



Waverley Harriers Safeguarding Policy

Waverley Harriers is committed to ensuring that all members can participate in club activities in an enjoyable and safe environment. All children and adults at risk are entitled to a duty of care and to be protected from abuse. This document outlines the club's approach, responsibilities and policy & procedures to safeguarding of children and adults at risk.

Waverley Harriers commits to the England Athletics safeguarding policies in their entirety:

- [Safeguarding and protecting children in athletics. Policy and procedures document.](#)
- [Safeguarding adults in athletics. Policy and procedures.](#)

Additional information is included below, to support all club members, parents and carers, Coaches, Leaders, Guide Runners, Volunteers and Committee members, to apply these policies locally.

Welfare Officers contact details

- Seniors - Kate Horne welfare@waverleyharriers.co.uk
- Juniors – Shona Taylor welfarejuniors@waverleyharriers.co.uk

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Definitions

A definition of the roles described throughout this document are included below:

- Parent Helpers: Any responsible parent, person with parental responsibility, or other supporter working or volunteering for the Juniors section of the club.
- Coaches and Junior Coaches: Club members, or others who have an EA Coaching qualification.
- Leaders: Club member, or others who have completed the Leader in Running Fitness course.
- Guide Runner: an individual who supports a visually impaired person by guiding them whilst running

A child is defined as anyone under the age of 18, in line with the UK and UN legal definition of a child.

1. Roles and responsibilities

All Committee Members, Coaches, Parent Helpers, Leaders and members of the club have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to respond to any suspected breaches.

The safeguarding policy will be actively promoted to club members and parents, and is published on the club's website.

2. Statement of good practice

The club will adhere to the accepted ethical framework for best practice outlined in Safeguarding and protecting children in athletics and Safeguarding adults in athletics.

Coaches and Parent Helpers will abide by the relevant codes of conduct outlined in the appendix.

Any club member, parent, carer or member of the public that is concerned these standards are not maintained, or about poor practice or possible abuse should report this immediately as outlined in section 4 of this document.

3. Recruitment, selection and training

Recruitment and selection

In line with EA guidance, the following club roles will all have DBS clearance:

- qualified Coaches and Leaders
- Welfare Officers
- all Parent Helpers
- Guide Runners
- officials, team managers and support staff (physios etc) – should these roles be created within Waverley Harriers in future

Coaches / Leaders who are under the age of 16 cannot legally have a DBS check until their 16th birthday. Once they have attended a coaching/officiating course, they must complete a self-declaration form which will be forwarded to EA welfare before a licence card is issued, The licence will be valid until their 16th birthday. Once they have reached 16, they will need to apply for a DBS. Once cleared, they will receive a licence card valid for three years.

The club's Welfare Officers will maintain a register of all club roles with DBS clearance, volunteers and Parent Helpers who have self-certified, and a copy of the self-certification forms. This will be stored in the welfare section of the club's shared drive, so that it is available for all Committee members to access at any time. All roles identified above **will not commence duties** with children or adults at risk until their DBS has cleared, licence has been received and/or self-certification has occurred and has been registered by a club Welfare Officer.

Welfare Officers are responsible for ensuring the DBS/ self-certification register is kept up to date, including removing those who are no longer in their role or whose certification/ registration has expired.

Induction

All Coaches, Leaders, Committee members, Parent Helpers, Volunteers & Guide Runners will be provided with this safeguarding policy and if relevant the appropriate Code of Conduct as part of their induction, to ensure they are aware of their roles and responsibilities with respect to safeguarding.

Training

All Coaches and Welfare Officers will have Safeguarding and Protecting Children training, available through [Active Surrey](#) and undertake refresher training every 3 years.

Committee Members, Leaders, Parent Helpers and Guide Runners within the Junior section of the club will complete annual safeguarding and protecting children training, run by the club's Welfare Officers, or complete [online safeguarding awareness training](#). The club will provide annual safeguarding training for those in these roles for the Senior section.

The club's Welfare Officers will maintain a register of all club roles safeguarding and protecting children training. This will be stored in the welfare section of the club's shared drive, so that it is available for all Committee members to access at any time. All roles will

be expected to complete relevant training **within 3 months** of taking up their role, and undertake refresher training as stated above.

