

DOVER ROADRUNNERS A/C

Welfare & Child Protection Policy

Background

UK Athletics has recommended that all Athletic Clubs appoint a Child (or Young Persons) Protection Officer for Junior club and a Welfare Officer for the Senior club, and have a clear procedure set down in writing to which parents of juniors, junior and senior members can refer if they or their child has any issue or complaint which they wish to raise in relation to the Club's coaches or other members.

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, poor practice in coaching and disciplinary 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 England Athletics, clubs and associations meet their statutory responsibilities to safeguard and protect children and adults.

Welfare is essential to contribute to good practice within athletics, develop performance and to ensure the safety and enjoyment of athletes, coaches, officials and volunteers.

It is everyone's responsibility to protect the welfare of all those who participate in athletics.

The following policy has therefore been adopted by Dover Roadrunners a/c.

Principles

The following policy sets out a code of practice to be followed by the Club should any complaint be received regarding the improper behaviour of a Club member with or towards a child or adult at training or other Club sponsored events. It also sets out the coaches' and parents' responsibilities whilst children are in the coaches' care and control. The policy is in no way meant to inhibit the coaches' ability to pass on their knowledge to members of the Club and parents should understand that sometimes a 'hands on' approach is necessary, particularly with younger children when showing them how to perform new exercises and techniques correctly. All adult members have a duty of care to other members at club events.

Definitions

'Child' means any child that has not yet reached the age of seventeen

'Welfare & Child Protection Officer' is a person appointed by the Club Committee to be a point of contact between the Club, adult members, parents, the Police, the Social Services etc;

'Occurrence Book' is a record held by the Welfare & Child Protection Officer of complaints received or injuries received whilst adults or children are in the care or control of the Clubs coaches. Two books will be held, one for Juniors and one for Seniors

Complaints Procedure

1. If a child or parent or senior member has any complaint regarding any aspect of the behaviour of a coach or other member with or towards their child or themselves, the initial complaint should be made to the Welfare & Child Protection Officer. The Welfare & Child Protection Officer appointed by the Club Executive Officers is Jane Phillips. Contact details are on the Club website for Members or parents of juniors. All parents/carers of Junior members are supplied with the Officers details in their welcome pack.

2. If the complaint appears to be an allegation of a criminal offence, the complainant will be advised to report the matter immediately to the Police. A record of the complaint will be made as soon as possible in the Occurrence Book together with a note of any action taken. The complaint will be referred to the Club Committee who will meet at the earliest opportunity to decide whether the person complained of should continue in their coaching capacity during or at the conclusion of any subsequent Police enquiry.

3. Where the complaint is not one that involves the Police, and it can be resolved in an informal manner, then a record will be made of the complaint and the way in which it was resolved in the occurrence book.

4. If the complaint cannot be resolved it will then be referred to the Club Committee whose decisions on the matter will be final. The Committee reserves the right at all times to dispense with the services of any coach or suspend the membership of any club member.

5. It is the policy of the club that coaches be vetted by the Police as to their suitability to perform their role and DBS checks are carried out and are available for inspection.

Junior Club:

Responsibilities of Child Protection officer, Coaches & Parents

1. The coach is responsible for making a record or causing a record to be made in the occurrence book of any injury sustained or complaint of / or by a child or parent/carer, or of any serious concern or anxiety expressed by the child, whilst a child is in their care or control.
2. In all cases the Child Protection officer will be informed within 24 hours and will be supplied with a copy of the report.
3. The Child Protection officer will review the information and take any further necessary action.
4. The parent is responsible for ensuring the coaching staff have an up to date contact number in case of an emergency
5. The parent is responsible for dropping off and collecting their children from training and Club events. Coaches cannot be responsible for children away from the training area or the sports hall
6. At no time will a coach be alone with a child without the presence of an assistant coach, a helper or parent.
7. For 5-11 year old Juniors The parents/carers are expected to remain present during the duration of the training session
8. For 11-15 year old Juniors Parents/cares are expected to remain on site & the coach is responsible for the child until he or she is collected. The child will not be left on their own in the event of the parent being delayed. This reinforces the need for an up to date emergency number to be provided by the parent.
9. Parents/carers are responsible for transporting their child to and from training and club events. All children will be accompanied by parent/ carer to events.
10. The coach reserves the right to refuse to coach disruptive children. Initially the coach should work with the parent to encourage the child to behave in a more appropriate manner. If however this behaviour continues the coach can ask the child to sit out of the training session until the arrival of their parent.
11. Any observations by a child or parent as to the ability of the coach should normally first be taken up with the coach concerned. If the problem cannot be resolved amicably, then the parent should write to the Chairman of the Club who will try to resolve the query. As a last resort, if the parent is not happy and cannot resolve their concern, they can of course withdraw their child from the Club

Senior Club Welfare:

Responsibilities of Welfare Officer Coaches and Members

- ALL club officers and committee members have responsibility to uphold the club's 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.
- The club Welfare officer will advise and support the club officers and committee to support the club to adhere to codes of conduct and good practice
- All members have a duty of care to each other. Bullying, violence or foul language will not be tolerated. All athletes accepted by the club irrespective of disability, gender or prowess will be treated supportively and with courtesy. Any complaints should in the first instance be made to the Welfare Officer (or in their absence to the Coach or Chairman)
- All welfare issues will be recorded in the occurrence book and audited annually by the welfare officer and committee.
- 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 UK Athletics Lead Safeguarding Officer. (see website for details)
- 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, officials and athletes regarding contact details.
- Club disciplinary procedures will be invoked to deal with issues of misconduct
- All club officers and committee members should ensure that relevant club personnel attend recommended training in welfare and safeguarding and comply with requirements to obtain an Enhanced DBS where appropriate.
- It is the responsibility of the club (not just the Welfare Officer) to ensure that there is a volunteer recruitment process in place which includes a volunteer reference form and that all volunteers/helpers are recruited using this process. ensure that all club coaches / helpers / volunteers have completed a volunteer recruitment process which includes volunteer reference forms & DBS checks (where required). They should assist in ensuring that this process is completed in a timely manner.
- An annual club audit of all volunteers will be completed, which should

