

STANDARDS  
for SAFEGUARDING  
and PROTECTING  
CHILDREN in SPORT



# Safeguarding and protecting children in athletics.

## Policy and Procedures document.

1<sup>st</sup> January 2013

## **Acknowledgments.**

This guidance document has been developed by the Welfare and Safeguarding Panel.

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This policy has been the subject of extensive consultation outside of the sport and we are grateful for all those who contributed through their feedback.

## **BOARD LEVEL APPROVAL**

This document has been considered and approved by the Boards of UKA on the 25<sup>th</sup> February 2013

## **Policy Objectives**

### Introduction

Everyone who takes part in athletics is entitled to participate in an enjoyable and safe environment. To ensure this Athletics in the UK which encompasses UK Athletics Limited, England Athletics Limited, Welsh Athletics Limited, Scottish Athletics Limited and Athletics Northern Ireland is committed to establishing and implementing policies and procedures to ensure a safe athletics environment.

Best practise in athletics benefits everyone- the sport's governing bodies, coaches and officials, teachers, parents, carers and athletes. Most importantly, it ensures that children who choose to participate in athletics have a safe and fun experience.

Our objective is to build a safer future in athletics for all children under the age of 18 years. (In Scotland this extends until the individual's 19<sup>th</sup> birthday).

All children are entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere. With over 250,000 children involved in athletics in the UK and 100,000 adults involved, the chances are very real that there are some individuals abusing their power over children in athletics.

Athletics is committed to devising, implementing and updating policies and procedures to promote best practice when working with children and to ensure that everyone in the sport understands and accepts their responsibilities to safeguard children from harm and abuse. This means taking action to report any concerns about their welfare. It is not the responsibility of athletics to determine whether or not abuse has taken place, this is the domain of the child protection professionals.

### **1. Policy Statement**

UK Athletics Limited, England Athletics Limited, Welsh Athletics Limited, Scottish Athletics Limited and Athletics Northern Ireland fully accept their legal and moral obligations to provide a duty of care, to protect all children and safeguard their welfare, irrespective of age, disability, ethnicity, gender identity, religion or belief, sex or gender and sexual orientation.

- The welfare of the child is paramount.
- All children have the right to protection from abuse
- All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All individuals involved in athletics understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet this obligation all Athletics bodies will:-

- Provide and enforce procedures to safeguard the well being of all participants and protect them from abuse.
- Ensure all children who take part in athletics are able to participate in a safe and fun environment.
- Respect and uphold the rights, wishes and feelings of children.
- Recruit, train and supervise their employees and volunteers to adopt best practise to safeguard and protect young people from abuse, and themselves from false allegations.
- 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 to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- Review policies regularly.

## 2. Terms and Abbreviations

**CPLO** Child Protection Lead Officer for UK Athletics or the nominated deputy.

**CWO** Club Welfare Officer

**LSCB** Local Safeguarding Children Board

**DBS** Disclosure and Barring Service

**CRBS** Central Registered Body in Scotland

**ISA** Independent Safeguarding Authority

**CPSU** Child Protection in Sport Unit (NSPCC)

**CPiS** Child Protection in Sport Service in Scotland (Children 1<sup>st</sup>)

**A Child** is anyone who has not reached their 18<sup>th</sup> birthday. ‘Children’ therefore means children and young people throughout. The fact a child has reached 16 years of age, living independently or is in further education, is a member of the armed forces, is in hospital or in custody, does not change his or her status or entitlement to protection under the Children Act 1989.

**Disabled children** may be more vulnerable and at greater risk of all forms of abuse. The presence of multiple disabilities increases the risk of both abuse and neglect. Some of the common factors that can lead to increased vulnerability include social isolation, communication and learning difficulties or disability, lack of understanding of boundaries, need for assistance with personal care and more likely target for bullying and abuse. Children with disabilities have the same rights to protection as any other child and clubs working with these children need to be especially alert to the signs and symptoms of abuse and have strategies in place to ensure all children are able to raise concerns.<sup>1</sup>

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<sup>1</sup> Safeguarding Disabled Children: Practice Guidance (DCSF 2009)

### **3 Best Practice, Poor Practice and Abuse**

#### Introduction

To provide everybody with the best possible experience and opportunities in athletics it is important that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour.

