

Welfare Policy Incorporating Codes of Conduct and Child Protection

The aims of the club in relation to their athletics welfare policies are to:

1. Ensure the highest possible standards of safety and welfare for all athletes of all ages and others engaged in club activities and events, especially children and vulnerable adults.
2. Embed a process of continuous improvement in our on-going work on welfare in the sport.
3. Ensure that quality assured training is offered to all adults / volunteers engaged in the athletics programs, either directly or through the appropriate agencies such as the NSPCC, UK Athletics or Sport England.
4. Adopt and promote good practice in the welfare and protection of athletes and other athletics personnel.
5. Demonstrate ethical standards of leadership and behaviour in all work.

Principles

- **Safety:** the welfare of the athlete will always be paramount.
- **Equity:** the right of everyone involved in athletics to equitable treatment, regardless of age, sex, race, religion, ability, sexual orientation or social background, will be upheld.
- **Responsiveness:** all allegations or suspicions of abuse or athlete welfare will be taken seriously and acted upon appropriately and speedily. Those found to be spreading malicious or false allegations will be disciplined according to the relevant procedures.
- **Consent:** parents and carers or those *in loco parentis* will be consulted if it becomes necessary to invoke the 'Athletics Welfare' procedures.
- **Compliance with the statutory system:** the club will operate within the law, including guidelines and rules set down by the Disclosure and Barring Service (DBS) and The Home Office. Where appropriate the club will work in partnership with social services departments, the police, child protection units and other relevant agencies in order to ensure compliance with this policy.
- **Fairness:** the human rights of coaches, athletes, adults (volunteers or staff) facing allegations will be embodied in disciplinary and appeals procedures.

Scope

All people involved in athletics need to respond to the four main dimensions of athlete welfare and protection by:

- **Recognising and referring** to the appropriate agency, anyone who has been subjected to poor practice, abuse or misconduct by someone else, whether inside sport (by a staff, volunteer, another member or athlete) or outside sport (such as the family peer group).
- **Observing and encouraging good practice** when working with athletes in order to avoid perpetrating poor practice, abuse or other types of misconduct.
- **Taking precautions to avoid** false allegations against themselves.
- **Safeguarding a good name and integrity of the sport and athletics.**

The '**golden rule**' for all involved in athletics in relation to welfare protection is that: it is not your responsibility to judge whether or not a welfare violation has taken place but it is your responsibility to act on any concerns you may have.

Athletes should:

- Treat others with the same respect and fairness that you wish to receive
- Uphold the same values off the field as you do when engaged in athletics
- Anticipate your own needs, be organised and on time
- Thank those who help you participate in athletics
- Inform your coach of any other coaching you are receiving
- Show patience with and respect diversity in others
- Acts with dignity at all times
- Inform your coach of any illness, medical condition or disability that needs to be taken into consideration for athletic training or performance
- Notify a responsible adult if you have to leave their care to go somewhere (e.g. tell them why, where and when you will return)
- Use safe transport and travel arrangements
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any illegal or irresponsible behaviour
- Challenge anyone whose behaviour falls below the expected standards of 'Athletic Welfare'
- Speak out immediately if anything makes you uncomfortable or if you suspect a club mate has suffered from misconduct by someone else (e.g. by telling your parents/carers, partner or by contacting the appointed club welfare officer)
- Never use bad language
- Be aware that any breaches of code of conduct may be reported to the Club Committee and may result in expulsion from the club.

Parents / Carers should:

- Treat others with the same respect and fairness that you wish to receive
- Satisfy yourself that you know who are coaching or managing your child
- Take an active interest in the child's participation
- Attend training session(s) and competitions whenever possible
- Ensure that your child does not take unnecessary items to training or competition
- Know exactly where your child will be at all times and who they are with
- Return any written / informed consent form to the Club/Team Manager/ Chaperone, including next of kin details, health and medical requirements, before your child goes to any 'away' competition or training events
- Inform your child's coach of any illness, medical condition or disability that needs to be taken into consideration for athletic training or performance
- Provide any necessary medication that your child needs for the duration of any trips
- Never make assumptions about your child's safety.

