



ROYAL SUTTON COLDFIELD ATHLETICS CLUB

Welfare Policy and Processes Overview

Royal Sutton Coldfield Athletics Club (RSCAC) is a competitive running club which offers opportunities for members to participate in athletics in a competitive, coaching, officiating and volunteering capacity. The aim of the club is to "To Provide the Environment and Opportunity for Coaching and Competition in Athletics at all levels for the community".

We take the welfare of our members very seriously and aim to provide an environment which enables all to enjoy athletics and achieve their potential whether in a competing or supporting role. This includes all aspects of physical, emotional and mental wellbeing. We have adopted England Athletics' and UK Athletics' guidelines to ensure the club meets its statutory requirements.



Welfare Provision

The welfare of our members and volunteers is everyone's responsibility. Everyone can contribute to the club's aim and support the welfare of those who compete for and support the club in a volunteering role. To help coordinate the club's approach to welfare and ensure its processes & policies are followed we have 2 appointed designated Welfare Officers.

Th Welfare Officers are visible at the club during training sessions and are available to contact to support any welfare issues. They aim to support the Club in building a culture where members feel welcome, safe, included and supported.

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, poor practice in coaching and disciplinary matters. The role of the Welfare Officers is prescribed by England Athletics and is set out in Appendix 1. The Welfare Officers have received training to carry out the role and are DBS checked.

Welfare Officers

Bunny Kyd



0121 353 3382 or 07977 096020

bunnykyd@hotmail.co.uk



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Welfare Processes & Codes of Conduct

RSCAC has reviewed its processes in line with England Athletics' guidance and has adopted England Athletics' processes. This includes the recruitment and assessment of its volunteers and dealing with welfare issues. Full details are given in the RSCAC Welfare Process Appendix 2.

The Royal Sutton Coldfield Athletics Club has a code of conduct which sets out an agreement on rules, responsibilities, and behaviour for the members of the organisation. It has been adopted from UK Athletics.

RSCAC Club Code of Conduct (2020)

Everyone has a part to play in welfare. To support this all members, parents/carers, coaches, officials, and volunteers must comply with the codes of conduct set out by the club.

RSCAC Athletes Code of Conduct (2020)

RSCAC Parents Code of Conduct (2020)

RSCAC Coaches Code of Conduct (2020)

RSCAC Team Managers Code of Conduct (2020)

RSCAC Technical Officials Code of Conduct (2020)

The codes of conduct will be accessible via the RSCAC website and displayed in the club house. They will be reviewed annually during the AGM to ensure we operate by them and to update them where necessary.