This section will help you identify what is meant by best and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in Section 6.

#### Best Practice

Best practice means: -

- Being open and conducting all interactions with children in a public place and with appropriate consent.
- Avoiding situations where you are alone with one child
- If you have to meet or coach one child ensure it is conducted in an open environment, and where full consent and emergency contact details have been provided.
- If you are travelling alone with a child gain appropriate consent, avoid consistently having one child alone with you in the car and never sharing a room on your own with a child,
- Challenging bullying, harassment, foul or provocative language or controlling behaviour that could upset individuals or reduce them to tears.
- Never ignoring bullying by parents, coaches or children. Listening to and supporting the person being bullied.
- Maintaining an appropriate relationship with children; this means treating people fairly, with respect and avoiding favouritism.
- Being friendly and open and ensuring that relationships are appropriate for someone in a position of power and trust.
- Respecting all athletes and helping them to take responsibility for their own development and decision making.
- Avoiding unnecessary physical contact. In certain circumstances physical contact is perfectly acceptable and appropriate, as long as it is not intrusive or disturbing to the athlete and that consent for contact has been given by the individual and appropriate parental consent.
- Being qualified and insured for the activities you are coaching and ensuring that your licence remains valid. Ensure that your practice is appropriate for the age and development stage of each athlete.

Adopting best practice not only ensures the individuals welfare, it also protects you from possible wrongful allegations. Children very rarely make false allegations. If they do it is usually because they are confused or covering up for someone else's behaviour and hoping their action might scare the real abuser into stopping.

### Poor Practice

The following are examples of poor practice and should be avoided:

- Engaging in rough, physical or sexually provocative games including horseplay.
- A coach shouting comments at athletes when they are not working hard enough.
- A coach using harassing and discriminatory language such as 'you run like a girl'
- A coach engaging in an intimate relationship with one of his/her athletes.
- A group of athletes ganging up on a new athlete and refusing to talk to him/her.
- A coach taking a group of children away to a weekend event on his/her own.

The list above is not exhaustive and many other examples exist. If any of the following incidents should occur you should report them immediately to another colleague, make a written note of the event and inform parents and/or appropriate adults of the incident and inform the club Welfare Officer.

- If you accidentally hurt a child athlete
- If a child appears distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

### Abuse

Abuse can occur wherever there are children

There are four main types of abuse:

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express his/her views, deliberately silencing him/her or 'making fun' of what he/she say or how he/she communicates. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that

are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, which especially applies to when a child shares a protected characteristic e.g. racist, sexual or homophobic bullying<sup>2</sup> or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children
- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Once a child is born, neglect may involve a parent or carer failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.<sup>3</sup>

Disabled children are vulnerable to abuse and are at least three times more likely to be abused than non-disabled children. Those working with them must be aware of this and willing to acknowledge their concerns. There can be a tendency to make allowances for families with sick or disabled children. Practitioners may over identify with the child's parents/carers and be reluctant to accept that abuse or neglect is taking or has taken place, or seeing it as being attributable to the stress and difficulties of caring for a disabled child. When suspecting abuse, practitioners should always ask: "Would this be acceptable if the child were not disabled?"<sup>4</sup>

#### **4 Recruitment, selection and training.**

All reasonable steps will be taken at all levels within the sport to ensure unsuitable people are prevented from working in athletics, especially with children

##### Recruitment

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<sup>2</sup>, under the Equality Act 2010, harassment is an illegal offence based on what are the nine protected characteristics (which are: age, ethnicity, disability, gender, sexual orientation, religion/belief, pregnancy/maternity, marriage/civil partnership and gender identity)

<sup>3</sup> Working together to safeguard children

<sup>4</sup> MSCB: Disabled children Final March 2011

Advertising by all those involved in the sport will reflect:

- Safeguarding children and welfare policy
- The responsibility of the role
- The level of experience or qualifications required
- A positive stance on all aspects of welfare and safeguarding children

### Application

All applicants must complete an application form that includes:

