

DURHAM CITY HARRIERS & A.C.



Safeguarding and promoting the welfare of children and vulnerable adults. Policy and procedures.

Welfare - it is the responsibility of our whole club

We believe that taking part in our club's activities can help our members to:

- Be healthy;
- Enjoy and achieve;
- Make a positive contribution;
- Achieve wellbeing; and
- Stay safe.

These are the five outcomes set out by the government through its *Every Child Matters* programme and which are given legal force in the *Children Act (2004)*. At Durham City Harriers (DCH), we aim to create an environment where everyone involved in our club feels safe and secure to enable them to achieve their potential.

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, equity, poor practice in coaching and disciplinary and grievances matters. Our welfare policy sets out how we seek to ensure the safety and enjoyment of athletes, coaches, officials and volunteers. We believe that all children and vulnerable adults have the right to be protected from harm and abuse.

Durham City Harriers has adopted in full the principles and policy guidance relating to safeguarding children created by England Athletics, making it specific to the activities and functioning of our club. We understand our role in protecting children within the context of local area safeguarding boards, as set out in the national guidance document, *Working Together to Safeguard Children (2010)*. This policy should be read in conjunction with our Club Codes of Conduct which are an integral part of how we work as a club to promote the welfare of our members.

Who does this safeguarding policy apply to?

This policy applies to all young athletes in under the age of 18 years. However, we recognize that vulnerable adults are also at risk from abuse and our policy

also applies to this group. A vulnerable adult is defined in England, Wales, and Northern Ireland as a person over the age of 18 who is or may be unable to take care of him or herself, or unable to protect him or herself from significant harm or exploitation. Children, young people and vulnerable adults covered by this policy may be members of DCH or other athletes taking part in club activities or using DCH facilities.

Our responsibilities

Within DCH, all our club officers and committee members have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to respond to any suspected breaches.

In order to do this, we have appointed two Welfare Officers, Simon Hackett and Jacqui Hodgson as Welfare Officers. Both Simon and Jacqui are trained in safeguarding children from abuse and experienced in working with welfare matters.

Their role as DCH Welfare Officers is to advise and support the club officers and committee to implement welfare policies and procedures, to respond to any concerns regarding child protection and to ensure that all coaches, officials and volunteers have completed CRB checks, as required. The role of Welfare Officer is described in more detail in Appendix One.

Key principles of our policy

The following key principles underpin our approach to safeguarding and protecting children, young people and vulnerable adults:

- We fully accept our legal and moral obligations to provide a duty of care, to protect all children and vulnerable adults and safeguard their welfare, irrespective of age, impairment, gender, racial origin, religious belief and sexual identity.
- In all that we do, the welfare of the child or vulnerable adult is paramount.
- All children and vulnerable adults 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 our club understand and accept their responsibility to report concerns to our Welfare Officers, or where appropriate to the Chair of the Club.

In order to meet this obligation we will:

- Follow our agreed procedures to safeguard the wellbeing of all participants and protect them from abuse.
- Ensure all young people and vulnerable adults who take part in our activities are able to participate in a safe and fun environment.

- Respect and uphold the rights, wishes and feelings of young people, and/or vulnerable adults.
- Recruit, train and supervise volunteers to adopt best practice in safeguarding and protecting children, young people and vulnerable adults from abuse, and themselves from false allegations.
- Require volunteers to adopt and abide by our Welfare 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
- Review our policies regularly.

What is Abuse?

Abuse can occur wherever there are young people or vulnerable adults. There are four main types of abuse:

Physical abuse. This includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol.

Emotional abuse. This is the persistent emotional ill treatment of a person such as to cause severe and persistent adverse effects on a individual's emotional development. This includes being called names, being threatened or being made to feel worthless.

Sexual abuse. This is where children and/or vulnerable adults are used by adults or other children to meet their own sexual needs. This includes being touched inappropriately or where the individual feels threatened or uncomfortable, sexual innuendo, being asked or forced to have sex or being exposed to images of a sexual nature.

Neglect. This is when an individual is not looked after properly, including having no place to stay, or not enough food to eat, or clothes to keep them warm. It also includes when a child's or vulnerable adults safety is not considered or medical attention is not sought immediately when it is required.