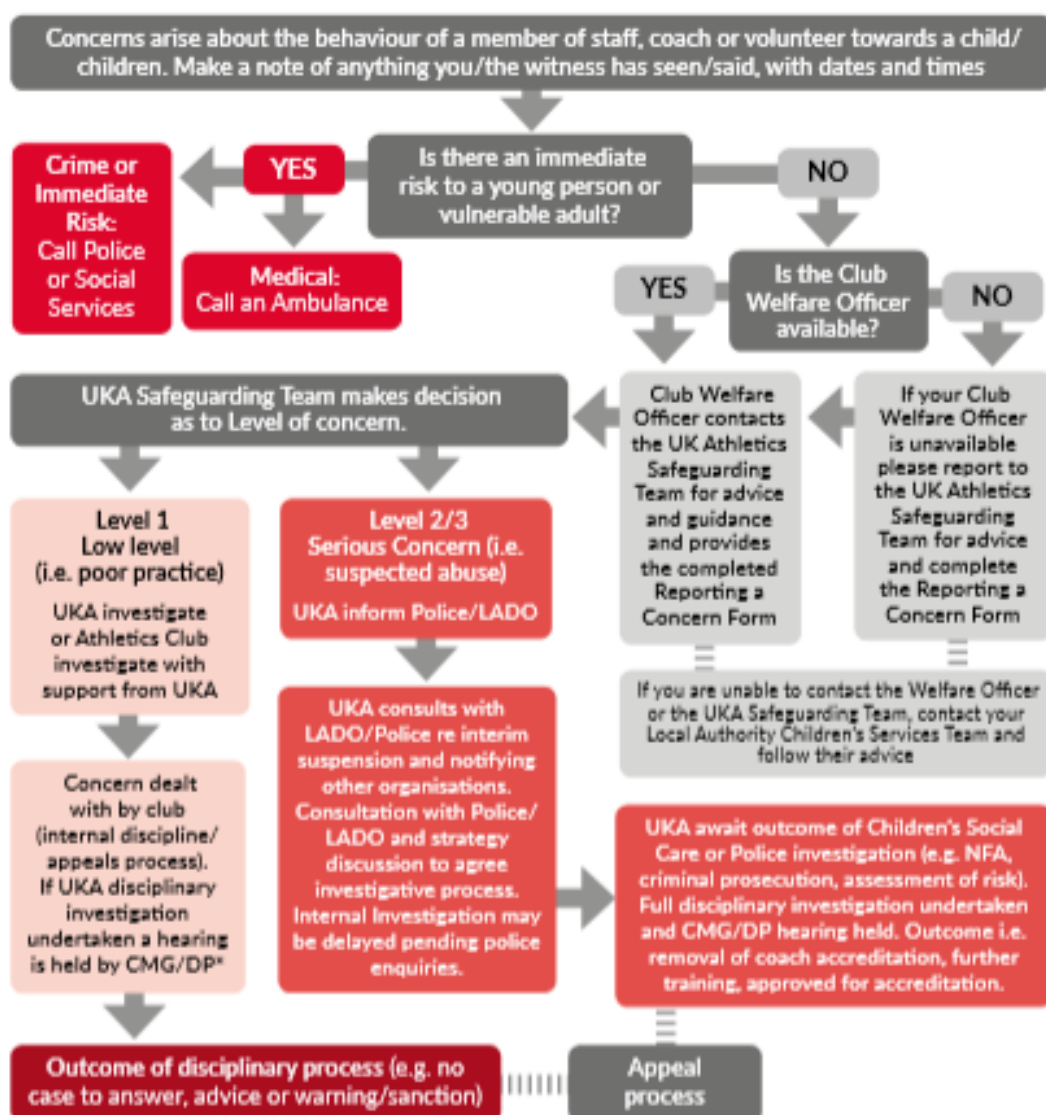


REPORTING A SAFEGUARDING CONCERN

within the Athletics Environment



How to respond to allegations against a volunteer or another young person



Useful Contacts

UK Athletics Welfare Team:
0121 713 8450 email: dbrown@uka.org.uk
NSPCC: 0808 800 5000
Emergency Services: 999

NOTE: You should inform the parent/ carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk

England Athletics - Reporting a Safeguarding Concern



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Appendix 1

Welfare Officer's Roles and Responsibilities

CLUB WELFARE OFFICER ROLE DESCRIPTION



Responsibilities

- To support the Club in building a culture where members feel welcome, safe, included and supported.
- To be visible within the club. Regularly attend club sessions so that all members, including Coaches, Volunteers, and Parents have the opportunity to meet with, feel at ease and know how to make contact should they require any guidance and / or wish to raise a concern.
- To have a clear understanding of the UKA Safeguarding policies for Adults and Children and the England Athletics guidance on how to establish if a concern meets the threshold for being reported on.
- To ensure there is a Club Welfare Process for managing concerns that embeds the above policies within the club, along with local contacts. To use this process for managing all Welfare concerns. To ensure this process is communicated to all members and that they have a clear understanding of their responsibilities for reporting concerns.
- To report any concerns of abuse to the UKA Lead Safeguarding officer, or in urgent cases requiring immediate support, the Police or Social Services.
- To work with the membership secretary to keep an up to date record, ensuring all appropriate volunteers within the club (including Coaches and Officials) are appropriately licenced and hold an up to date DBS check.
- To lead on (or support the Volunteer Co-ordinator) with the safe recruitment of club personnel.
- To act as a verifier for the DBS check application process for Coaches and Volunteers within the club. (Not always the role of the Welfare Officer if the club already has established DBS verifiers.)
- To complete the England Athletics online Safeguarding in Athletics training and the 3 hour face to face Time 2 Listen course every 3 years.
- To support the committee in reviewing club policies and procedures relating to Welfare at least every 3 years, ensuring the safety of members is at the centre of these procedures. (At least one Welfare Officer should be a member of the committee.)