- Name and address
- National Insurance number to confirm identity and right to work.
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps)
- All applicants who have or are seeking to undertake a supervised role or responsibility in relation to children in Athletics 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. This should be considered the first step in safeguarding.
- All applicants who have or are seeking to undertake a role and responsibility in relation to children (regulated position) in Athletics must complete a criminal record check (enhanced level DBS, Disclosure Scotland or Access Northern Ireland) please refer to the separate advice on criminal record checks. Clubs should remember that these procedures should be applied to people who are already involved in the club and subsequently take on a role which gives them greater access to children( for instance a parent taking on a volunteering role within the club)
  - A minimum of two written references will be taken up. Where the applicant is to work with children at least one reference will be associated with former work with children, young people,. Referees (not relatives) should provide written references that comment on the applicant's previous experience of, and suitability for, working with children and permission to clarify information with referees. Ideally one reference should be from paid employment or education and the other reference should be in a sporting capacity, ideally in a role similar to the one they are applying for. If an applicant has no experience of working with children then they will be given appropriate and valid training.
  - Any former involvement with athletics.

### Recruitment selection and induction of volunteers.

#### Interviews and induction



Where formal interviews are used they will be conducted according to accepted good practice in human resource management. All staff will undergo a formal or informal induction process in which they complete a profile to identify training needs and aspirations.

### Training

All staff and volunteers who work with children will be expected to undertake relevant training<sup>5</sup> on a three yearly basis in child / safeguarding procedures, procedures for taking children away and sources of education and training. For all coaches and volunteers with roles in relation to children this should include attendance at a recognised direct delivery safeguarding workshop (e.g. SpotscoachUK Safeguarding and Protecting Children' workshop/ LSCB basis awareness workshops)

The SafeSportAway booklet gives advice on trips away and a link is available on the website, this is a relevant aide memoire and means of updating.

### Monitoring and appraisal

All staff should be given the opportunity to receive regular feedback through observed practice, appraisal or informal feedback to identify training needs and to set goals. Concerns about misconduct, poor practice or abuse, however will be acted on as they arise. Appropriate support will be offered to those who report concerns/incidents or complaints.

### Complaints Appeals and Disciplinary procedures

UKA and the home country National Governing bodies have disciplinary and appeals procedures, which are available as separate documents to this manual.

UKA also licence coaches and officials under a specific licensing scheme with their own Terms and Conditions. The documents relevant to licence application, disciplinary and appeal procedures are available as separate documents within the manual.

## **5 Responding to Disclosure, Suspicions and Allegations**

### Introduction

While it is not the responsibility of UKA, the Home Countries governing bodies, volunteers or club members to decide whether a concern constitutes abuse, it is their responsibility to report any concerns about the welfare of a child .These concerns may arise due to:

- An individual disclosing that they are being abused.
- The behaviour of an adult towards a child.
- A number of indicators observed in a child over a period of time.

### How to respond to a disclosure

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<sup>5</sup> Safeguarding and Protecting Children course

## Don't

- 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.

All suspicions and disclosures must be reported appropriately. It is acknowledged that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague.

## Safeguarding Children Club Welfare Officers

To ensure that appropriate action is taken if there is a disclosure, statutory referral from the police, children's services, adult services or suspicions,

- UKA has trained an employee to act as the designated child protection lead officer (CPLO).
- The home countries have identified staff members with responsibility to act as safeguarding officers.
- To achieve Clubmark affiliation clubs are required to train and appoint a designated club member to become the Club Welfare Officer (CWO)
- All other affiliated clubs are recommended to comply with the guidance contained in this document.

A job and person specification for the role of Club Welfare Officer is available as a separate document.

## Reporting procedures

Any person with information of a disclosure, allegation or concern about the welfare of a child must immediately report this in one of the following ways.

**If you are part of an affiliated club,** you should immediately inform the club's designated Club Welfare Officer (CWO) who will refer the matter to UKA's CPLO or Home Country lead welfare officer. Where there is no CWO, the CPLO should be contacted directly.

**If you work in schools in England or Wales** as part of a school club link, school curriculum or an extra- curricular basis, you should inform the head teacher or the Local Authority designated Officer(LADO) who can be contacted via Children's Social Care who

will follow normal Local Safeguarding Children Board (LSCB) procedures. In Scotland, Local Authority procedures will be applicable.

**If you are working in a local authority facility**, you should inform the LA Sports Development Officer or the manager of the facility or the LADO who will follow LSCB or Local Authority procedures.

