



## Welfare Policy

Everyone has the right to live their life free from violence, fear and abuse, and to be protected from harm and exploitation. Haverhill Running Club fully accept their legal and moral obligations to provide a duty of care, to protect all children and adults and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

Haverhill Running Club has adopted the following England Athletics policies relating to child and adult welfare.

Policy	Author	Issue Date
Safeguarding and Protecting Children in Athletics	UKA	June 2019
Safeguarding Adults Policies and Procedures	UKA	June 2019
Anti-Bullying Policy for Clubs	UKA	January 2020
Club Disciplinary and Appeals Process	EA	January 2020

### **What the club will do:**

- Review this policy annually, and adopt updated versions of the NGB Safeguarding, Grievance and Disciplinary procedures as and when they are made available.
- Ensure that all committee members, coaches and athletes are aware of this policy, and know how to access full copies of this and associated documents. Details on how to obtain a copy will be included in the welcome pack (juniors only).
- Provide all junior members, coaches, officials and volunteers with a welcome pack which includes the appropriate codes of conduct for their role or membership status.
- Require staff/volunteers to adopt and abide by their Safeguarding Policy and Procedures, Codes of Conduct and the relevant grievance, investigatory and disciplinary procedures.
- Respond swiftly and appropriately to all suspicions and allegations of abuse and poor practice according to the NGB Safeguarding, Grievance and Disciplinary procedures.

### **Welfare Officer**

- The club will appoint a Welfare Officer. They will be provided with a job specification for the role, and must attend Safeguarding in Athletics and Time 2 Listen training for Club Welfare Officers every three years.
- The club will ensure that all members know how to contact the Club Welfare Officer and the England Athletics Welfare Officer. This information will be included in the welcome pack that will be given either electronically or in printed form to all new members, and is also included at the end of this policy. The Club Welfare Officer contact information will also be available on the contacts page of the club website.


## **Volunteer recruitment and training**

- All volunteers who do/may undertake a supervised role or responsibility in relation to children must complete a self-declaration form to establish whether they are known to any Children's Social Care (social services) as being an actual or potential risk to children or whether they have ever had action taken against them (criminal/civil/disciplinary) that might indicate that they are unsuitable to work with or have responsibility for children.
- If required for the role they must complete an enhanced Disclosure and Barring Service (DBS) check every 3 years.
- All club volunteers undertaking a role or responsibility in relation to children must attend a recognised direct delivery safeguarding workshop (e.g., Educare online course Safeguarding in Athletics).
- The club will ensure that volunteer coaches and officials are qualified and insured for the activities they are delivering. Training must be provided by a recognised deliverer such as England Athletics. The club will reimburse volunteers costs for undertaking this training.
- The club will maintain training records for all volunteers (e.g., coaches and officials) including date and type of training, whether or not a DBS check is required and has been obtained.

## **Training sessions**

- Training sessions will take place in safe and open environments.
- Junior training sessions will only be led by qualified coaches/Run Leaders not exceeding a coach to athlete ratio of 1:12. Senior training sessions will strive to maintain a coach to athlete ratio of 1:12 wherever possible.
- Registers detailing participation in club training sessions by children will be kept by the coaches.

## Club Welfare Officer Details

<p><b>Name: Suzanne Pattinson</b></p> <p><b>Email: <a href="mailto:welfare@haverhillrunningclub.com">welfare@haverhillrunningclub.com</a></b></p> <p><b>Phone Number: 07720 300974</b></p>	
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The Welfare Officer will:

- deal with confidential matters that may arise related to athletes and have an understanding and an appropriate way to such matters
- be responsible for the promotion of codes of conduct to members, parents and young people
- receive, record and pass on to the England Athletics Welfare Officer any concerns relating to the welfare of young people and vulnerable adults
- provide advice on the development of activities for young people within the club/organisation
- support the registration of all personnel involved in activities for young people with the club/organisation (DBS checks)
- recognise the difference between poor practice according to club rules and matters that would be seen as welfare issue.

Other points of contact for welfare issues:

- Advice and support regarding any welfare issues can be obtained by contacting the England Athletics Welfare Officer who is Jane Fylan at [jfylan@englandathletics.org](mailto:jfylan@englandathletics.org) or on 0121 713 8450 (option 3)
- NSPCC Helpline: 0808 800 5000
- Suffolk Police Child Protection: 01473 613500
- Suffolk Children's Services: 0808 800 4005