Bullying and racism are also forms of abuse. Bullying is deliberate harmful behaviour, usually repeated over a period of time. It includes hitting, threatening violence, taking property or name calling and deliberately humiliating or ignoring the person. Bullying between children typically takes place when adults are not present, such as in a changing room or on the way to or from a meeting. Racist behaviour may take the form of bullying when references are made to ethnic origin, skin colour or religious belief.

Responding to suspicions of abuse

DCH recognises the importance of sharing information appropriately in the interests of protecting children, young people and vulnerable adults from harm. In line with good practice we have adopted an Information Sharing Protocol based on the protocol drawn up by the Child Protection in Sport Unit. We liaise closely with Durham County Council's Children's and Adult Services and Durham Police in implementing this Information Sharing Protocol in our locality.

Concerns about abuse or harm may be raised in many different ways to a range of individuals involved in DCH. These concerns may arise due to:

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

If you have a concern about a child as a volunteer or club member, it is not your responsibility, or that of DCH, to decide whether a concern constitutes abuse. However, it is your responsibility to report any concerns about the welfare of a child and/or vulnerable adult.

If you are concerned that any child or vulnerable adult is being harmed or abused, you must act to ensure their safety. It is important that DCH responds sensitively to the individual and reports our concerns or suspicions as soon as possible. Therefore, any person with information of a disclosure, allegation or concern about the welfare of a child or vulnerable adult must immediately report this to one of the club's Welfare Officers or, in the case that the concerns relate to one of the Welfare Officers, to the Chair of the club.

It is not appropriate for you to investigate the circumstances arising from any concern. In responding to allegations or disclosure of abuse, you should not:

- 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; or
- Give a guarantee of confidentiality.

You should:

- Advise the child or vulnerable adult that you will not be able to maintain confidentiality;
- Listen to the child or vulnerable adult rather than question him/her;
- Allow the person to freely recall significant events;
- Make a note of what is said, taking care to record the time, date, setting and people present using the attached information recording form (Appendix Two).
- Report to the Welfare Officers without delay.

It is acknowledged that strong emotions can be aroused particularly in cases of possible sexual abuse or where there allegations relate to a colleague. Our club Welfare Officers are there to support individuals in passing on their concerns and can support you with the consequences of sharing information.

The club's Welfare Officers are readily available and contactable at training sessions or at any other time as below. If you are unsure who they are, please ask any coach to direct you to them. You do not need to say why you are looking for them as both Simon and Jacqui are involved in the club in a variety of roles. Their photos are available on the club website welfare page.

Simon Hackett: simon@durhamcityharriers.org.uk

Jacqui Hodgson: Jacqui@durhamcityharriers.org.uk

In the event of any concern or allegation of abuse that is raised in the context of the club's work in local *school*, the person with the concern should speak directly to the head teacher or the Local Authority Designated Officer (LADO) who will follow the Durham Local Safeguarding Children or Protection of Vulnerable Adults Procedures. The LADOs for Durham Council are:

- **Jane Stout**
Safeguarding Children in Education
Durham County Council
County Hall
Durham
DH1 5UJ
0191 383 3277
- **Ken Flynn**
Safeguarding Children in Education
Durham County Council
County Hall
Durham

DH1 5UJ
0191 383 4450

Action by the DCH Welfare Officers in response to allegations or concerns

While the DCH Welfare Officers have received training, 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 Welfare Officers will share the concern with professional agencies (either children's services or the police) who will be responsible for subsequent action to ensure the safety of the individual concerned or any other individuals who may be at risk. We will follow local guidance for the relevant local authority area in which individuals concerned reside. In many instances, the procedural guidance that applies will be those set out by the Durham Local Safeguarding Children Board available at:

Website: www.durham-lscb.gov.uk

or the Durham Local Authority's Protection of Vulnerable Adults Procedures available at:

Website: www.safeguardingdurhamadults.info/Pages/HomePage.aspx

In some instances, where those who are the subject of concerns live outside of the local Durham area, the Welfare Officers will follow the relevant parallel procedures in the area in which the child or vulnerable adult lives.

The parents of the child will be contacted as soon as possible following advice from the social care services department. The appropriate adults will be contacted if the allegation involves a vulnerable adult.

In addition to passing on concerns to the local authorities, it will be appropriate for the club's Welfare Officers to pass on information to the UKA Child Protection Liaison Officer (CPLO) if the alleged or suspected abuse relates to abuse within athletics. UKA can impose an interim suspension based on the risk to the child or vulnerable adult and undertake a full investigation.