**In any other situation or if the designated person is not available, if the concern is about that person or no action is taken**, you should contact the UKA CPLO.

**If the UKA CPLO nominated deputy or Home Country CPO is unavailable**, you should take responsibility and seek advice from either the NSPCC helpline (0808 800 5000), Children 1<sup>st</sup> (0141 418 5674) in Scotland the duty officer at local children services department or the local police child protection unit. Telephone numbers are in the local telephone directory and should be in your club welfare policy.

A summary of the reporting procedures is provided in a flow chart format.

Where there is a complaint of abuse against an employee or volunteer there may be three types of investigation:

- Criminal: in which case the police are immediately involved
- Safeguarding children: in which case the social care services (and possibly the police) will be involved
- Disciplinary or misconduct: where it relates to coaches and officials UKA will be involved in other matters it will rest with the Home Countries.

Civil proceedings may also be initiated by the alleged victim of misconduct or abuse, or his/herfamily, or by persons wrongly accused.

Guidelines on the retention of records relating to possible future investigations may be found from local authority sources; however records should be securely kept in an approved format for up to three years at least.

### Dealing with Concerns and Allegations

While UKA CPLO and CWOs will have received training they are not safeguarding children experts and it is not their responsibility to determine whether or not abuse has taken place. If there is any doubt about whether or not the alleged behaviour constitutes abuse, the concern must be shared with professional agencies that will be responsible for subsequent action.

Any suspicion that an individual has been abused by a volunteer or employee within athletics should be reported to the UKA CPLO who will take appropriate steps to ensure the safety of the individual in question and any other individual who may be at risk. This will include the following:

- the UKA CPLO will refer the allegation to the appropriate social care services department who may involve the police or go directly to the police if out of hours.

- The parents of the child will be contacted as soon as possible following advice from the social care services department.
- the UKA CPLO will also notify the Chief Executive who will decide who should deal with any media enquires.
- the UKA CPLO and/or the Chief Executive can impose an interim suspension based on the risk to the child, an assessment of the seriousness of the allegation and the need to ensure a full investigation can be instituted.
- Accreditation may be withdrawn from any UKA event venue if it is considered that the use of the venue continues to offer any form of threat to children
- the UKA CPLO will also make a full report to a UKA Case Management Panel. Irrespective of the findings of the Children's Social Care (social services) or the Police, UKA will assess all individual cases and determine if the person can be reinstated and how this can be handled sensitively. This decision must be made on the available information, which could suggest on the balance of probability; it is more likely than not that the allegation is true. The welfare of the child is paramount.

In circumstances where UKA does not have jurisdiction to deal with the individual, the UKA CPLO will act as the link person between the sport and the social care services and/or the police and pass on all the information to the relevant governing body/organisation with disciplinary jurisdiction.

Where the police or social care services make a statutory referral and invite a club official to a case conference or professional meeting then the UKA CPLO must be informed as soon as possible to determine whether to attend and represent the governing body at the meeting and support the individual and club.

Anyone who has a previous criminal conviction for offences relating to abuse is automatically excluded from working with children. These decisions will be dealt with by the Independent Safeguarding Authority for England, Wales and Northern Ireland in Scotland this will be the role of the Central Barring Unit. This is reinforced by the details of the Protection of Children Act (1999) and set out in Schedule 4 of the Criminal Justice and Court Services Act. The Protection of Children (Scotland) Act (2003) and the Protection of Vulnerable Groups are applicable in Scotland.

#### Poor Practice

If the allegations are against an employee or volunteer and after consideration are clearly about poor practice, the allegation will be dealt with by the relevant home country under their disciplinary procedures as a misconduct issue.

#### Dealing with Bullying

The same procedures should be adopted when dealing with allegations of bullying. For specific actions to prevent and deal with bullying please refer to the separate bullying policy document.

## Disciplinary and Appeal Procedures

UKA has a general disciplinary policy and separate policies relating to coaches and officials. England Athletics have their own policy and procedures the other home countries have adopted the UKA policy and procedures as their own. All the documents are contained within the web based manual and easily available on the UKA website under governance/policies.

