeguarding@uka.org.uk.
- You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support.
- Everyone in athletics will follow the procedures in this document. If you do not think your concerns are being addressed in the way that they should be, please contact the Safeguarding Team at UK Athletics.
- At all stages you are welcome to have someone who you trust to support you and help you to explain what happened and what you want to happen.

Recognising a concern about an adult

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them. It is not your responsibility to prove or decide whether an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.

There are many signs and indicators that may suggest someone is being abused or neglected. There

may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- unexplained bruises or injuries – or lack of medical attention when an injury is present
- person has belongings or money going missing
- person is not attending/no longer enjoying their sessions.
- someone losing or gaining weight/an unkempt appearance.
- a change in the behaviour or confidence of a person.
- self-harm
- a fear of a particular group of people or individual
- a parent/carer always speaks for the person and doesn't allow them to make their own choices
- they may tell you/another person they are being abused (i.e. a disclosure).

Responding to a disclosure or concern about an adult

If an adult indicates to you that they are being harmed or abused, or information is received which gives rise to a concern, you should follow the guidance below.

- If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you need to pass on your concerns to a Safeguarding officer at UKA or a club welfare officer.
- Do not contact the adult before talking to a Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- Take their concern seriously.
- Stay calm.

Listen carefully to what is said, allowing the adult to continue at their own pace.

Adult Safeguarding Procedures

- Be sensitive.
- Keep questions to a minimum – only ask questions if you need to identify/clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Explain what you would like to do next.
- Explain that you will have to share the information with the Club Welfare Officer.
- Ask for their consent for the information to be shared with other agencies.
- Make arrangements for how you/the welfare officer can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse Helpline, Victim Support).
- Act swiftly to report and carry out any relevant actions (see below).
- Do not confront the person thought to be causing the harm.

It is important not to dismiss or ignore the concern, panic or allow shock or distaste to show, make negative comments about the alleged perpetrator, make assumptions or speculate, come to your own conclusions, probe for more information than is offered, promise to keep the information secret, make promises that cannot be kept, conduct your own investigation of the case, confront the person thought to be causing harm, take sole responsibility, or tell everyone (the information is

confidential).

- If someone has a need for immediate medical attention, call an ambulance on 999. If you are concerned someone is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away.
- Where you suspect that a crime is being committed, you must involve the Police.

Recording a concern

- Make a note of what the person has said, using his or her own words, as soon as practicable.
- Completing the Adult Safeguarding Report Form may assist in the recording of information.
- Ensure you describe the circumstances in which the concern came about and what action you took/advice you gave.
- It is important to distinguish between things that are fact and things that have been observed or overheard, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person used. If someone has written to you (including by email or social media) include a copy with the form.

Reporting a concern

- Contact the Club Welfare Officer without delay.
- This information is confidential and must only be shared with your Club Welfare Officer and others that have a need to know, in order to keep the person safe whilst waiting for action to be taken.
- Alternatively, if the concern is about someone not connected to a club, you can complete and submit the Online Safeguarding Concern Form available on the EA governing body website: [SUBMIT A SAFEGUARDING CONCERN | UK Athletics](#) This will be sent directly to the UKA Safeguarding

Team.

Case Management - The Role of the Club Welfare Officer

On receipt of a referral, the Club Welfare Officer will take the following action:

1. Ensure any immediate actions necessary to safeguard anyone at risk are taken. If the risk or concern is believed to be due to the behaviour of a club member, then consider the relevant procedures (e.g. interim suspension from the club) to prevent that person making contact with the adult being harmed. This should normally be done in conjunction with the Club Chair and/or Club Secretary.
2. If you have been sent an Adult Safeguarding Report Form, check that you understand the content and that all the necessary parts have been completed. If you are being contacted directly by a club member, or a member of the public, ensure that they provide enough information for you to contact the club Welfare Officer
3. Reassure and advise the person making the report. Explain what will happen next. Reinforce the need for confidentiality.
4. Decide if you need to contact the adult to get more information, determine their capacity,

wishes, or explain what actions you need to take. Only do this if you have a known safe way of contacting them.

