



Stratford-upon-Avon Athletic Club

Adult Safeguarding Policy

Stratford upon Avon AC Adult Safeguarding Policy & Procedures

Revised October 2021



Stratford-upon-Avon Athletic Club

Adult Safeguarding Policy

Introduction

Stratford upon Avon Athletic Club is run by volunteers and prides itself on promoting a supportive, family environment where people feel welcomed and are encouraged to enjoy athletics. The club will help improve members to meet their potential, irrespective of their ability level.

Adult Safeguarding Policy Statement

This document will be displayed in the SUAAC website.

Club Policy

SUAAC has adopted the UK Athletics policy and procedures documents <https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2021/05/Adult-Safeguarding-Procedures.pdf> for Adult Safeguarding

The Club Adult Safeguarding & Welfare Officers will review any amendments to this source document and any changes made to the Policy will be referred to the Club Committee/Board and implemented as appropriate.

1. Club Official

The Club will appoint two one Adult Safeguarding & Welfare Officers, one male & one female, with the specific responsibility of implementing this Policy. The name and contact of the appointed person will be included in the Policy document and clearly displayed on the SUAAC website.

2. Safeguarding and Welfare Training

The Adult Safeguarding & Welfare Officers will be trained to the standards required by UK Athletics.

3. Coaches

All coaches must be cleared through the police check self-vetting system i.e. the **Disclosure and Barring Service** (DBS) which helps the club make safer recruitment decisions and is updated every 3 years,

When the police check form has been returned to the coach it must be passed on to the Adult Safeguarding & Welfare Officers and recorded by the Administration Coordinator.



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The Adult Safeguarding & Welfare will inform the Committee whether or not that person is appropriate to be involved within the Club. The individuals going through this process will be given 60 days from instigation to respond to the Adult Safeguarding & Welfare Officers with this information. The cost of the DBS will be covered by UKA.

The Adult Safeguarding & Welfare Officers will give confidentiality to all those who are vetted through this process and not disclose details of the police checks.

Any persons who are vetted through the police check system and are found to have previous convictions that make them inappropriate people to be involved within the Club will be asked to leave the Club with no right of appeal.

New coaches to the Club may be asked to provide a character reference to check their suitability to coach. References will be provided from their previous Club or other suitable organisation as deemed by the Committee.

4. Club Coaches Code of Conduct

A Code of Conduct has been produced and this document will be issued to all coaches. This document sets out the expected behaviour of all coaches associated with the Club.

A copy of the Code of Practice is defined in Appendix B.



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5. Adult Safeguarding & Welfare Officers

Misconduct against a person relating to a Club member can include abuse or poor athletics practice. When a report of possible misconduct is brought to the attention of the Adult Safeguarding & Welfare Officers, an investigation will commence as soon as possible. It is unlikely that an immediate decision will be made, in which case an investigation will be carried out by the Adult Safeguarding & Welfare Officers, who will include all relevant parties

5.1. If the allegation is of abuse

- 5.1.1. The Adult Safeguarding & Welfare Officers will inform the club's Chairman and Secretary unless the matter concerns those individuals.
- 5.1.2. The member involved will be contacted to clarify initial concerns.
- 5.1.3. England Athletics Welfare will be contacted immediately for advice on the appropriate action to be taken. If it is appropriate Social Services and Police will also be contacted. The contact details are defined in Appendix C.
- 5.1.4. At the conclusion of the case the Adult Safeguarding & Welfare Officers will take appropriate action with regard to the individual and inform the Club Committee and England Athletics of the outcome.

5.2. If the allegation relates to poor athletics practice

- 5.2.1. The Adult Safeguarding & Welfare Officers will refer the matter immediately to a special meeting of the Club Committee.
- 5.2.2. If the matter cannot be resolved within the Club, the Adult Safeguarding & Welfare Officers will refer the issue to England Athletics.

6. Incident/accident Reports

Any member of the Club who receives a complaint shall complete an incident/accident report as soon as possible and pass a copy of the report to the Adult Safeguarding & Welfare Officers to determine the most appropriate action.

A copy of the incident/accident report form is shown in Appendix D.



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7. Declaration Form

All coaches will need to sign a declaration confirming that they have received and read the Club Code of Practice and agree to abide by the guidelines in it. The Administration Coordinator will hold these declarations on file.

A copy of the volunteer declaration sheet is shown in Appendix E.