The Welfare Officers will also notify the Chair of DCH.

Specific actions taken by the club arising from a concern or allegation will vary according to the concerns relate to possible abuse within athletics or outside of athletics. The possible course of action taken by the club's Welfare Officers are set out in the flowcharts in Appendix Three.

Recording and record keeping

DCH will keep records relating to any concerns for three years or as advised in individual cases by local authorities who are passed information.

We will use the UKA standard information form (Appendix Four) to collect and collate the required information which will include:

- The referrer's and/or the child's/vulnerable adult'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/vulnerable adult'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 will be sent to the UKA CPLO in situations where the abuse relates to abuse within athletics. Information will be handled and disseminated on *a need to know basis only*.

Information will be stored securely at the residence of the Club Chair. The Club Chair is Andrew Billett.

Useful Contacts

Social Care Direct is open from 8am until 8pm, Monday to Friday and Saturday morning from 9am to 1pm

Social Care Direct

Trimdon House
Landreth Grove
Trimdon Village
TS29 6QH
Tel. No. 0845 850 5010
Fax. No. 0192 383 5752
Minicom 01429 884 124
Text Message 07786 027 280
e-mail scd@durham.gov.uk

Emergency Duty Team (Out of Hours Service)
0845 850 5010
Child Protection List Enquiries
In office hours:
0191 383 6146
Out of office hours:
0845 850 5010

County Durham Police 0345 6060365

In case of a medical emergency please call:

112

For non emergencies:

NHS Direct 0845 4647

National Governing Body Contacts

All National Governing Bodies have lead contacts for any child protection queries. You should contact these if you have any sports specific issues.

NSPCC

The NSPCC offers help and advice, as well as a wide range of leaflets and booklets for parents and carers which can be viewed on the website.

Weston House
42 Curtain Road
London
EC2A 3NH

Tel: 020 7825 2500
Child Protection Helpline: 0800 800 5000
Website: www.nspcc.org.uk

Child Protection in Sport Unit

The CPSU is a partnership between the NSPCC and Sport England which was founded in 2001.

NSPCC National Training Centre
3 Gilmour Close
Beaumont Leys
Leicester
LE4 1EZ

Tel: 0116 234 7278
Email: cpsu@nspcc.org.uk
Website: www.thecpsu.org.uk

Criminal Records Bureau

The Criminal Records Bureau is an Executive Agency of the Home Office which was set up to help organisations make safer recruitment decisions.

CRB Registration Team
PO Box 110
Liverpool
L69 3EF

Tel: 0870 90 90 822
Website: www.crb.gov.uk

Childline

Childline provides confidential help and advice to children and young people.

Tel: 0800 1111

Website: www.childline.org.uk

Kidscape

Kidscape provides information for parents on bullying and keeping children safe. They also operate a bullying helpline for parents, Monday to Friday, 10am - 4pm.

2 Grosvenor Gardens
London
SW1W 0DH

Tel: 020 7730 3300

Website: www.kidscape.org.uk

Parents Centre

The Parents Centre provides a range of information and resources for parents including information, support and advice in dealing with major issues affecting parents and their children.

Email: parentscentre@dfes.gsi.gov.uk

Website: www.parentscentre.gov.uk

Parentline Plus

Parentline is the free confidential helpline run by Parentline Plus for anyone in a parenting role, including step-parents and those experiencing family change.

Unit 520 Highgate Studios
53-79 Highgate Road
Kentish Town
London
NW5 1TL

Helpline: 0808 800 2222

Website: www.parentlineplus.org.uk

Bullying Online

Bullying Online provides information for parents on a variety of bullying issues.

Email: help@bullying.co.uk

Website: www.bullying.co.uk

Child Alert

Child Alert provides information on parenting topics and concerns, as well as access to child safety products and services.

Website: www.childalert.co.uk

Thinkuknow

The internet is integral to the lives of children of all ages. Thinkuknow provides information for parents, guardians and carers to help them to understand more about what their child is doing online, exploring some of the specific dangers that children could face, and providing practical advice and guidance that should make the online experience safer for all. Most importantly, there's also a place which anyone can use to report if they feel uncomfortable or worried about someone they are chatting to online.

