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Every member of Wycombe Phoenix Harriers AC (the Club) is entitled to participate in an enjoyable and safe environment. To ensure this, the Club is committed to establishing and implementing policies and procedures to ensure a safe athletics environment.

Best practise in athletics benefits everyone - the sport's governing bodies, coaches and officials, teachers, parents, carers and athletes. Most importantly, it ensures that children who choose to participate in athletics have a safe and fun experience.

Our objective is to build a safer future in athletics for all athletes under the age of 18 years.

The Club is committed to devising, implementing and updating policies and procedures to promote best practice when working with children and to ensure that everyone involved with the Club understands and accepts their responsibilities to safeguard children from harm and abuse. This means taking action to report any concerns about their welfare.

1. Policy Statement

The Club has a duty of care, to protect all children and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

- The welfare of the child is paramount.
- All children have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All individuals involved with the Club will be supported to understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet this obligation the Club will:-

- Adopt this Child Protection Policy and codes of conduct and enforce procedures to safeguard the well being of all participants and protect them from abuse.
- Appoint a Club Welfare Officer(s) as required by UKA.
- Ensure all children who are involved with the Club are able to participate in a safe and fun environment.
- Respect and uphold the rights, wishes and feelings of children.
- Recruit, train and supervise their volunteers to adopt best practise to safeguard and protect children from abuse, and themselves from false allegations.
- Require volunteers to acknowledge, adopt and abide by the Safeguarding Policy and Procedures, Codes of Conduct and the relevant grievance, investigatory and disciplinary procedures.
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- To implement legislative requirements in relation to child protection
- Review policies and procedures regularly (i.e. to comply with any national legislative or regulatory changes).

2. Terms and Abbreviations

CPLO – Child Protection Lead Officer for UK Athletics

CWO - The Club's Welfare Officer(s) (the designated Child Protection Officer for the Club as required by UKA)

DBS - Disclosure and Barring Service

NGB – National Governing Body

EA – England Athletics, The National Governing Body for athletics in England

UKA – The National Governing Body for athletics in the United Kingdom

CPSU - NSPCC's Child Protection in Sport Unit

A Child is anyone who has not reached their 18th birthday. 'Children' therefore means children and young people throughout. The fact a child has reached 16 years of age, living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his or her status or entitlement to protection under the Children Act 1989.

Disabled children may be more vulnerable and at greater risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect. Some of the common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties or disability, lack of understanding of boundaries, need for assistance with personal care and more likely target for bullying and abuse. Children with disabilities have the same rights to protection as any other child and clubs working with

these children need to be especially alert to the signs and symptoms of abuse and have strategies in place to ensure all children are able to raise concerns.

3. Best Practice, Poor Practice and Abuse

Best and Poor Practices

Best and poor practices for all volunteers and members is set out in the Club's Code of Conduct. This is available on the Club's website and is reviewed as appropriate.

Abuse

There are four main types of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

4. Procedures for the recruitment and training of volunteers

All reasonable steps will be taken by the Club to ensure unsuitable people are prevented from volunteering with the Club, especially for those who will be working with children.

The Club will ensure that all volunteers operating within the Club environment hold the appropriate qualifications and DBS clearance for their role.

Training

The Club will provide relevant awareness sessions / training on a three yearly basis in child / safeguarding procedures, procedures for taking children on (overnight) trips and access to sources of education and training.

Advice from UKA is that, following a directive by the CPSU, from the 1st April 2019 all coaches taking an entry level qualification course from the UKA Coach Education Pathway will be required to complete a short online safeguarding course. The course has been produced in partnership with an independent and industry-leading provider (Educare) and is bespoke to athletics, UKA governance and home country legislation.

From the 1st April 2019, all re-licencing coaches will be required to complete the same course.

The course can be found at: www.uka.org.uk/SafeguardingCourse

Monitoring and appraisal

All volunteers should be given the opportunity to receive regular feedback through observed practice, appraisal or informal feedback to identify training needs and to set goals. Concerns about misconduct, poor practice or abuse, however will be acted on as they arise. Appropriate support will be offered to those who report concerns/incidents or complaints.

5. Responding to Disclosure, Suspicions and Allegations

While it is not the responsibility of the Club (volunteers or Club members) to decide whether a concern constitutes abuse, it is their responsibility to report any concerns about the welfare of a child. These concerns may arise due to:

- An individual disclosing that they are being abused
- The behaviour of an adult towards a child
- A number of indicators observed in a child over a period of time.

Reporting Procedures

Any person with information of a disclosure, allegation or concern about the welfare of a child must immediately inform the CWO, contact details for which can be found in the Welfare Policy notice on the Club's website: www.wycombephoenix.org under Club Documents, "Club Policy Documents".

If the designated person is not available, if the concern is about that person or no action is taken, the UKA CPLO should be contacted.