## Records and Confidentiality

Always follow the reporting procedure set out above. Use of the referral form will assist you to collect and collate the required information. Your reports should be factual and include where possible

- The referrer's and/or the child's name, address and date of birth
- The date and time of the incident.
- The facts about the allegation or observation.
- Your factual observations e.g. describe the behaviour and emotional state of the alleged victim, and note any marks, bruising or other injuries.
- The child's account, if it can be given, of what happened using the exact words if possible.
- Details of any witnesses
- Any times, dates or other relevant information.
- Any action that was taken as a result of the concerns.
- A clear distinction between what is fact, opinion or hearsay.
- A copy of this information must be sent to the UKA CPLO.

Confidentiality should be maintained at all times. Information should be handled and disseminated on a *need to know basis only*.<sup>6</sup>

Information will be stored in a secure cabinet at UKA offices in line with data protection laws with access available only to UKA Chief Executive and UKA Welfare staff.<sup>7</sup>

## Support for Victim, Accused and Reporter

UKA and the home countries acknowledges the difficulty in reporting concerns and will fully support and protect anyone who in good faith (without malicious intent), reports

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<sup>6</sup> Information Sharing guidance Published by the Department for Children, Schools and Families, and Communities and Local Government

<sup>7</sup> [www.everychildmatters.gov.uk/informationsharing](http://www.everychildmatters.gov.uk/informationsharing)

his or her concern about a colleague's practice or concerns about the welfare of a child.

They will take appropriate steps to ensure that the victim (and parents, appropriate adults) is provided with appropriate professional support (e.g. Help lines, support groups and the Counselling Directory).

They will also ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

**You witness, suspect or are told about possible abuse in an athletics setting.**

Is a child in immediate danger or in need of medical attention?

NO

Is there a trained Welfare Officer available

YES

Seek appropriate medical advice. Inform doctor or paramedic that the matter relates to child protection

NO

YES  
Refer to Welfare Officer at nearest available point

Refer immediately to Children's Social Care (social services) and/or Police **and** Notify HC/UKA Welfare Officers. Keep a detailed record at each stage and send a copy to

Above agencies will share information, notify appropriate organisations and individuals and conduct investigations.

Case Management Group (CMG) will consider the case immediately if the concern does not satisfy statutory thresholds for taking further action or Athletics' procedures will be suspended pending the outcome of any statutory investigation and processes. Irrespective of the outcome of any criminal or civil or child protection investigation the CMG will consider the need for disciplinary action/sanctions.

