



BUNGAY BLACK DOG RUNNING CLUB

England Athletics 2657740
SCAA affiliated

BBDRC Welfare Policy January 2020

1. Policy Objectives

Bungay Black Dog Running Club (BBDRC) is compliant with the following documents

- Safeguarding Children Policy 2018
- Safeguarding Vulnerable Adults Policy (currently being updated by UKA)

These documents can be accessed via this link:

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

BBDRC is committed to building a safer future in athletics for all athletes, but particularly children under the age of 18 years.

This document will describe how BBDRC complies with the UKA Policy and Procedures document to promote best practice when working with children and vulnerable adults. Adherence to best practice will ensure that everyone in the club understands and accepts their responsibilities with regard to safeguarding and to taking action to report any concerns about welfare. However, it is not the responsibility of BBDRC to determine whether or not abuse has taken place, this is the domain of the child protection professionals.

If a child or vulnerable adult is in immediate danger or injured, call the police or appropriate emergency services.

A copy of this document is available on our club website. This document should be read in conjunction with the following documents:

BBDRC Social Media and Communications Guidelines



Social Media and
Communications Gu





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BBDRC Photographic Policy



BBDRC-Photographic-Policy and CoC 20

BBDRC Code of Conduct for Coaches



1.6 Coaching code of conduct Feb 2015

BBDRC Code of Conduct for Technical Officials



1.6 Code of Conduct for Technic

BBDRC Code of Conduct for Parents/Carers and Supporters



Parental CoC March 2019.doc

BBDRC Volunteer Agreement



Coaching Roles Information Dec 2011
BBDRC Volunteer Agreement 2018091;





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BBDRC Anti Bullying Policy



Anti-Bullying
Policy.doc

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.

2 BBDRC's Child/Vulnerable Adult Protection Obligations

In accordance with UKA guidelines, BBDRC acknowledges that:

- The welfare of the athlete is paramount.
- All athletes 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 in BBDRC understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet this obligation BBDRC will:

- ***Provide and enforce procedures to safeguard the well being of all participants and protect them from abuse.***
 - BBDRC's coaches are all DBS checked and hold the appropriate level of UKA licensing for their role within the club;
 - BBDRC requires that all coaches working with juniors have undertaken relevant and approved safeguarding/child protection training courses;
- ***Ensure all children who take part in athletics are able to participate in a safe and fun environment.***
 - BBDRC adheres to the maximum coach:young person ratio of 1:12
 - BBDRC has undertaken risk assessments of the training venues used;
 - BBDRC has developed an Emergency Procedure for dealing with serious injuries/accidents;
 - BBDRC promotes and follows an Anti-Bullying policy



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- BBDRC provides training sessions which are appropriate for the age and/or development stage of our junior athletes
- **Respect and uphold the rights, wishes and feelings of children.**
 - BBDRC has adopted codes of conduct for coaches, technical officials, parents/carers/supporters and for club volunteers;
- **Recruit, train and supervise its volunteers to adopt best practise to safeguard and protect young people from abuse, and themselves from false allegations.**
 - BBDRC requires that all coaches and volunteers who regularly work with junior athletes have undergone a DBS check;
 - BBDRC requires that all coaches who work with junior athletes have undertaken appropriate safeguarding training;
- **Require staff/volunteers to adopt and abide by this Safeguarding Policy and Procedures, Codes of Conduct and the relevant grievance, investigatory and disciplinary procedures.**
 - BBDRC has codes of conduct for athletes, coaches, volunteers, parents/carers/supporters and technical officials.
 - BBDRC has a published Disciplinary Policy and a Disciplinary Panel Terms of Reference;
- **Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.**
 - BBDRC coaches undertake safeguarding training and are aware of the correct processes to follow;
 - BBDRC has a published Disciplinary Policy and a Disciplinary Panel Terms of Reference;
- **Review policies regularly.**
 - BBDRC will review child safeguarding and protection policies annually as part of the Clubmark process

2.1 How BBDRC Complies With UKA Best Practice

BBDRC complies with the guidance provided by UKA on Best and Poor Practice. BBDRC has developed codes of conduct for coaches, athletes, technical officials, volunteers and parents/carers/supporters which outline expected behaviours.





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Please refer to these documents for full detail.

