



BASINGSTOKE & MID HANTS ATHLETIC CLUB

SAFEGUARDING AND WELFARE POLICY

INTRODUCTION

Basingstoke & Mid Hants Athletic Club is strongly committed to ensuring that all BMHAC members, as well as all those invited to participate alongside our members, can be involved in athletics in a safe and enjoyable way. All members and participants are entitled to a duty of care and to be protected from abuse. 'Duty of Care' is a common law duty that applies to all individuals and organisations. BMHAC has a duty of care towards their members and are responsible for ensuring all club activity is safe.

Everyone has a role to play in keeping others safe and all club members should know what to do if they have any concerns. This includes all athletes, parents, coaches, officials and volunteers.

ENGLAND ATHLETICS WELFARE & SAFEGUARDING POLICY and PROCEDURES:

BMHAC has adopted the England Athletics Safeguarding Policies and Procedures in their entirety. These include:

The UKA / HCAF Adult Safeguarding Policy

<https://www.englandathletics.org/resources/view/uk-athletics-hcaf-adult-safeguarding-policy/>

The UKA / HCAF Child Safeguarding Policy

<https://www.englandathletics.org/resources/view/uk-athletics-hcaf-child-safeguarding-policy/>

The UKA / HCAF Adult Safeguarding Procedure

<https://www.englandathletics.org/resources/view/uk-athletics-hcaf-adult-safeguarding-procedures/>

The UKA / HCAF Child Safeguarding Procedure

<https://www.englandathletics.org/resources/view/uk-athletics-hcaf-child-safeguarding-procedures/>

WELFARE OFFICERS

The Club has 2 Welfare Officers, a male and a female – their names are clearly shown on posters in the Club Cabin, the Club House and the Club website.

The role of the Welfare Officer covers the following areas of responsibility:

- a. Managing Incidents
- b. Ensuring Club policies and procedures concerning welfare and safeguarding are implemented
- c. Guide the Committee on necessary procedures in order that members of the Club/volunteers who are working with children and/or adults at risk are recruited safely and in line with legal requirements
- d. Verify on a regular basis that records are kept of safeguarding training attended by appropriate Club members
- e. Verify on a regular basis that records are kept of DBS applications made by Club members in various roles.

Further information can be accessed via these links:

<https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2020/03/England-Athletics-Welfare-Officer.pdf>



BMHAC Role Description for Welfare Officers

<https://www.englandathletics.org/clubhub/resource/welfare-officer-role-description/>

Each Welfare Officer is required by the Club to meet the following requirements:

- a. To have received DBS clearance from UK Athletics within the last 3 years
- b. To have been registered as the Club Welfare Officer on the myAthletics portal
- c. To have completed the online 'Safeguarding in Athletics' module
- d. To have attended a Time to Listen Course

Having Welfare Officers within the Club gives members a trained and trusted person to speak to about a concern either within the club or at times outside of athletics. It provides the Club with a lead person who has the right skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly. By completing the England Athletics online safeguarding and Time to Listen training, Clubs can be confident that their Welfare Officers have the right level of knowledge for the role that is specific to Athletics. This includes how to raise a concern and who to speak to within the Club for further guidance.

The Welfare Officers have clear lines of communication with the Committee, as well as England Athletics. Their registration on the myAthletics portal allows the receipt of regular updates and resources shared by England Athletics. It is the responsibility of both Welfare Officers to keep the Committee aware of any significant developments and to disseminate information as necessary to Club members.

RECRUITMENT AND RETENTION OF CLUB PERSONNEL

DBS Checks

It is a requirement of BMHAC that everyone involved in the Club who has significant contact with children and/or vulnerable adults has a Disclosure and Barring Service Check – DBS check (which has replaced the CRB check). This is required at all times for the following roles:

- Coach
- Technical Official
- Guide Runner
- Welfare Officers
- Team Managers

Initial applications are managed via the myAthletics portal and renewals reminders will be issued from that same tool.

Additional roles are required to complete a self-certification form and lodge it with the Welfare Officer. This is for the following roles:

- Anyone who is under 16 years of age and is working with young athletes
- Parent Helpers
- General club volunteers that do not have sole supervisory responsibilities for Under 18's
- Unqualified coaches/officials that are assisting to gain experience prior to accessing a formal course

Further information is available at the following link:

<https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/safeguarding-checks-and-dbs-processes/>



The Club's Welfare Officers will maintain a register of all Club Roles with DBS clearance, volunteers and parent helpers who have self-certified and a copy of the self-certification forms. This will be stored in the welfare section of the Club's membership database. All roles identified above **will not commence duties** with children or adults at risk until their DBS has cleared, and/or self-certification has occurred and has been registered by a club Welfare Officer.