Website: www.thinkuknow.co.uk

Appendix One: Welfare Officer role



Information for Welfare Officers

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, equity, poor practice in coaching and disciplinary and grievances matters. It encompasses policies and procedures to set out minimum standards of expectations, such as codes of conduct, procedures to follow for dealing with child protection concerns, other welfare issues or complaints, and to ensure that EA, clubs and associations meet their statutory responsibilities to safeguard and protect children. Welfare is essential to contribute to good practice within the sport, develop performance and to ensure the safety and enjoyment of athletes, coaches, officials and volunteers. It is everyone's responsibility to ensure the welfare of all those who participate in athletics. The key roles and responsibilities are set out below:

Athletics Clubs

- Every athletics club should appoint at least one Welfare Officer, preferably two, one male and one female and they should notify EA of the name and contact details for each Welfare Officer.
- ALL club officer and committee members have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to support the club Welfare Officer to respond to any suspected breaches. This is NOT the sole responsibility of the Welfare Officer.
- Under the Welfare Policies and Procedures, if there is any concern about child abuse the Welfare Officer should be informed immediately. If the Welfare Officer is not available, the person with concerns should report the matter to the local Children's services or police themselves.
- The Welfare Officer, club officers and committee members should ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local Children's services, the police and the NSPCC.
- The club officers and committee members should ensure there are club disciplinary procedures to deal with issues of misconduct which are not child abuse.
- All club officers and committee members should ensure that club members, coaches, club officers and committee members attend recommended training in welfare and safeguarding and protecting children as appropriate, comply with requirements to obtain CRB and Independent Safeguarding Authority checks (when required after July 2010) and that all coaches/volunteers/helpers complete volunteer reference forms or comply with a club volunteer recruitment process.

Club Welfare Officers

- The Welfare Officer's role is to advise and support the club officers and committee to implement welfare policies and procedures and to support the club to adhere to codes of conduct and good practice.
- The Welfare Officer's role is to ensure that all club coaches/helpers/volunteers have completed a volunteer reference form or complied with a volunteer recruitment process and assist in this process as appropriate and to ensure that all coaches/officials/volunteers have completed CRB and Independent Safeguarding Authority checks as required and assist in this process as appropriate. (N.B. The Independent Safeguarding Authority is a new government body that should start processing checks in July 2010 but checks should be managed by UKA under their current CRB procedures)
- The Welfare Officer's role is to respond to suspected breaches of the Welfare Policies and Procedures that may be referred to them, in accordance with the Welfare Procedures and, to advise and support other club officers or committee members how to respond appropriately in accordance with the Procedures.
- The Welfare Officer should report any concerns about child abuse to local children's social care services or police immediately. If the Welfare Officer is not available, the person with concerns should report the matter to the local children's services or police themselves.
- The Welfare Officer should also report any concerns about child abuse to both the UKA Welfare Officer and the EA Welfare Officer and inform them what action has been taken.
- The Welfare Officer is advised to inform the EA Welfare Officer about any concerns regarding misconduct which is not child abuse.
- The Welfare Officer should have attended Safeguarding and Protecting Children Training and Time to Listen Training for Club Welfare Officers within the last 3 years. (N.B. Time to Listen is a course that is currently being developed by England Athletics and the Child Protection in Sport Unit and will be offered to all club welfare officers when available from 2010)

Appendix Two: Referral form



REFERRAL FORM

Your name and contact details: _____ 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: _____

Children's Social Care Yes No If yes, which: _____

Or Local Authority Designated Officer _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

UKA LCPO Yes No If yes, which department: _____

Date and time: _____

Name Role and Contact number: _____

Details of advice received: _____

Other (e.g. NSPCC, Children 1st) Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Print name: _____

