



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Child Protection and Welfare Policy

May 2011



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Introduction

Joining the Junior section of the Stratford-upon-Avon Athletic Club is an important step in a young person's Athletic career, therefore, when becoming a Junior member, the youngster and parent/guardians should be aware of the Club's objectives and the obligations for the person joining.

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

As a club we recognise the trust that parents/carers place in us and accept our responsibility to provide a duty of care for young people whilst at the club.

Child Protection and Welfare Policy Statement

A Child Protection and Welfare Policy Statement defining our objectives will be displayed on the club website and a copy of the document is contained in Appendix A of this Policy.

Club Policy

1. Policy Document

The Club's Policy on child protection and welfare is built upon the current England Athletics 'Child Protection Policy for Athletics'. The Club Child Protection and Welfare Officer will review any amendments to this source document and any changes made to the Club Child Protection and Welfare Policy will be referred to the Club Committee and any actions recorded.

2. Club Official

The Club will appoint one Child Protection and Welfare Officer with the specific responsibility of implementing this Policy. The name and contact of the appointed person shall be defined within the Child Protection and Welfare Policy Statement.

3. Child Protection and Welfare Training

The Child Protection and Welfare Officer and all coaches and officials of the Club shall be given support by the Club to attend a Child Protection Awareness Course. Helpers and volunteers may also be required to attend a course in Child Protection Awareness but this will be at the discretion of the Committee.



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

4. Coaches, Officials and Volunteers

All coaches, officials or volunteers with access to young people must be cleared through the police check self-vetting system i.e. Criminal Records Bureau (CRB) to see if they have any convictions that would make them inappropriate to have as coaches, officials or helpers. This vetting system is instigated by the Child Protection and Welfare Officer but completed by the individual. Copy and paste the following link to get the relevant information for a CRB check:

www.englandathletics.org/page.asp?section=739§ionTitle=CoachLicences+%26+Renewal

When the police check form has been returned to the coach, official or helper it must be passed on to the Child Protection and Welfare Officer who will inform the Committee whether or not that person is appropriate to be involved with young people within the Club. The individuals going through this process will be given 90 days from instigation to respond to the Child Protection and Welfare Officer with this information. The cost of the CRB will be covered by UKA. The Child Protection and Welfare Officer 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 with young people, or while they are associated with the Club they are convicted or cautioned by the police of crimes or inappropriate behaviour against young people, will be asked to leave the Club with no right of appeal.

New coaches or officials 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.

5. Club Code of Conduct

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

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



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

6. Child Protection and Welfare Officer

Misconduct against a child in the club's care can include abuse or poor athletics practice. When a report of possible misconduct is brought to the attention of the Child Protection and Welfare Officer, 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 Child Protection and Welfare Officer, who will include all relevant parties

6.1. If the allegation is of abuse

- 6.1.1. The Child Protection and Welfare Officer will inform the club's Chairman and Junior section's head coach, unless the matter concerns those individuals.
- 6.1.2. Parents/carers will be contacted to clarify initial concerns. However, in circumstances where a child may be placed at a greater risk by contacting the parents/carers, then they will not be informed.
- 6.1.3. 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.
- 6.1.4. At the conclusion of the case the Child Protection and Welfare Officer will take appropriate action with regard to the individual and inform the Junior Club Committee and England Athletics of the outcome.

6.2. If the allegation relates to poor athletics practice

- 6.2.1. The Child Protection and Welfare Officer will refer the matter immediately to a special meeting of the Junior Club Committee.
- 6.2.2. If the matter cannot be resolved within the Club, the Child Protection and Welfare Officer will refer the issue to England Athletics.

7. Incident/accident Reports

Any coach, official or helper at 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 Child Protection and Welfare Officer to determine the most appropriate action.

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



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

8. Declaration Form

All coaches, officials and volunteers who have access to young people will be asked 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 Child Protection and Welfare Officer will hold these declarations on file.

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

9. Volunteer Support Sheet

All Volunteers will be given a Volunteer Support Sheet that will define their roles and duties within the Club. It will also advise on the point of contact for support.

A copy of the Volunteer Support Sheet is shown in Appendix F.

10. Communication to Parents/Carers

Parents/carers of all existing/new members of the junior section of the Club will be sent a letter informing them of the Club policy on Child Protection.

A copy of the parent/carers letter is shown in Appendix G.

11. Policy Review

The Child Protection and Welfare Policy will be reviewed annually by the Child Protection and Welfare Officer and members of the Junior Committee at a Club committee meeting.



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Appendix A

Child Protection and Welfare Policy Statement



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Child Protection and Welfare Policy Statement

Joining the junior section of Stratford-upon-Avon Athletic Club is an important step in a young person's athletic career.

As an athletic club we are committed to creating and maintaining the safest possible environment for children and young people to practice athletics.

We will do this by:

- Recognising that all children and young people have the right to freedom from abuse and distress.
- Ensuring that all our coaches, officials and volunteers are carefully selected and accept responsibility for helping to prevent the abuse or distress of children in their care.
- The club coaches acting as 'in loco parentis' when they are left to care for a child and will not put a child in danger or be negligent in the way that they will care for someone else's child.
- Responding swiftly and appropriately to all suspicions and allegations of abuse or distress, providing parents and children with the opportunity to voice any concern they may have.
- Appointing a Child Protection and Welfare Officer who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies.
- Ensuring access to confidential information is restricted to the Child Protection and Welfare Officer or appropriate external authorities.
- Reviewing the effectiveness of our Child Protection and Welfare Policy annually at the relevant Committee Meeting.