BBDRC has also developed Social Media and Communications Guidelines to provide advice to all coaches/club officials on best practice in communicating with our juniors and the use of social communications media (including but not limited to email, Facebook, Twitter etc)

2.2 Recruitment, selection and training of volunteers

All reasonable steps will be taken at all levels within BBDRC to ensure unsuitable people are prevented from working in athletics, especially with children

2.2.1 Recruitment

Any coach appointed by BBDRC must undergo a DBS (formerly CRB) check to validate their UKA Coach licence. A copy of the DBS check and a copy of the UKA licence is held on record.

2.2.2 Training

Any BBDRC coach who works with the junior section on a regular basis will be expected to undertake relevant training in child/safeguarding procedures on a three-yearly basis or as required by the NGB.

2.2.3 Monitoring and appraisal

BBDRC's Welfare Officers attend junior training sessions as observers on a monthly basis. This provides all coaches and volunteers with the opportunity to receive regular feedback through observed practice, appraisal or informal feedback. 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.

BBDRC's Welfare Officers report back to the Coaching Committee on a monthly basis and are expected to attend each Coaching Committee meeting.





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3. Responding to Disclosure, Suspicions and Allegations

While it is not the responsibility of BBDRC to decide whether a concern constitutes abuse, it is the club's 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.

3.1 How to respond to a disclosure

BBDRC coaches and volunteers are advised:

Not To:

- Probe for more information than is offered.
- Speculate or make assumptions.
- Show shock or distaste.
- Make comments about the person against whom the allegations have been made.
- Make promises or agree to keep secrets.
- Give a guarantee of confidentiality.

All suspicions and disclosures must be reported appropriately. It is acknowledged that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague.

3.2 Safeguarding Children Club Welfare Officers

To ensure that appropriate action is taken if there is a disclosure, statutory referral from the police, children's services, adult services or suspicions, all of BBDRC's coaches who work with juniors have undertaken appropriate child protection training.

BBDRC currently has three Welfare Officers, at least one of whom has completed an NSPCC approved child protection course in the last 12 months.

The Welfare Officers act as Designated Safeguarding Officers for the club and their contact details are provided via the link in Annexe 4 of this document.



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3.3 Reporting procedures

Any club member with information of a disclosure, allegation or concern about the welfare of a child must immediately report this by immediately informing the club's designated Club Welfare Officer (CWO) who will refer the matter to UKA's CPLO.

In any other situation or if the designated person is not available, if the concern is about that person or no action is taken, you should contact the UKA CPLO.

If the UKA CPLO nominated deputy or Home Country CPO is unavailable, you should take responsibility and seek advice from either the NSPCC helpline (0808 800 5000), contact the police on **101**, or contact "Customer First" which is the initial point of contact for social services in Suffolk: <https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/advice.page?id=NYF1z17NuJU>

3.4 Dealing with Concerns and Allegations

While UKA CPLO and CWOs will have received training they are not safeguarding children experts and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action.

Any suspicion that an individual has been abused by a volunteer or employee within athletics should be reported to the UKA CPLO who will take appropriate steps to ensure the safety of the individual in question and any other individual who may be at risk.

Child Protection Referral Form



2.2 Child Protection
Referral Form August

Complete the referral form, this will assist you to collect and collate the required information. Your reports should be factual and include where possible

- The referrer's and/or the child's name, address and date of birth





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- 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 should be maintained at all times. Information should be handled and disseminated on a *need to know basis only*.

