

Warley Woods Pacers Running Club
Safeguarding Protocol

Warley Woods Pacers is committed to ensuring that all members can participate in club activities in an enjoyable and safe environment. All members are entitled to a duty of care and to be protected from abuse. This document outlines the club's approach, responsibilities and policy & procedures to safeguarding of adults and children.

Warley Woods Pacers commits to the England Athletics safeguarding policies in their entirety:

• Safeguarding vulnerable adults

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

• Safeguarding children policy

<https://www.englandathletics.org/resources/view/uk-athletics-hcaf-child-safeguarding-policy/?from=1>

Safeguarding - a quick guide for action:

What to do if:

- You are the victim of abuse
- you see something you think could be abuse of a child or vulnerable adult
- you suspect that abuse of a child or vulnerable adult has occurred, or may do
- you have concerns someone is being radicalised or is vulnerable to extremism

ALWAYS report as soon as you have a concern

ALWAYS make clear notes of anything that happened/was said to you

NEVER offer promises of complete confidentiality - you MUST report abuse if it has been disclosed to you

NEVER investigate with, or without, others

NEVER take photographs of marks

NEVER ask a child/person to remove any clothing. Be aware of your own vulnerability in this and minimise risk to yourself whilst supporting the child/person

Welfare Officers (Warley Wood Pacers)

Sally Cotterell

Josie Underhill

Additional information:

Additional information is included below, to support all club members, parents and carers, Coaches, Leaders, Guide Runners, and Committee members, to apply these policies within the club.

Definitions

A definition of the roles described throughout this document are included below:

- Coaches: those who have an EA Coaching qualification.
- Leaders: Club members, who have completed the Leader in Running Fitness course.
- Guide Runner: an individual who supports a visually impaired person by guiding them whilst running.
- A child is defined as anyone under the age of 18, in line with the UK and UN legal definition of a child.

1. Roles and responsibilities

All Committee Members, Coaches, Leaders and members of the club have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to respond to any suspected breaches. The safeguarding protocol will be actively promoted to club members

2. Statement of good practice

The club will adhere to the accepted ethical framework for best practice outlined in *Safeguarding adults in athletics* and *Safeguarding and protecting children in athletics*.

All club members will abide by the *Warley Woods Pacers Members Code of Conduct* outlined in the appendix 1.

Any club member, parent, carer or member of the public that is concerned these standards are not maintained, or about poor practice or possible abuse should report this immediately as outlined in section 4 of this document.

3. Recruitment, selection and training

Recruitment and selection

In line with EA guidance, the following club roles will all have DBS clearance:

- Qualified Coaches and Leaders
- Welfare Officers
- Guide Runners

The club's Welfare Officers will maintain a register of all club roles with DBS clearance. This will be stored in the welfare section of the club's shared drive, so that it is available for all Committee members to access at any time. All roles identified above will not commence duties with children or adults (at risk) until their DBS has cleared and has been registered by a club Welfare Officer. Welfare Officers are responsible for ensuring the DBS is kept up to date, including removing those who are no longer in their role or whose registration has expired.

Induction

All Coaches, Leaders, Committee members, & Guide Runners will be provided with this *safeguarding protocol* and *Warley Woods Pacers Members Code of Conduct* as part of their induction, to ensure they are aware of their roles and responsibilities with respect to safeguarding.

Training

All Coaches and Welfare Officers will have completed the safeguarding in Athletics Online Education Resource and undertake refresher training every 3 years.

The club's Welfare Officers will maintain a register of all club roles' completion dates for safeguarding in Athletics Online Education Resource. This will be stored in the welfare section of the club's shared drive, so that it is available for all Committee members to access at any time. All roles will be expected to complete relevant training within 3 months of taking up their role, and undertake refresher training as stated above.

4. Responding to Disclosure, Suspicions and Allegation

Information about the signs of abuse and neglect and the action to take if you think a child is being abused or neglected is available via the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What to do if you re worried a child is being abused .pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

All club members, parents, Coaches, Leaders, Guide Runners, 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 process map adults (appendix 2 flowchart on page 19 EA Safeguarding vulnerable adults policy) and the process map children (appendix 3) flow chart on page 15 EA Safeguarding children.

Any concerns should be reported immediately to the Club's designated Welfare Officer(s).



If you have any immediate concerns about children or adults, or if the Club's Welfare Officers are not available, please contact:

Sandwell Multi-Agency Safeguarding Hub (MASH).

During Working Hours (Monday -Thursday 8am-5:30pm and Friday: 8:00am – 5pm) 0121 569 3100.

Evenings and Weekends (including Bank Holidays): 0121 569 3100.

If a child or young person is in immediate danger, then call the Police on 999

These concerns should also be reported to one of the Club's Welfare Officers as soon as possible, and at least within 24 hours. The Club's Welfare Officers are available to talk through any safeguarding concerns or questions you have.

5. Warley Woods Pacers Welfare Officers

The Warley Woods Welfare Officers Role 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 adult safeguarding and to ensure that all Coaches/Officials have completed DBS checks and completed the safeguarding in Athletics Online Education resource.

6. Policy access

The protocol will be stored in the welfare section of the club's shared drive, so that it is available for all Committee members to access at any time.

7. Breaches of this Policy

If any member or individual associated with Warley Woods Pacers in any capacity, feels there have been breaches of Warley Woods Pacers Members codes of conduct or this safeguarding protocol, they should discuss this 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/>

Date agreed by Committee: 15th January 2022

Date agreed for review: 15th January 2025