Individuals requiring DBS checks or self-certification to perform their role for the Club are responsible for keeping such checks up to date and acting promptly on renewal requests.

Welfare Officers are responsible for ensuring the DBS/self-certification register is kept up to date, including removing those who are no longer in their role or whose certification/ registration has expired.

Qualification and Licences

All Club coaches and technical officials will hold the appropriate qualifications and licences. The Coaching Co-ordinator will maintain a register of all such qualifications and licences and this will be stored on the Club's membership database. Coaches and technical officials will not commence duties with children or adults at risk until their licence has been received has been registered by the Coaching Co-ordinator.

The Coaching Co-ordinator is responsible for ensuring the qualification and licences register is kept up to date, including removing those who are no longer in their role or whose qualification/licence has expired. This should be checked once a year in order that the Committee can be confident that the processes are working as desired.

Induction

All coaches, Committee members, parent helpers, volunteers & guide runners will be provided with this welfare and safeguarding policy and if relevant the appropriate Code of Conduct as part of their induction, to ensure they are aware of their roles and responsibilities with respect to safeguarding. Updates will be provided as and when the Club policy changes and/or further advice and guidance is provided by England Athletics.

Training

BMHAC requires all coaches, welfare officers, technical officials, and team managers to attend the recommended safeguarding training on commencement of their role and thereafter every 3 years. The required course is Safeguarding in Athletics' is a self-paced online learning module that can be booked through Athletics Hub. www.athleticshub.co.uk. The cost will be reimbursed by the Club. Welfare Officers are responsible for ensuring the safeguarding training register is kept up to date, including removing those who are no longer in their role or whose certification/ registration has expired.

Codes of Conduct

The UK Athletics (UKA) and the Home Country Athletics Federations (HCAF) Codes of Conduct set out national standards of conduct for all clubs, coaches, officials, volunteers and athletes in the sport.

The 2021 revised codes take account of developments in national policy, guidance and practice. Every BMHAC member and anyone undertaking a relevant role must agree to abide by the codes of conduct either when they join the Club as part of the Club application process, or when they renew their Club membership or UKA licence.



The purpose of a code is to clarify:

- What behaviours are acceptable and unacceptable
- The standards of practice expected
- The basis for challenging and improving practice.

The following codes are applicable to BMHAC members:

- Coaches
- Senior Athletes
- Children and Young People (under 18)
- Parent/Carer
- Technical Officials
- Club Welfare Officer
- Volunteers

These can be found here:

<https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/>

DEALING WITH A SAFEGUARDING CONCERN

All club members, parents, Coaches, guide runners, parent helpers, volunteers, committee members and members of the public have a responsibility to report any concerns about the welfare of a child or adult at risk, using the flowchart in Appendix A.

<https://england-athletics-prod-assets-bucket.s3.amazonaws.com/2021/03/Reporting-safeguarding-concerns-within-the-athletics-environment-v2.pdf>

Any concerns should be reported immediately to the Club's designated Welfare Officers and the Welfare Officers are available to talk through any safeguarding concerns or questions you have. Any person approaching the Club with genuine concerns will not be disadvantaged or discriminated against in any way because of the disclosure.

Furthermore, UK Athletics operates a whistle blowing policy which outlines the process by which any individual involved at any level of the sport of athletics can raise concerns with UK Athletics for investigation. This policy can be found on the following link:

<https://www.uka.org.uk/wp-content/uploads/2020/05/Whistleblowing-Policy-External.pdf>

BREACHES OF THIS POLICY

If any member or individual associated with BMHAC in any capacity, feels there have been breaches in the codes of conduct or this safeguarding policy, they should discuss the matter with one of the Club's Welfare Officers. If the matter is not resolved, any individual involved at any level of the sport of athletics can raise concerns with UK Athletics for investigation as outlined in the EA Whistleblowing policy.

<https://www.uka.org.uk/governance/policies/>

Last Reviewed: February 2024

Next Review Date: February 2025