5. In all situations the Club Welfare Officer should ensure those in the club/organisation who can act (within their remit) to prevent further harm have the information to do so. Depending on the situation you may need to pass information to, and work with, other organisations such as the Police or the Local Authority Adult Safeguarding Team.
6. The Club Welfare Officer must refer the case to England Athletics or to the UKA Safeguarding Team as soon as possible. This can be done by sending the Adult Safeguarding Report Form to safeguarding@uka.org.uk, or by submitting an Online Safeguarding Concern Form using the link on the England Athletics governing body website; [SUBMIT A SAFEGUARDING CONCERN | UK Athletics](#). This will be sent directly to the UKA Safeguarding Team.

Case Management – the role of the UKA Safeguarding Team

On receipt of a concern about an adult from any source, the UKA Safeguarding Team will take the following action:

1. Consult and decide. The UKA Safeguarding Team will consult with the EA Welfare Officer and the Club Welfare Officer and decide what initial actions need to be taken and by whom.
2. Contact the Police as necessary (where the crime took place).
3. Refer to a Local Authority Safeguarding Adults Team if it is believed they may be an adult at risk
4. Use policy and procedures to stop harm within the organisation. If the person who may be causing harm is a person involved in athletics in whatever capacity, the Safeguarding Team will decide what policy and procedures to follow.
5. Ongoing liaison with statutory agencies. If statutory agencies are involved, the UKA Safeguarding Team will ensure the relevant people are assigned to work together with them to coordinate and agree the next steps.
6. Ongoing liaison with the adult. The UKA Safeguarding Team will confirm who will maintain contact with the adult, to consult with them, keep them informed, and make sure they are receiving the support they need.
7. When the statutory agencies conclude their investigations or decide to take no further action in relation to a referral, the UK Athletics Safeguarding Team will ensure the matter is investigated at the appropriate level and in line with the Safeguarding Disciplinary Regulations.
8. The UKA Safeguarding Team will coordinate and oversee all case-related decisions and actions in line with the Safeguarding Disciplinary Regulations and supported by the Safeguarding Case Management Group.

PROCEDURE 2 SAFEGUARDING CHILDREN

Introduction

These procedures detail the steps to be taken when a concern is raised that an adult involved in athletics and related activities is at risk of, or is experiencing, harm.

Please observe the following three golden rules:

- In an emergency do not hesitate to dial 999.
- Otherwise seek advice from the Club Welfare Officers who will support you and guide you through this procedure.
- In the absence of the Club Welfare Officers report the matter direct to England Athletics or UK Athletics without delay.

The contact details can be found in the Policy section above.

NOTE: In England and Wales, the law states that those in positions of trust within sports organisations cannot legally have a sexual relationship with young people ages 16-17 years old. Further details about the law in relation to positions of trust in relation to athletics can be accessed here:

www.englandathletics.org/coaching/news/uka-and-hcaf-position-of-trust-statement

See Appendix 1 at the end of this document which contains flow charts illustrating the procedure for both adult and child safeguarding.

Recognising a concern about a child or young person You may be concerned about a child or young person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them.

It is not your responsibility to prove or decide whether a child or young person has been harmed or abused. It is, however, everyone's responsibility to respond to and report any concerns they have.

The signs of child abuse are not always obvious, and a child or young person might not feel able to tell anyone about what is happening to them. Sometimes, children may not realise that what is happening to them is abuse. There are different types of child abuse and the signs that a child or young person is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually. Indicators are:

- A change in the child's behaviour – e.g. becoming disruptive or unreasonable during sessions.
- They become anxious, lack confidence or are withdrawn and stop communicating.
- They begin bullying other children.
- They display sexual behaviour or language inappropriate for their age.
- They are often hungry, may steal food, or are always tired.
- They have inadequate clothing or have poor personal hygiene.
- They have unexplained cuts and bruises or bite marks.

- They display signs of self-harming or of having an eating disorder.

- They are reluctant to change clothes for sport/activity or receive medical treatment such as physio.
- They seem afraid of parents or carers, or don't want to go home.
- They suddenly stop attending training without explanation.

Remember: If you have an immediate and serious concern about the safety or health of a child or young person, contact the emergency services on 999.

Responding to a disclosure or concern about a child or young person

Club members, coaches, volunteers may be informed in different ways about a concern regarding a child or young person. This may be:

- a direct disclosure by the child or young person
- through observation of a child or young person, or a change in their behaviour, appearance or demeanour
- information that is shared from another individual or organisation.