Officials and Helpers should:

- Put the safety of all athletes first
- Offer an encouraging and positive environment
- Use appropriate language and behaviour
- Show integrity and professionalism in all dealings with other adults and athletes
- Give equal treatment and respect to all

Coaches should:

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 CRB/Disclosure Scotland 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 that 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

Team Managers should:

- Act *in loco parentis* for any athletes below the age of 18 at events.
- Look after young athletes' personal safety at event venues.
- Provide the appropriate ratio of adults for the age and ability of the athletes (e.g. a minimum of one adult for every 12 children who may be travelling away from the home venue)
- Provide an adult of the same sex in order to avoid cross sex chaperoning.
- If required, comply with any local Duty of Care and/or Child Protection Policies and Procedures that may be in place (e.g. Local Authority or school procedures that cover particular venues or athlete groups)
- Notify parents/carers of athletes (those under 18), of the times and venues of any competitions and other appropriate contact numbers
- Liaise with parents / carers of young athletes, if they become involved in an accident or a serious breach of safety or discipline, whilst under your care.

Contractors, Volunteers, Track or Facility Managers should:

- 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
- 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
- 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 athletic activity
- Ensure that any risk assessment or health and safety procedures are adhered to and the safety of the athlete or any other participant in athletics is put first.
- Report any suspected misconduct by coaches, technical officials, or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible

Technical Officials should:

- 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 CRB/Disclosure Scotland clearance, update your licence and education as and when required by UKA and adhere to the terms of the technical officials licence
- Keep up to date with any changes in the relevant competition rules and seek the advice of others if necessary
- 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 that is expected of them and what athletes are entitled to expect from you
- Cooperate fully with others involved in the sport such as other technical officials, competition providers/organisers, team managers, coaches, and representatives of the governing body in the provision of fair and equitable conditions for the conduct of athletics events under the relevant rules of competition.
- Act in a decisive, objective but friendly manner in your interaction with other officials, athletes, coaches and spectators and carry out your duties in an efficient and non-abrasive manner.
- 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 smoke whilst officiating or consume alcoholic beverages to a degree that it affects your ability or competence to undertake your officiating duties.
- Be fully prepared for the officiating task that is assigned to you

- Dress appropriately, to the standard and nature of the competition as outlined by the relevant officials committee
- Arrive in good time for the competition and report to the official in charge
- Conduct the event in accordance with the rules and with due respect to the welfare of the athlete
- Work in a spirit of cooperation with other officials and do not interfere with their responsibilities
- Offer guidance and support to less experienced officials whenever appropriate
- 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 with vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
- A Technical Official **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 athletes, coaches and 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 technical official's 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 technical officials licence to form an intimate personal relationship with a vulnerable adult judged/officiated by you
- It is also **strongly recommended** that you do not allow intimate relationships to develop between yourself and athletes judged by you aged over 18 years.

As a responsible Technical Official, 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
- Never engage in any inappropriate or illegal behaviour
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In addition, technical officials should follow these guidelines on best practice, in particular with young athletes or vulnerable adults

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- Avoid spending time alone with young athletes unless clearly in the view of others
- Avoid taking young athletes alone in your car
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- 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/Regional/National or UKA Welfare officer as soon as possible.
- Report any suspected misconduct by other technical officials, coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible.

The Club will:

- Appoint welfare officer(s) and notify the Amateur Athletics Association (AAA), England Athletics (EA) and any other territory associations of their name and contact details
- The Welfare Officer will provide the first point of contact in cases of concern about athletes' welfare.
- Accept that all officers and committee members have responsibilities for upholding the policy and for responding to any suspected breaches of it
- Amend poor practice
- Implement recommendations as appropriate from UKA and AAA relating to welfare and/or child protection
- Carry out their duty of care within relevant legislation and government guidance concerning child protection matters
- Ensure that all volunteers operating within the club environment hold the appropriate qualifications and DBS clearance for their role
- Maintain confidentiality of those disclosing, those accused of misconduct and any alleged victims
- Refer to the committee (the club's governing body) any disciplinary matters for consideration action

WPH's nominated Welfare and Safeguarding Officers are:

Lance Free and Sally Russell

Signed by: _____ (Print Name: _____)
Of Wycombe Phoenix Harriers AC

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Of Wycombe Phoenix Harriers AC

Next Policy Review date: October 2019