8. Policy Review

The Adult Safeguarding & Welfare Policy will be reviewed annually by the Adult Safeguarding & Welfare Officers and members of the Committee.



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Appendix A

Adult Safeguarding & Policy Statement



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Adult Safeguarding & Welfare Policy Statement

As an athletic club SUAAC is committed to creating and maintaining the safest possible environment for people to practice athletics.

We will do this by:

- Recognising that all people have the right to freedom from abuse and distress.
- Ensuring that all our coaches and volunteers are carefully selected and accept responsibility for helping to prevent any abuse or distress to the Club's members when training with the Club.
- Responding swiftly and appropriately to all suspicions and allegations of abuse or distress, providing people with the opportunity to voice any concern they may have.
- Appointing Adult Safeguarding & Welfare Officers who will take specific responsibility for the safeguarding & welfare of the Club's adult members and act as the main point of contact people and outside agencies.
- Ensuring access to confidential information is restricted to the Adult Safeguarding & Welfare Officers or appropriate external authorities.
- Reviewing the effectiveness of the Club's Safeguarding and Welfare Policy annually at the relevant Committee Meeting.

Our Adult Safeguarding & Welfare Officers are:

Tony Jackson (Interim):

jacksontony811@gmail.com Telephone 07812 622753

Sarah Bland (Interim)

sarahbland63@gmail.com Telephone 07540 287781



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Reporting a concern

You have an adult safeguarding concern or have been told about possible abuse or poor practice towards another adult.

Is the person in immediate danger or need immediate medical attention?

YES

Seek medical attention or contact emergency services 999.

NO

Is a serious crime in progress, or has a serious crime been committed?

YES

Contact the police 999

NO

Is it safe to speak with the adult?
What does the adult want to happen?
If you know their views include those throughout the process.

Complete the Adult Safeguarding Report Form and send it without delay to the Club Welfare Officer.

If the Club Welfare Officer is not immediately available, or the individual concerned is not connected to a club, then submit the Safeguarding Concern Referral Form directly to the UKA Safeguarding Team.



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Appendix B

Code of Practice



Code of Practice

Introduction

This code of practice has been written to inform and remind coaches and helpers of responsibilities and standards of behaviour expected from them.

By adopting this Code of Practice you can:-

- a) Prevent and avoid abuse or distress
- b) Recognise and act if you come across abuse or distress
- c) Protect yourself

Code of Practice

1. Respect everyone's rights; treat all people with equality.
2. Athletics is only part of a person's life. Recognise this and place the well-being and safety of the athlete above the development of performance.
3. Always be publicly open when coaching and being unobserved should be avoided.
4. Not all young people are used to or are comfortable with any type of touching, be it friendly or otherwise and so quite simply SUAAC's policy is **don't** unless a specific activity requires it and the athlete is aware of what is happening and gives their permission. If you need to touch an athlete e.g. to place a limb in the correct position, ask their permission and explain why, initially approach from the front, release the touch as soon as possible.
5. Structure coaching to boost an athlete's independence rather than making them dependent upon you.
6. As a coach you should:
 - Always look like a coach and act like a coach
 - Start on time and finish on time
 - Plan your sessions
 - Do not drink alcohol or smoke or use profanity whilst you are coaching
 - Remember that coaching should be fun too
7. You are responsible for the athletes you work with. Make sure equipment is in good repair and safe.



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8. Do not encourage or allow athletes to train or compete on an injury.
9. All volunteers must hold a qualification in coaching. Suitable courses shall be identified by the Club and will be affiliated to England Athletics or UK Athletics. Any volunteer helper who does not hold such a qualification shall be clearly working under the direct supervision of an appropriately qualified person.
10. Coaches shall ensure that the activities they direct are appropriate to the age and ability of the athlete. Observance of the Athletics rules set out by the current UK Athletic Rules for Competition shall be adhered to.
www.uka.org.uk/competitions/rules
11. Always promote positive aspects of Athletics; never condone bad sportsmanship or use of prohibited substances.
12. Be aware of behaviour of other coaches or athletes, which might indicate abuse.
13. Coaches/helpers should only criticise athletes constructively. Language or actions that might cause a person to lose confidence should never be used.
14. You should never:
 - Engage in rough physical contact
 - Permit or engage in any form of inappropriate touching
 - Allow inappropriate language unchallenged
 - Make sexually suggestive comments or jokes even in fun
 - Allow allegations or signs of distress made or shown by a person to go unchallenged, unrecorded or not acted upon
 - Do things of a personal nature that a person can do for itself
 - Encourage over enthusiastic kisses or embraces

If you accidentally hurt someone, or cause distress in any manner, or the person appears to respond in a sexual manner to your actions, or misinterprets something you have done or said, report the incident immediately to a colleague and as soon as possible to the Adult Safeguarding & Welfare Officers, supported by a brief written report of the incident.