If a child tells you about a concern, or that they or someone else is being, or has been, abused or you witness or become concerned about a child, you should follow the guidance below:

- Take their concern seriously.
- React calmly and in a manner that does not alarm the child.
- Listen to what they say and don't show surprise or shock.
- Reassure them they are not to blame and were right to tell you.
- Allow them the space and time to talk.
- Keep questions to a minimum – only ask questions if you need to identify/clarify what the child is telling you.
- Explain that you will have to share the information with the Club Welfare Officer.
- Act swiftly to report and carry out any relevant actions (see below). **It is important NOT to:**
- make assumptions or speculate
- come to your own conclusions
- probe for more information than is offered
- give personal viewpoints or opinion
- conduct your own investigation of the case
- dismiss or ridicule the disclosure
- promise to keep it a secret. You must be clear that this is important and you will have to tell someone who can help
- make negative comments about the alleged abuser
- approach an alleged abuser to discuss the concern
- discuss the allegations with anyone who does not need to know. Disclosures are confidential
- delay in reporting the concerns to the Club Welfare Officer, or in an emergency to the Police
- ignore what has been disclosed – you have a duty to act.

Remember: If the child or young person has a need for immediate medical attention, call an ambulance on 999. If you are concerned the child or young person is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away

Recording the Concern

- Make a note of what the child or young person has said using his or her own words as soon as practicable.
- Ensure you note the circumstances in which the concern was raised and what action you took.
- It is important to distinguish between things that are fact and things that have been observed or overheard, as this will ensure that information is as accurate as possible.
- If someone else has told you about a concern they have about a child or young person, or have witnessed harm or abuse, use the words the person used. If someone has written to you (including by email or social media) these should be part of your record.

When making notes and try to be accurate and factual, and write down the following detail:

- The child's name and date of birth (if known)
- How the disclosure was made (in person, second hand by someone else, observation)
- Where the disclosure took place (date/time/location)
- Use the child's own words – do not try to edit or make it sound polite or less concerning
- What the concern is
- Description of any visible injuries or behaviours (do not examine the child)
- Details of any witnesses

What the child's view is – bear in mind the abuse may be something the child is not conscious of; it could be normal to them.

Reporting the Concern

- Submit a copy of your notes to the Club Welfare Officer without delay.
- This information is confidential and must only be shared with your Club Welfare Officer and others that have a need to know, in order to keep the child safe whilst waiting for action to be taken.
- Alternatively, you can send the information to your EA Welfare Officer or you can complete and submit the Online Safeguarding Concern Form available from England Athletics: [SUBMIT A SAFEGUARDING CONCERN | UK Athletics](#).. This will be sent directly to the UKA Safeguarding Team.

Reporting a Concern about the Conduct of a Coach

Any concerns for the wellbeing and safety of a child arising from the conduct or practice of a member of staff/volunteer must be reported to the Club Welfare Officer on the day the concern arises, or as

soon as practically possible. The Club Welfare Officer must report the concern to the UKA Safeguarding Team immediately but within 48 hours.

If the coach or individual is not attached to a club, or you would prefer to speak to someone independent from a club, then please report your concern directly to the UKA Safeguarding team by emailing: Safeguarding@uka.org.uk.

Case Management -The Role of the Club Welfare Officer

On receipt of a referral, the Club Welfare Officer will take the following actions:

- Ensure any immediate actions necessary to protect any child at risk have been taken.

If the concern or risk is believed to be due to the behaviour of a club member then consider the relevant procedures (e.g. interim suspension from the club) to prevent that person having contact with the child being harmed and other children. This should normally be done in conjunction with the Club Chair and/or Club Secretary.

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If you are being contacted directly by a club member, or a member of the public, ensure that they provide enough information for you to report the matter.

- Reassure, and advise the person making the report. Explain what will happen next. Reinforce the need for confidentiality.
- Consider what the risks are to the child. Decide what action is needed to protect the child.
- Sharing concerns with parents/carers. Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing information with them may place the child at further risk. In such cases, advice must firstly be sought from the Police/Social Services/UKA Safeguarding Team as to who informs the parents/carers.
- In all situations, the Club Welfare Officer should ensure those in the club/organisation who can act (within their remit) to prevent further harm have the information to do so. Depending on the situation you may need to pass information to, and work together with, other organisations such as the Police or the Local Authority Child Safeguarding Team.
- The Club Welfare Officer must refer the case to their England Athletics Welfare Officer, or to the UKA Safeguarding Team as soon as possible. This can be done by submitting an Online Safeguarding Concern Form using the link on the England Athletics website; [SUBMIT A SAFEGUARDING CONCERN | UK Athletics](#) This will be sent directly to the UKA Safeguarding Team.