Our Child Protection and Welfare Officer is:

Jeanette Davey

Tel: 01789 299145



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Appendix B

Code of Practice



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Code of Practice

Introduction

This code of practice has been written to inform and remind coaches, officials 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) Assure parents that their children are safe with us
- d) Protect yourself

Code of Practice

1. Respect everyone's rights; treat all people with equality.
2. Athletics is only part of a young 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 working with young people. Situations where an adult and an individual child are unobserved should be avoided.
4. 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 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.



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

8. Ensure the ratio of children to coaches/helpers is in accordance with the following guidance:
 - 8 – 10 year olds at least 1 adult to 10 children
 - 11 – 14 year olds at least 1 adult to 12 children
 - 15 – 17 year olds at least 1 adult to 15 children
9. Do not encourage or allow athletes to train or compete on an injury.
10. Where mixed teams compete away from home at least one adult male and one adult female should always accompany them.
11. All volunteers must hold a qualification in coaching and/or officiating. 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.
12. 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
13. Always promote positive aspects of Athletics; never condone bad sportsmanship or use of prohibited substances.
14. Be aware of behaviour of other coaches or athletes, which might indicate abuse.
15. Coaches/helpers should only criticise athletes constructively. Language or actions that might cause a child to lose confidence should never be used.
16. Be aware that as a general rule it does not make sense to:-
 - Spend amounts of time alone with children away from others
 - Take children alone on car journeys, however short
 - Take children to your home

If such situations are unavoidable they should only take place with the full knowledge and consent of the parent/carer and the Club.



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

17. You should never:

- Engage in rough physical contact
- Share a room with a child
- Permit or engage in any form of inappropriate touching
- Permit children to use inappropriate language unchallenged
- Make sexually suggestive comments or jokes to children even in fun
- Allow allegations or signs of distress made or shown by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature that a child can do for itself
- Encourage over enthusiastic kisses or embraces

If you accidentally hurt a child, or cause distress in any manner, or the child 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 Child Protection and Welfare Officer, supported by a brief written report of the incident. Parents/carers should be informed of the occurrence.



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Dealing with Complaints

An adult may become aware of abuse/poor practice in a number of ways. A child 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 child with another adult present to take notes if necessary but not to be part of the questioning at that stage, to ensure the child doesn't feel intimidated or under pressure.

Stay calm; do not rush into inappropriate action.

Reassure the child; 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 child's pace without pressure.

Listen carefully to what the child is saying and show that you are taking him/her seriously.

Keep questions to a minimum; use open-ended questions.

Explain to the child what steps you intend to take having heard their account and let the child know that you need to tell the club's Child Protection and Welfare Officer.

Ensure that you clearly understand what the child has said and that it has been accurately recorded as soon as possible after the conversation.

Your report should include:

- Child's name, address and date of birth
- Date, time and nature of the incident
- The child'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 Child Protection and Welfare Officer, 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 child repeat the story unnecessarily
- Delay
- Take sole responsibility for further action
- Keep the information to yourself



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Appendix C

Contact Numbers



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

England Athletics: Steve Lloyd
07912 127589
slloyd@englandathletics.org

Warwickshire Social Services: 01926 410410
Emergency Duty Team (out of hours) 01926 886922

Police: 01926 415000

NSPCC Helpline: 0800 800 500

Childline: 0800 1111



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Appendix D

Incident/Accident Report Form



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

INCIDENT / ACCIDENT REPORT FORM

Note: For any treatment requiring hospitalisation, either as an outpatient or inpatient, UKA's form must also be filled in and submitted to them. It can be found at: www.uka.org.uk/governance/health-safety

Name of Child:

D.O.B:

Parent/Guardian:

Address:

Telephone/Contact No:

Incident/Accident Details:

Date:

Time:

Location:

Account Given (*use child's and witnesses' own words*):

Response Given (*quote your own words*):

Coach/Helper:

Contact Telephone No:

Any Others Present:

Action Taken (*please note any action taken, individuals contacted / dates etc*):



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Appendix E

Declaration Form



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

**COACHES, OFFICIALS 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 Child Protection and Welfare Policy.

I have read and understood the Policy and I accept my responsibility to care for the children and young people with whom I come into contact.

Name _____

Signature _____

Date _____



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Appendix F

Volunteer Support Sheet



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

VOLUNTEER SUPPORT SHEET

Stratford-upon-Avon Athletic Club

Name: _____

Address: _____

Telephone: _____

You are joining an organisation which is committed to protecting the children and young 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 child protection issue develops here you should inform our Child Protection and Welfare Officer immediately:

Jeanette Davey

She can be contacted on 01789 299145.

Working with children and young 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.



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

Appendix G

Parent/Carer Letter



Stratford-upon-Avon Athletic Club

Child Protection and Welfare Policy

CHILD PROTECTION AND WELFARE POLICY LETTER TO PARENTS

Dear *(name of parent/guardian)*,

A major part of Stratford-upon-Avon Athletic Club's responsibility for the young people in our care is to ensure their safety and well being at all times.

To help us do this effectively we have implemented a child protection and welfare policy that is designed to protect your child and all the children who take part in Athletics.

You can obtain a copy of our child protection policy from our designated Child Protection and Welfare Officer: Jeanette Davey, who can be contacted on 01789 299145.

Stratford-upon-Avon Athletic Club is committed to creating and maintaining a safe environment for your child to enjoy Athletics.

Yours Sincerely,