An appeal may be placed by the person in question

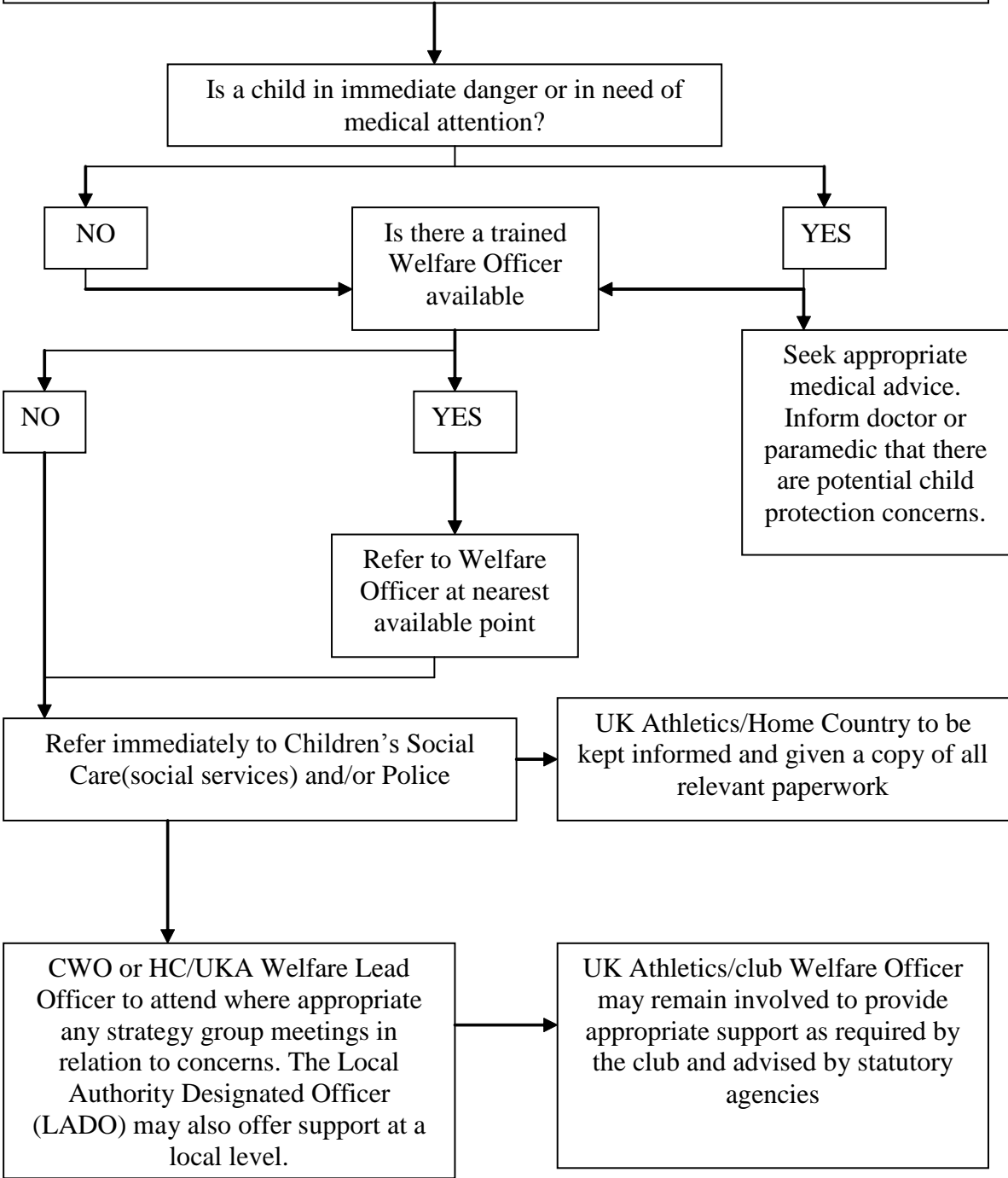
Notification to relevant agencies and enforcement, including Independent Safeguarding Authority for possible barring

Outcome 1  
Appeal dismissed (sanction remains)

Outcome 2  
Appeal allowed or allowed in part (sanction may be removed or altered)

**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.  
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers**

**You become aware of possible abuse in a setting outside Athletics**



**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.**

**Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers**



**You witness, suspect or are told about concerns relating to poor practice within an athletics setting**

Refer to Welfare Officer at closest point (club and Home Country Welfare Officer)

The case will be considered by the HC Welfare Officer and may be managed at club level with support.

Seek appropriate medical advice. Inform doctor or paramedic that the matter relates to child protection

**Outcome 1**  
Conclusion of investigation  
No case to answer

**Outcome 2**  
Non disciplinary – situation requires retraining, mentoring or arbitration

**Outcome 3**  
Disciplinary – Referred to UKA CMG for consideration of an investigation

UK Athletics/Home Country Decision – Sanction where appropriate

An appeal may be placed by the person in question

**Outcome 1**  
Conclusion of hearing:  
Appeal dismissed

**Outcome 2**  
Appeal allowed (in part), sanction removed in part

Notification to relevant statutory agencies and enforcement

**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.  
Please forward a COPY of all documentation to UKA and Home Country Lead Welfare Officers**



Your name and contact details: _____
Your position: _____
Your knowledge of and relationship to the child
Child's name: _____
Child's address: _____
Child's date of birth: _____
Date(s), time(s) and location(s) of incident(s): _____
Nature of the concern/allegation: _____
Observations made by you or to you (e.g. description of visible bruising, other injuries, child's emotional state etc): NB Make a clear distinction between what is fact, opinion or hearsay
Exactly what the child said and what you said (Remember, do not lead the child– record actual details. Continue on a separate sheet if necessary):
<b>Actions Taken so far:</b>
External agencies contacted:

Police                                      Yes  No  If yes, which: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

Children’s Social Care      Yes  No  If yes, which: \_\_\_\_\_

Or Local Authority Designated Officer

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

UKA LCPO                                      Yes  No  If yes, which department: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name Role and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

Other (e.g. **NSPCC, Children 1st**)      Yes  No  If yes, which: \_\_\_\_\_

Date and time: \_\_\_\_\_

Name and Contact number: \_\_\_\_\_

Details of advice received: \_\_\_\_\_

Print name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.