England Athletics – Web Officer Role Description



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Appendix 2

RSCAC Welfare Process

Introduction

All members of our club have a duty of care to one another. This is reflected in our Club Constitution and Codes of Conduct. Our aim is to create a welcoming and supportive setting for our members to enjoy being part of the club and most of all feel safe. We want members to know that there is a safe space to talk to us, if they have any concerns about their own Welfare within the club. We also want to ensure that members feel confident in knowing how to raise any concerns they may have about the Welfare of a member and how this will be dealt with.

As an England Athletics affiliated club, we adopt the follow policies for Club Welfare:

- UKA Safeguarding Children Policy
- UKA Safeguarding Adults Policy and Guidance Procedures

These can be found on the UKA Website or through the England Athletics Resource Library.

This process provides details on how we as a club, implement these policies within the Club environment.

Welfare Concerns

There are three types of Welfare Concerns that can be raised at the Club

- A Welfare Concern that requires immediate action
- A Welfare Concern regarding a situation outside of the Athletics Environment
- A Welfare Concern regarding a situation within the Athletics Environment

There are different ways in which you may become aware of a concern

- A member may confide in you about a concern they have about themselves
- You may witness something that causes you concern
- A member or parent may confide in you about a concern they have about another member

When you become aware of a concern it is important that you **do 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.
- Give a guarantee of confidentiality

Reporting a Concern

All members have a duty to raise the concern with a Club Welfare officer to ensure that matters are appropriate managed and recorded by the club. It is not the member's responsibility to investigate concerns. If the concern does not require immediate action, it should be reported in writing to the Club Welfare Officer so that an accurate record is logged which may be required at a later time.

In the case of an Adult Welfare concern, it is important that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert.



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Our Club Welfare Officer Representatives are

Bunny Kyd



0121 353 3382 or 07977 096020

bunnykyd@hotmail.co.uk

When a concern is raised that requires immediate action

If there is an immediate risk to the safety of an individual, you need to contact the Police immediately and report your concerns. Please consider your own safety as well as that of the individual at this time.

When it is appropriate to do so, you should inform a Club Welfare Officer of the action taken for official club records and consider what, if any, further action is required by the club.

When a concern is raised regarding a setting outside the Athletics Environment

If you become aware of a Welfare concern that is not directly related to the club environment, you still have a duty of care to share this information. If the concern does not require immediate action, you should report the matter to a Club Welfare Officer, in writing as previously described.

The Club Welfare Officer will refer to the flow charts located in the appropriate policy (UKA Safeguarding Children / UKA Safeguarding Adults) and take the appropriate action.

The Club Welfare Officer may be required to make contact with local services to report this concern.

Contact details of these services can be found here:

| BIRMINGHAM CHILDREN'S TRUST | BIRMINGHAM ADULT SOCIAL CARE AND HEALTH |
|--|---|
| Monday to Friday 9am to 5pm 0121 303 1888 | Monday to Friday 9am to 5pm 0121 303 1234 or |
| Emergency out-of-hours 0121 675 4806 | email acap@birmingham.gov.uk. Emergency out-of-hours 0121 675 4806 |

Managing a Concern within the Athletics Environment

Report your concern to a Club Welfare Officer in writing. The Club Welfare Officer will then refer to the flowcharts located in the appropriate policy (UKA Safeguarding Children / UKA Safeguarding Adults) to decide if the concern meets the threshold of being reported to UKA.