Case Management – The Role of the HCAF and UK Athletics Safeguarding Team

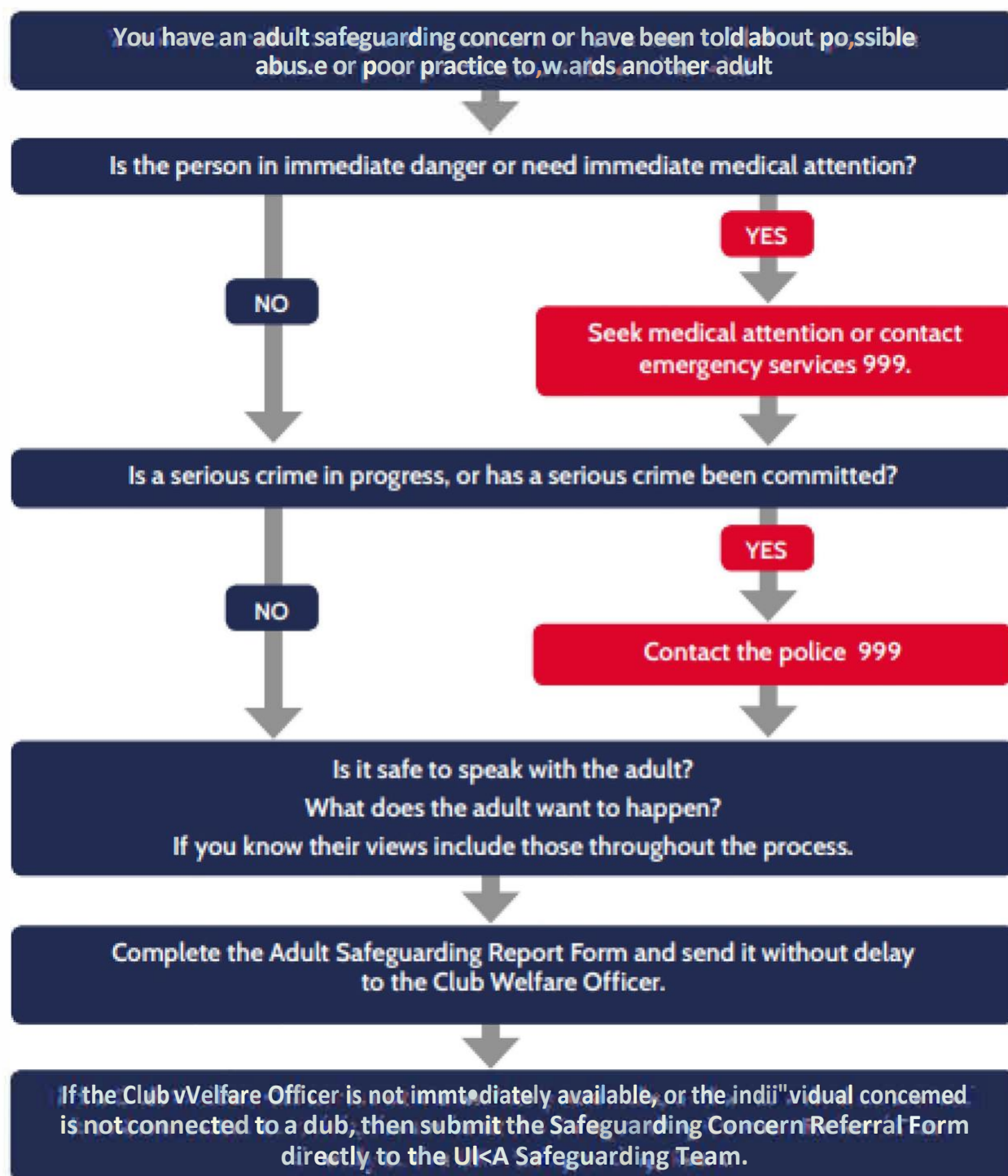
On receipt of a concern about a child or young person from any source, the UKA Safeguarding Team will take the following action:

- Consult and decide.