A copy of this form must be sent to:                      Athletics Welfare, PO Box 332, Sale. M33 6XL

Email: [childprotection@uka.org.uk](mailto:childprotection@uka.org.uk)                      Telephone: 0161 223 4246.

# Don't keep it to yourself

## Help and advice from the Child Protection in Sport Unit

**If you think you are being abused, or have been in the past, it's really important to tell an adult you trust.**

This isn't easy. You may feel worried about what will happen if you do. Here are some other reasons why you may not want to tell anyone:

- the abuser may have told you to keep quiet and not to talk to anybody
- they may have threatened you about what might happen to you or your place in the team if you tell
- they may have made threats about your friends or family
- they may have said "No one will believe you" or "No one will do anything if you tell"
- you may feel guilty that you didn't stop the abuse happening
- the person may be someone who everyone in your sport looks up to - perhaps including your parents
- you may not want to let your parents down
- you may even think the problem will go away if you ignore it.

**Don't let any of these things stop you getting help. By telling someone, you can stop the abuse.** You'll also be helping to protect other children from the abuser.

### Getting help

- Tell an adult you trust as soon as possible. This could be: a parent or someone else in your family; another member of staff at your athletics club; a teacher or school counsellor; your doctor or school nurse.
- Your athletics club will have a welfare officer. Find out who they are and tell them about your worries.
- Contact one of the **child protection helplines** . They will know who can help you in your area.
- Make sure you are not alone again with the person who has tried to harm you.

### Remember your rights!

UKA and the NSPCC believe that children have the right to enjoy sporting activities in safety. The work of our Child Protection in Sport Unit is based on the United Nations Convention on the Rights of the Child. This Convention spells out how people should treat you. If you would like to know more, see **what the Convention says about your rights** .

For further help and advice, visit [www.childline.org.uk](http://www.childline.org.uk)

## A YOUNG PERSON’S GUIDE TO CHILD PROTECTION

*You have rights* – Sport should be fun. You should feel safe and enjoy your sport. You can’t do this if you feel unhappy – if someone is bullying or abusing you.

### When do you know if something is wrong?

Something is wrong if someone:

- Constantly teases you, shouts at you or calls you names
- Threatens, hits, kicks or punches you
- Touches you, or does anything in a way that makes you feel uncomfortable
- Makes suggestive remarks or tries to pressurize you into sexual activity
- Damages or steals your belongings
- Does anything that makes you feel lonely, worried, unsafe, hurt or embarrassed!

**If you are being bullied or abused it is not your fault.** If this is happening try to:

- Be firm and tell the person to stop – make a lot of noise to attract attention
- Get away from the situation quickly, go to a public place to find help or call the police (999)
- Tell your parents / carers , Club Welfare Officer or an adult you can trust what has happened as soon as possible, so they can help you
- Keep a record of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened
- Call your Club Welfare Officer or use the 24 hr free telephone helplines

**Childline 0800 1111**  
**NSPCC 0800 800 5000**

Keep trying if you can’t get through straight away

### Keeping Safe

To keep safe always:

- Tell someone you can trust so they can help you
- Trust your instincts about the people you meet
- Avoid being alone or with just one other person
- Travel with a friend, avoid traveling in someone else’s car by yourself
- Avoid going to other people’s homes by yourself
- Carry a mobile phone, a phone card or some spare change

**If any of the above happens to you, do not wait for it to happen again, act immediately**

<b>Club Welfare Officer</b>	
<b>Contact Number</b>	

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EduCare and Athletics present...

## Essential Safeguarding Training for Athletics Volunteers

### → NSPCC Child Protection Awareness in Sport and Active Leisure

This NSPCC programme is essential for every UK Athletics member who comes into contact with children. The course provides an excellent introduction to safeguarding children and young people, will help you to recognise the early warning signs of possible abuse and provides excellent guidance on what you should do to keep children and young people safe.

Also available...

### → Protecting Vulnerable Adults

### → NSPCC Preventing Bullying Behaviour



Available at [www.uka.org.uk/welfare](http://www.uka.org.uk/welfare) and [www.englandathletics.org/welfare](http://www.englandathletics.org/welfare)