If the threshold is met for reporting the matter to UKA, the Welfare Officer is required to follow this process:



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- Email dbrown@uka.org.uk or call the UKA Welfare Department on 0121 713 8450 (selecting option 2).
- UKA Welfare Staff will talk you through the process that will subsequently follow and are on hand to answer any questions/concerns you may have.
- UKA Welfare Staff will also offer you advice in relation to reporting back to club officials and managing your club environment appropriately.

If as a Welfare Officer, you are unsure if the concern meets the threshold you should contact UKA using the means above to check.

Managing a Concern that does not meet the threshold for reporting to UKA but still requires intervention at club level.

If the concern does not meet the threshold for being reported to UKA, it does not mean that the concern will be dismissed. It is possible that this concern is still causing distress to a member or members and requires intervention at a club level.

In this instance the Club Welfare Officer may need to speak to another member of the committee. In the first instance this should be another Welfare Officer or if this is not appropriate the Chair or other senior Committee member. An agreement will then be formed on what action should be taken. It may be the case that some mediation is required. If as part of the concern, a formal complaint has been raised, the club will use its Disciplinary Process to manage the complaint.

If there is uncertainty regarding what action to take, the Club Welfare Officer may sense check the proposed action with the England Athletics Club and Compliance Manager or their local Club Support Manager.

Support available for Club Welfare Officers

Occupying the role of Welfare Officer can be challenging at times, mainly due to the vast and unpredictable nature of issues/concerns that can and may arise within your club setting. Please always ensure that you place the importance of your own health and wellbeing at the forefront of your work. If you find that a particular matter or simply a build-up of issues are causing you a degree of upset/stress, please ensure that you reach out to one of the following organisations that will be more than happy to talk the matter through with you and offer you the reassurance, guidance and support you rightly deserve.

- England Athletics Athlete & Club Compliance & Wellbeing Manager - 0121 713 8450 (option 3)
- UKA Welfare Department - 0121 713 8450
- Mind - 0300 123 3393
- NSPCC - 0808 800 5000
- Ann Craft Trust - 0115 951 5400

This process should be reviewed and updated every 3 years by Club Committee.



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Welfare Covid 19 Response

The Covid 19 Pandemic has had significant impacts on RSCAC. Keeping all members of the club safe during this time is paramount. Every member has an important role to ensure coaching and training is carried out safely, not only protecting our members but our wider community.

The **committee** has responsibility to reviewing, responding to and communicating Government & England Athletic guidelines to its members. As part of this they will aim to support the development of generic risk assessments to respond to Covid 19 relating to training, use of equipment and facilities. This will be an ongoing process that will need regular review as the pandemic progresses and guidance changes.

Coaches, Assistant Coaches, and other **volunteers** have responsibilities to ensure that the general risk assessment is implemented. As appropriate, they must also consider and mitigate specific risks relating to the athletes they train and the training activities they plan. It will be important to communicate these requirements to all athletes within training squads and ensure they are followed at all times.

Athletes & parents / carers are responsible for following the latest guidance by following instruction set out by coaches, assistant coaches and volunteers when attending, carrying out training and leaving sessions.

Information regarding the latest Government Guidance will be reviewed in planning, preparing and executing training & club activities. Below is a list of actions/responsibilities that will be taken to ensure the welfare is maintained at this time.

| | |
|--|---|
| Review of Government and England Athletics Guidelines. | RSCAC COMMITTEE |
| Development of risk assessments to cover training activities in response to Covid 19 and communication to coaches and volunteers. | RSCAC COMMITTEE |
| Development of squad specific systems to work within the club risk assessments e.g. routines to ensure social distancing. | COACHES, ASSISTANT COACHES |
| Consideration of risks/mitigations associated with planned training activities & sessions. | COACHES, ASSISTANT COACHES, VOLUNTEERS |
| Following the requirements/instructions set out within the general and squad specific risk assessments. | ALL MEMBERS & PARENTS / CARERS |
| Complete the Health Questionnaire and if answering Yes to any question do not attend training. | ALL MEMBERS |
| Inform a member of the committee and support track and trace activities in the event of someone in the squad displaying Covid symptoms. | ALL MEMBERS |