If the UKA CPLO nominated deputy or England Athletics CPO is unavailable, or if the suspected abuse is taking place outside of the athletics environment, the concerned person should take responsibility and seek advice from one of:

- WDC Child Protection and Safeguarding Team:
 - 01296 383962
 - Out of hours contact – First Response: 08009 997677, secure-cypfirstresponse@buckscc.gcsx.gov.uk
- Thames Valley Police:
 - 101
 - 999 in case of emergency
- the NSPCC helpline - 0808 800 5000
- Childline 0800 1111

Dealing with Concerns and Allegations

The UKA CPLO will refer the allegation to the appropriate social care services department who may involve the police or go directly to the police if out of hours.

In circumstances where UKA does not have jurisdiction to deal with the individual, the UKA CPLO will act as the link person between the sport and the social care services and/or the police and pass on all the information to the relevant governing body/organisation with disciplinary jurisdiction.

Where the police or social care services make a statutory referral and invite a club official to a case conference or professional meeting then the UKA CPLO must be informed as soon as possible to determine whether to attend and represent the governing body at the meeting and support the individual and club.

Poor Practice

If the allegations are against a volunteer and after consideration are clearly about poor practice, the allegation will be dealt with by England Athletics under their disciplinary procedures as a misconduct issue.

Complaints Appeals and Disciplinary procedures

UKA and England Athletics have disciplinary and appeals procedures. UKA licence coaches and officials under a specific licensing scheme with their own Terms and Conditions. The documents relevant to licence application, disciplinary and appeal procedures are available on the UKA website: <https://www.uka.org.uk/governance/policies/>

Records and Confidentiality

The referral form (Annex) will be used in following the procedure above, to assist in collecting and collating the required information. Complete records should be kept at every stage.

The reports should be factual and include where possible

- The referrer's and/or the child's name, address and date of birth
- The date and time of the incident.
- The facts about the allegation or observation.
- Your factual observations e.g. describe the behaviour and emotional state of the alleged victim, and note any marks, bruising or other injuries.
- The child's account, if it can be given, of what happened using the exact words if possible.
- Details of any witnesses

- Any times, dates or other relevant information.
- Any action that was taken as a result of the concerns.
- A clear distinction between what is fact, opinion or hearsay.
- A copy of this information must be sent to the UKA CPLO.

Confidentiality will be maintained at all times. Information should be handled and disseminated on a *need to know basis only*. Records will be kept securely in an approved format for up to three years at least and in line with the Club's GDPR policy. Copies will be stored in a secure cabinet at UKA offices in line with data protection laws with access available only to UKA Chief Executive and UKA Welfare staff².

Support for Victim, Accused and Reporter

The Club acknowledges the difficulty in reporting concerns and will fully support and protect anyone who in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a child.

The Club will take appropriate steps to ensure that the victim (and parents, appropriate adults) is provided with appropriate professional support (e.g. Help lines, support groups and the Counselling Directory).

The Club will also ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support

6. References:

Please refer to the club's website for further information re Club rules, Disciplinary Procedures, Codes of Conduct and contact details of club officers:

<http://www.wycombephoenix.org/>

Policy review date: October 2019

Document Revisions

Type / Version	What	When	By
Interim / Nov 18	Document revision table	26/11/2018	S Delgado
Interim / Nov 18	Following email from UKA of 8/11/2018 have added: <ul style="list-style-type: none"> • Definition of CPSU • Details of UKA sponsored coaches training / online safeguarding course under "Training" section 	26/11/2018	S Delgado
Interim / Feb 20	Incorporating link to website for Welfare Officer contact details.		

¹ Information Sharing guidance Published by the Department for Children, Schools and Families, and Communities and Local Government

² www.everychildmatters.gov.uk/informationsharing

Annex – Referral Form

See next page for the UKA referral form, which can also be downloaded at:

<https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>



CHILD PROTECTION REFERRAL FORM

Your Name: _____

Your position: _____

Your Knowledge of and relationship to the child/young person/vulnerable adult: _____

Child's/young person's/vulnerable adult's name: _____

Child's/young person's/vulnerable adult's address: _____

Child's/young person's/vulnerable adult's date of birth: _____

Date(s), time(s) and location(s) of incident(s): _____

Nature of the concern/allegation: _____

Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc):

NB Make a clear distinction between what is fact, opinion or hearsay

Exactly what the child/young person/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on a separate sheet if necessary):

Actions Taken so far: _____

External agencies contacted:

Police Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Social Services Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

UK: Athletics Yes No If yes, which department: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Local Authority Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Other (e.g. NSPCC) Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Print name: _____

Signed: _____

Date: _____

If the incident has been reported to Social Services, a copy of this form must be sent to them within 24 hours of the telephone report.

Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

A copy of this form must be sent to Athletics Welfare PO Box 332 Sale Manchester M33 6XL