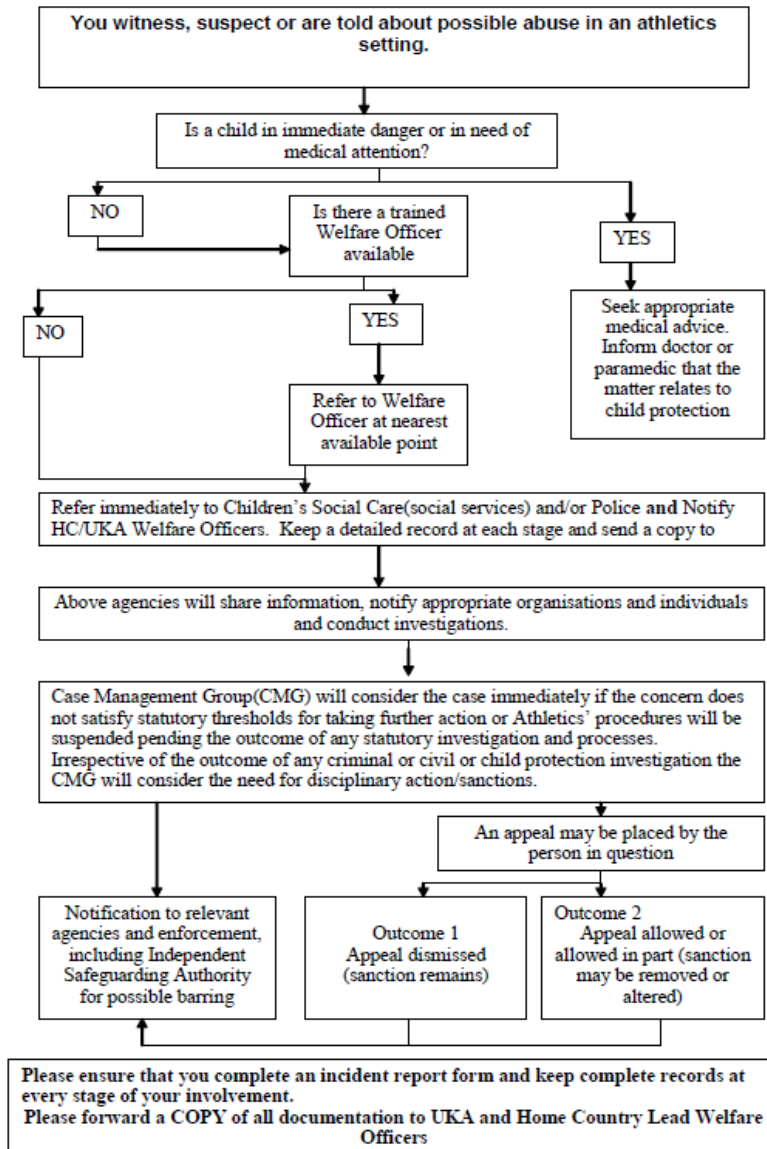
Information will be stored in a secure cabinet at UKA offices in line with data protection laws with access available only to UKA Chief Executive and UKA Welfare staff.



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Annexe 1 – Suspected/possible abuse in an athletics setting

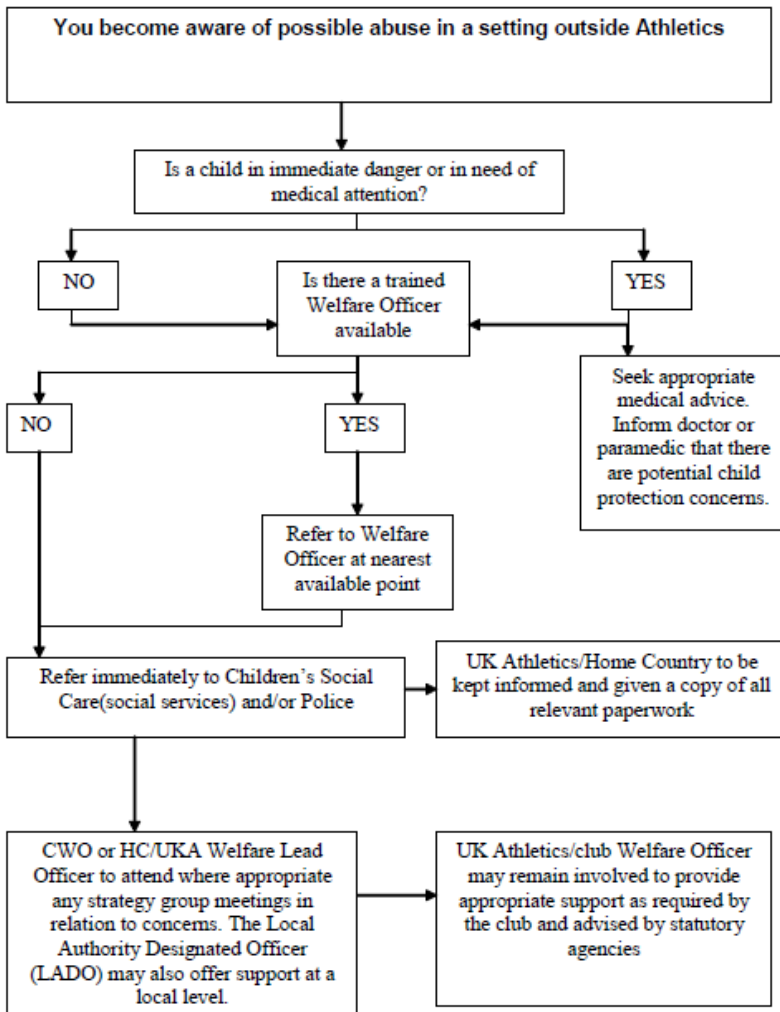




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Annexe 2 – Suspected/possible abuse in a setting outside Athletics