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Dealing with Complaints

An adult may become aware of abuse/poor practice in a number of ways. A person may tell you, a third party may report incidents or suspicions or you may have seen an incident or have strong suspicions.

Do

- Ensure you talk to the person with another adult present to take notes if necessary but not to be part of the questioning at that stage, to ensure the person doesn't feel intimidated or under pressure.
- Stay calm; do not rush into inappropriate action.
- Reassure the person; he or she is not to blame and make it clear that you know how difficult it must be to confide. Communication should be at the person's pace without pressure.
- Listen carefully to what the person is saying and show that you are taking him/her seriously.
- Keep questions to a minimum; use open-ended questions.
- Explain to the person what steps you intend to take having heard their account and let the person know that you need to tell the club's Adult Safeguarding & Welfare Officers.
- Ensure that you clearly understand what the person has said and that it has been accurately recorded as soon as possible after the conversation.

Your report should include:

- Person's name, address and date of birth
- Date, time and nature of the incident
- The person's own account of what happened
- Witness statements
- An account of any action you took
- Sign and date the report and refer it to the Club's Adult Safeguarding & Welfare Officers, so that a decision can be made as to the most appropriate action. Keep a copy and ensure maximum confidentiality is maintained.

Do not

- Panic
- Promise confidentiality
- Ignore what has been disclosed or make promises you cannot keep
- Make the person repeat the story unnecessarily
- Delay
- Take sole responsibility for further action
- Keep the information to yourself



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Appendix C

Contact Numbers



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England Athletics

Club Standards and Compliance Officers

welfare@englandathletics.org or call 07920 532553.

UK Athletics

safeguarding@uka.org.uk 07920 532552

Warwickshire Social Services: 01926 410410

Emergency Duty Team (out of hours) 01926 886922

Police: 01926 415000

Personline: 0800 1111



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Appendix D

Incident/Accident Report Form



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INCIDENT/ACCIDENT REPORT

Report Number:

Date:

Time:

Name of Person:

Address:

Telephone/Contact No:

Name of Coach/Helper:

Location: *e.g. Sports Club or other*

Incident/Accident Details: i.e.

- Facts of the allegation or observations
- Description of any visible bruising or other injuries
- The person's account, if it can be given, regarding what has happened and how
- Witnesses to the incident(s) and their account
- The name and address of any alleged offender
- Any times, dates or other relevant information
- Endeavour to ascertain a clear distinction between what is fact, opinion or hearsay

Account Given *(Use Persons Own Words):*

Response Given *(quote your own words):*

Any Others Present:

Action Taken: *(note any action taken, first aid, individuals contacted etc)*

Date & Time sent to SUAAC Welfare Officers: *(i.e. within 24 hours of the accident/incident)*

Revised October 2020



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Appendix E

Declaration Form COACHES AND VOLUNTEERS' DECLARATION

I understand the nature of my role and responsibilities at:

Stratford-upon-Avon Athletic Club

I confirm that I have received a copy of the Club's Safeguarding and Welfare Policy

I have read and understood the contents of the documents and I accept my responsibility to care for the people with whom I come into contact.

Name

Signature

Date



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Appendix F

Volunteer Support Sheet



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VOLUNTEER SUPPORT SHEET

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Name:

Address:

Telephone:

You are joining an organisation which is committed to protecting the people who participate in Athletics.

We welcome your equal commitment to that duty of care.

Your role here is:

Your duties include:

You will be helped and supported in your role here by:

[Insert name of coach or instructor]

Who can be contacted at:

[Insert contact details]

If a person protection issue develops here you should inform our Adult Safeguarding & Welfare Officers immediately:

Our Adult Safeguarding & Welfare Officers are:

Tony Jackson (Interim):

jacksonTony811@gmail.com Telephone 07812 622753

Sarah Bland (Interim)

sarahbland63@gmail.com Telephone 07540 287781

Working with people is a great responsibility – it also brings great rewards. We hope you enjoy the responsibility and thank you for your contribution to our Club.