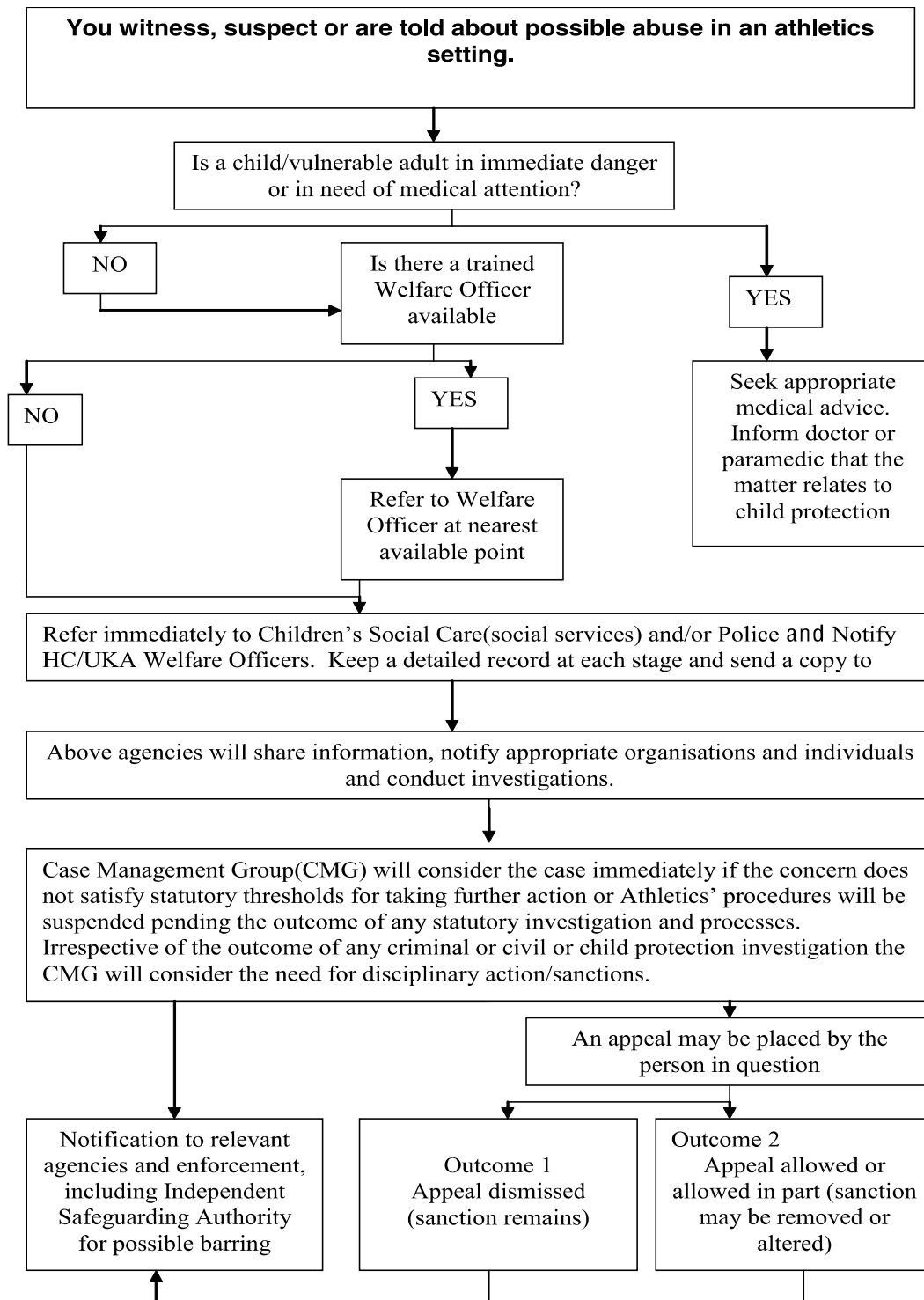
Signed: _____ Date: _____

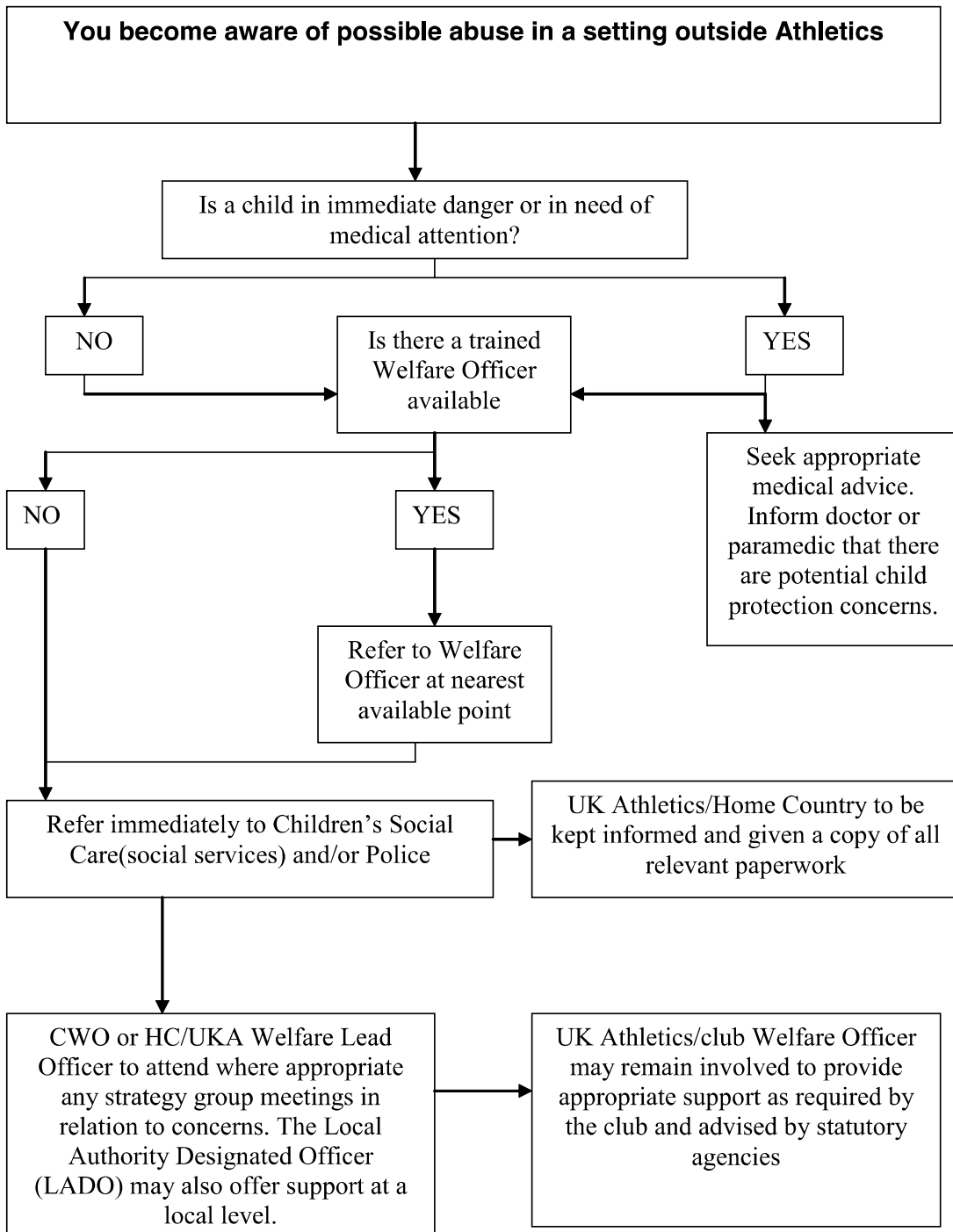
Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

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

Email: childprotection@uka.org.uk Telephone: 0161 223 4246.

Appendix Three: Flowcharts of possible actions







CHILD PROTECTION REFERRAL & INFORMATION FORM
Additional Informational Regarding Other Alleged Victims
Or Young Persons Concerned

Case Name:	_____		
Date:	_____	Completed By:	_____

Name of Alleged Victim/Young Person Concerned: _____ (If more than one, use Additional Information Form)			
Age (At time of incident)	_____	Date Of Birth	_____
Role/Position:	_____	Disabilities:	_____
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Ethnic Background: _____
Contact (Name and address of parent/carer)	_____	Tel Number	_____
Associated Club (Name and address)	_____ _____		
Name Of Person Who Originated concern and contact details: _____ (If applicable/known)			
Relationship to alleged victim:	_____	Relationship to accused:	_____

Name of Alleged Victim/Young Person Concerned: _____ (If more than one, use Additional Information Form)			
Age (At time of incident)	_____	Date Of Birth	_____
Role/Position:	_____	Disabilities:	_____
Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Ethnic Background: _____

Contact (Name and address of parent/carer)	Tel Number	
Associated Club (Name and address)		
Name Of Person Who Originated concern and contact details: (If applicable/known)		
Relationship to alleged victim:		Relationship to accused:

Attachment included: Yes NO

For Completion By The Child Protection Case Administrator
Case Name:
Initial Action Recommended or Taken:
Timeframes Agreed/Proposed:
Additional Comments:

Prime Concern:

Sexual	Physical	Emotional	Neglect	Bullying
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: _____

Date: _____

Print Name: _____