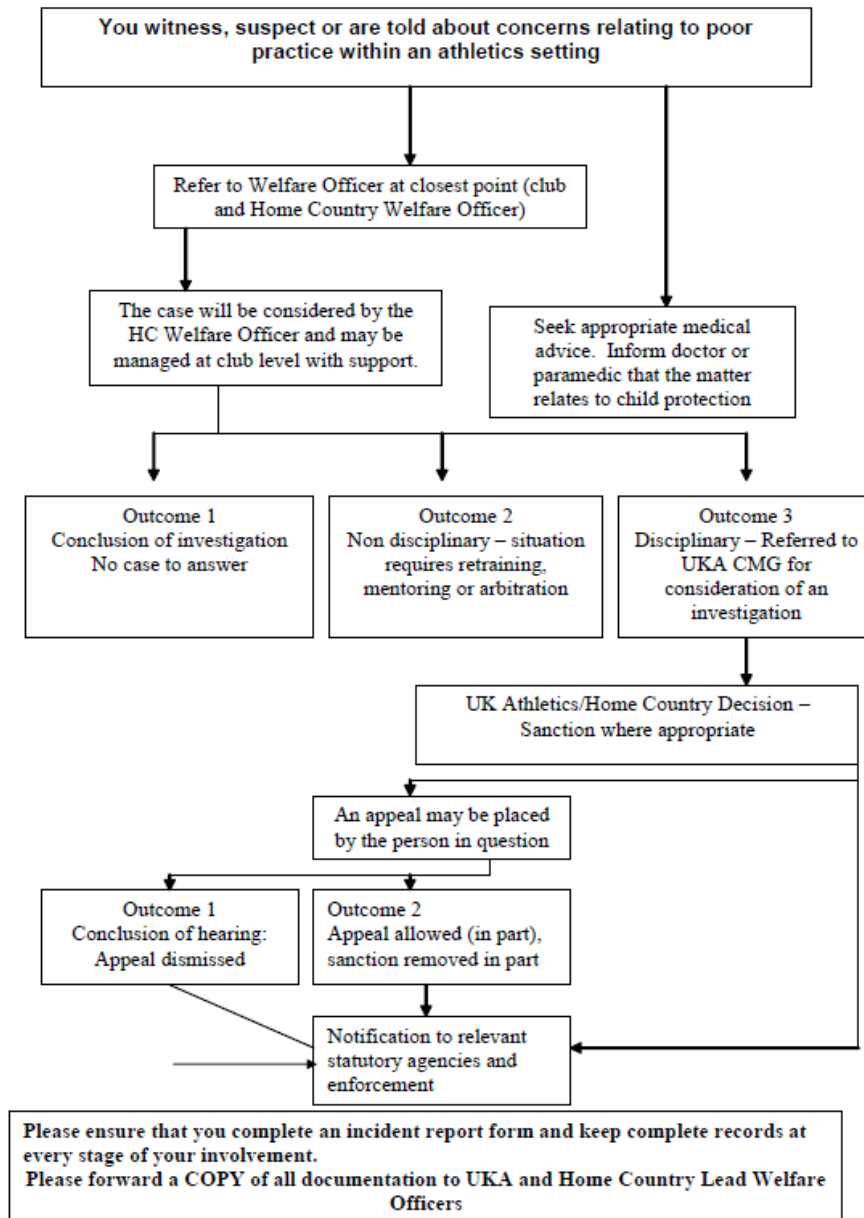
Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers



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Annexe 3 – Concerns relating to poor practice within an athletics setting





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Annexe 4

In March 2019 BBDRRC agreed to make a form available at BARC HQ so that any welfare/safeguarding concern could be flagged up to the Welfare Team.



Safeguarding form
March 2019.docx

Further Information

Club Welfare Officer Contact Details – please click the following link:

<https://www.bungayblackdogrunningclub.co.uk/the-club/whos-who/>

The NSPCC's website has further information. Please click the following link for more detailed information on recognising different types of child abuse:

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>





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Terms and Abbreviations

CPLO Child Protection Lead Officer for UK Athletics or the nominated deputy.

CWO Club Welfare Officer

LSCB Local Safeguarding Children Board

DBS Disclosure and Barring Service

ISA Independent Safeguarding Authority

CPSU Child Protection in Sport Unit (NSPCC)

References

UKA safeguarding children

Working together to safeguard children

MSCB: Disabled children Final March 2011

Safeguarding Disabled Children: Practice Guidance (DCSF 2009)

www.everychildmatters.gov.uk/informationsharing

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