The UKA Safeguarding Team will consult with the England Athletics Welfare Officer and the Club Welfare Officer and will decide what initial actions need to be taken and by whom to protect the child.

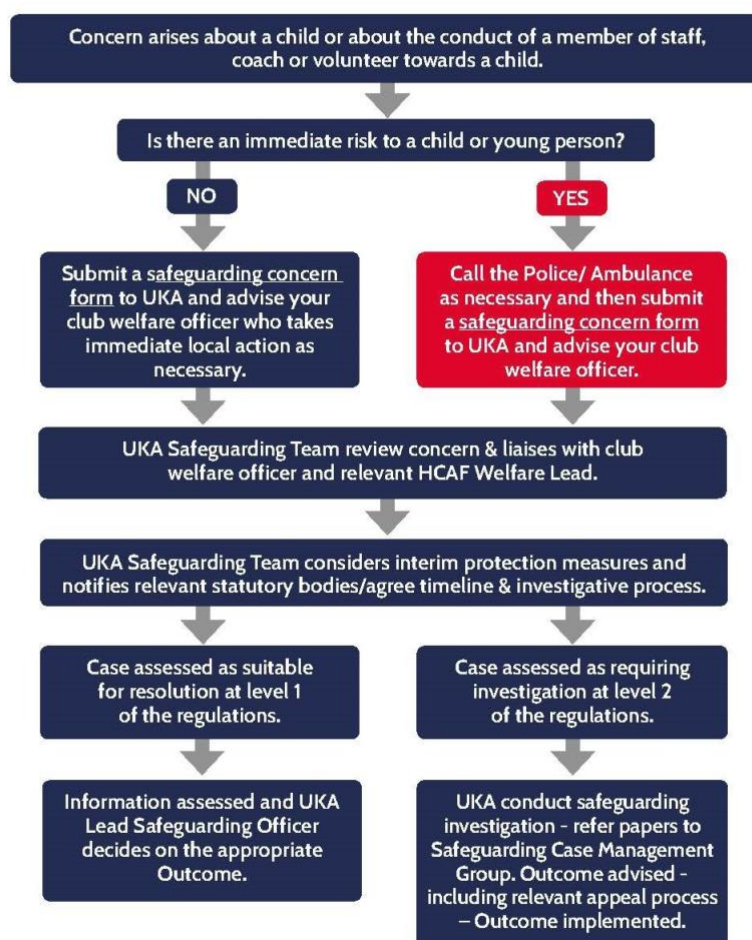
- Identify immediate support needs for the child, the person raising the concern and the alleged perpetrator if they are within the sport.
- Establish who needs to know about the referral, why they should know and what they need to be told, and record details of who was informed and when. For example, they may refer the case to the Local Authority Child Safeguarding Team.
- Criminal allegations. If the case is a suspected crime and is not already under Police investigation, ensure it is reported without delay to the Police.
- Use policy and procedures to reduce risk/stop harm within the organisation. If the person who may be causing harm is a person involved in athletics in whatever capacity, the Safeguarding Team will:
 - decide what policy and procedures to follow (e.g. breach of code of conduct, relevant disciplinary procedures, breach of contract)
 - agree what short-term arrangements can be put in place to enable the child to continue participating in their activity.
- Ongoing liaison with statutory agencies. If statutory agencies are involved, the UKA Safeguarding Team will ensure the relevant people are assigned to work together with them to coordinate and agree the next steps. The Lead Safeguarding Officer will decide who attends and contributes to any child safeguarding case meetings that are called by the Local Authority. This may be a club or England Athletics representative.
- Ongoing liaison with the child and their parent/carer. The UKA Safeguarding Team will confirm who will maintain contact with the child, to consult with them, keep them informed, and make sure they are receiving the support they need. This may be a club or England Athletics representative.
- When the statutory agencies conclude their investigations or decide to take no further action in relation to a referral, the UK Athletics Safeguarding Team in conjunction with the Safeguarding Case Management Group will decide which internal disciplinary proceedings are appropriate.
- The UKA Safeguarding Team will coordinate and oversee all case-related decisions and actions supported by the Safeguarding Case Management Group.

APPENDIX 1: PROCESS MAP - REPORTING A CONCERN ABOUT AN ADULT



PROCESS MAP

REPORTING A CONCERN ABOUT A CHILD



In the above process chart reference to “HCAF” means “Home Country Athletics Federation” which is England Athletics for Harborough AC