4. Responding to Disclosure, Suspicions and Allegation.

Information about the signs of abuse and neglect and the action to take if you think a child is being abused or neglected is available in [What to do if you're worried a child is being abused](#)

All club members, parents, Coaches, Leaders, Guide Runners, Parent Helpers, Volunteers, Committee Members and members of the public have a responsibility to report any concerns about the welfare of a child or adult at risk, using the flowchart on page 15 of [EA Safeguarding children welfare policy](#)

Any concerns should be reported immediately to the Club's designated Welfare Officer.

If you have any immediate concerns about children or adults, or if the Club's Welfare Officers are not available, please contact [Surrey's Multi-agency Safeguarding Hub \(MASH\)](#). During office hours (Monday-Friday 9am-5pm):

- 0300 470 9100 mash@surreycc.gov.uk
- Out of hours 01483 517898

These concerns should also be reported to one of the Club's Welfare Officers as soon as possible, and at least within 24 hours.

The Club's Welfare Officers are available to talk through any safeguarding concerns or questions you have,

Breaches of this Policy

If any member or individual associated with Waverley Harriers in any capacity, feels there have been breaches in the codes of conduct or this safeguarding policy, they should discuss with one of the Club's Welfare Officers. If the matter is not resolved, any individual involved at any level of the sport of athletics can raise concerns with UK Athletics for investigation as outlined in the [EA Whistleblowing policy](#)

5. Waverley Harriers Welfare Officers

The Waverley Harriers Welfare Officers Role is to advise and support the club officers and committee to implement welfare policies and procedures; to respond to any concerns regarding child protection and to ensure that all Coaches/Officials/Volunteers have completed DBS and Independent Safeguarding Authority checks as required, in accordance with the [EA Welfare Officer's roles and responsibilities](#).

Your Welfare Officers are:

- Seniors - Kate Horne welfare@waverleyharriers.co.uk
- Juniors – Shona Taylor welfarejuniors@waverleyharriers.co.uk

Date agreed by Committee – October 2017.
For review – October 2018

Appendix 1 – Code of Conduct for Coaches

As a responsible athletics Coach you will:

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally.
- Place the welfare and safety of the athlete above the development of performance.
- Be appropriately qualified including obtaining Disclosure and Barring Service (DBS, formerly CRB) clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence.
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete.
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what is expected of them and what athletes are entitled to expect from you.
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support.
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another Coach/coaching assistant.
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete.
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances.
- Encourage and guide athletes to accept responsibility for their own performance and behaviour.
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults.
- Do not exert undue influence to obtain personal benefit or reward.

- A Coach **MUST** strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end.
- In particular, you **MUST NOT** allow an intimate personal relationship to develop between yourself and any athlete aged under **18 years**. Any violation of this could result in a Coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you.
- It is strongly recommended that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.

As a responsible Coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others.
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse.
- Challenge inappropriate behaviour and language by others.

- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision.
- Never engage in any inappropriate or illegal behaviour.
- Avoid destructive behaviour and leave athletics venues as you find them.
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity.

In addition, Coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults.

- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self-esteem.
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching sessions may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The Coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the Coach and parent/guardian.
- Avoid taking young athletes alone in your car.
- Never invite a young athlete alone into your home.
- Never share a bedroom with a child.
- Always explain why and ask for consent before touching an athlete.
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue.
- Work in same-sex pairs if supervising changing areas.
- Respect the right of young athletes to an independent life outside of athletics.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare Officer as soon as possible.
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA Welfare Officer as soon as possible.

Signed

Date

Appendix 2 – Code of Conduct for parents / people with parental responsibility

As a responsible parent/person with parental responsibility or other supporter you will

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Never place undue pressure on children to perform, participate or compete
- Check out the qualifications and licences of people who are coaching or managing your child or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Take an active interest in your child's participation
- Attend training or competitions whenever possible
- Know exactly where your child will be and who they will be with at all times
- Never make assumptions about your child's safety
- Ensure that your child does not take any unnecessary valuable items to training or competition
- Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance
- Provide any necessary medication that your child needs for the duration of trips
- Assume responsibility for safe transportation to and from training and competition
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away events or trips
- Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, Regional, National or UKA Welfare Officers. (This does not affect your right to contact your local social services or the police if you feel it is necessary)

As a responsible parent/person with parental responsibility or other supporters for a young athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of your child and other young athletes
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of your child's athletics activity.