

NEWCASTLE FRONTRUNNERS

SAFEGUARDING POLICY



1. Background to this Policy

Newcastle Frontrunners (NFR) is a growing club with an increasingly active membership and a diverse programme of events. This policy applies to all club members and visitors at club events; these include training, races and club socials. NFR believes that no individual should experience abuse of any kind and we are committed to practise in a way that protects each person. Definitions of abuse include, but are not limited to, physical abuse, emotional abuse, sexual abuse, neglect, and financial abuse (see appendix 1). This document should be read alongside and is supported by NFR's Code of Conduct Policy.

2. Vulnerable individuals

Club Members

We recognise that any group of individuals may contain some who are more vulnerable, but there is a particular recognition of the risks LGBT+ people may face to their welfare. The degree of vulnerability of a member may change over time, and club members should inform a Welfare Officer or committee member of any significant change in their circumstances or wellbeing, either physical or mental, which they feel may impact on their susceptibility to abuse or ability to participate in NFR activities.

Young People under 18

The minimum age for membership of NFR is 16. Children younger than 16 can only attend NFR training sessions by exception, and with previous agreement of a member of the coaching team. Children under 16 can attend socials when accompanied by an adult member. At all times, a child younger than 16 must remain in the custody of the adult member who brought them and this member must act in place of the parent at all times.

3. General Guidance

All club members should be made aware of this safeguarding policy and it should be freely available to members to access.

Volunteers for NFR should be subject to a volunteer recruitment process. All people who hold positions of responsibility within NFR will be subject to enhanced disclosure and barring service (DBS) vetting; this includes all run leaders, guide runners, coaches, and committee members or volunteers in positions responsible for safeguarding.

Roles

The NFR Committee will be responsible for nominating one or more Welfare Officer(s) following each Annual General Meeting. Ideally if more than one Welfare Officer is nominated, they should identify as different genders. The Welfare Officer's role is to provide advice to the club on welfare matters and to be a point of contact for members. The Welfare Officer will work closely with the club Secretary who is responsible for administration of the club.

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 Welfare Officer's role is to:

- Advise and support the club officers and committee to implement welfare policies and procedures, and to support the club to adhere to codes of conduct and good practice.
- In coordination with the Secretary:
 - will ensure that all club coaches / leaders / volunteers with significant roles have completed a volunteer recruitment process which includes DBS checks

(where required). They should assist in ensuring that this process is completed in a timely manner.

- complete a yearly club audit of all volunteers, which should include training needs, awareness and understanding of policies.
- ensure there is a process in place within the club for auditing DBS checks and UKA licences of all relevant coaches, leaders, officials and volunteers to ensure they are regularly updated (every three years).
- respond to suspected breaches of the welfare policies and procedures that may be referred to them, and to advise and support other club officers or committee members on how to respond appropriately in accordance with the procedures.
- Report any concerns about child or vulnerable adult abuse to the UKA Lead Safeguarding Officer in the first instance. For out of office hours reports, please contact local children's social care services or the police immediately for advice if a child or vulnerable adult is at risk.

Training

All run leaders, guide runners, coaches, and committee members or volunteers in positions responsible for safeguarding should, within 6 months of taking up their role, complete safeguarding training. This should be renewed on a 3-yearly basis.

The current recommended safeguarding course is provided online by UK Athletics. The cost of £10 shall be covered by the club. Further information can be accessed via: www.uka.org.uk/SafeguardingCourse.

The Welfare Officer shall in addition be expected to complete a Time to Listen workshop course in person within 6 months of taking up post and renew this on a 3-yearly basis. Further information can be accessed via: <https://www.englandathletics.org/clubs-and-facilities/club-support-services/compliance-wellbeing/club-welfare-roles-responsibilities/>

Compliance

DBS renewals can be obtained through the EA Secretaries Portal. New DBS checks can be requested by emailing team dbs@uka.org.uk to request a DBS application. You should include the applicant's full name, postal address and role with the request.

Reporting Concerns

An NFR member can report a potential safeguarding issue to any member of the committee and this should be communicated to the Welfare Officer. At all times, the concern will be treated in confidence with the privacy and dignity of those involved being paramount. Should the safeguarding concern apply to the Welfare Officer, the concern should be reported to the Secretary who will assume responsibility for addressing it. Where a potential issue may also involve a breach of the club's Code of Conduct then the relevant Code of Conduct policy should be followed in parallel or pending the outcome of the Welfare Officer's investigation.

Investigation

The Welfare Officer will investigate the concern as soon as is practical and within no later than 7 days of receiving notification. This will consist of an initial examination of the concern and they will, in discussion with at least two other committee members, determine what response is required. If the Welfare Officer is not available, responsibility for investigating the concern will be delegated to the Secretary.

Responses

NFR is an LGBT+ friendly running club and recognises its limitations as such. We will follow the model England Athletics guidance for responding to safeguarding concerns (appendix 2). Whenever a safeguarding issue is deemed significant, appropriate external bodies such as England Athletics, UK Athletics, the Local Authority Safeguarding Team or the Police will be

notified. When a safeguarding issue is deemed to be less serious, the matter will be examined as described in the NFR Code of Conduct policy.

4. Useful Contacts

Newcastle City Council

Adults – Community Health and Social Care Direct – 0191 2788377 (8am – 5pm) Out of Hours – 0191 2787878

Children – Initial Response Team – 0191 2772500, Emergency Duty Team – 0191 2787878

Northumbria Police Newcastle Communities Engagement Team is Janine Turnbull (janine.turnbull.3827@northumbria.pnn.police.uk)

UK Athletics Welfare Team: 0121 713 8450 or dbrown@uka.org.uk

NSPCC: 0808 800 5000

5. Review

The club welcomes comments and suggestions from members to highlight areas where we can improve. This policy shall be reviewed on a biennial basis.

Version	Date	Summary of changes
1.0	July 2017	
2.1	May 2019	<p>Added volunteers should be subject to a volunteer recruitment process.</p> <p>Changed DBS checks required from all committee members to those all volunteers dealing with safeguarding matters and responsibility for maintaining up to date checks</p> <p>Added the safeguarding training requirements and timescales. Also included recommended audit timescales.</p> <p>Updated to reflect the welfare officer as the first point of contact</p> <p>Updated with Welfare Officer responsibilities</p> <p>Inclusion of EA's model response to safeguarding concerns (appendix 2)</p>

Next review May 2021

Appendix 1

Definitions of Abuse

There are different forms of abuse or neglect:

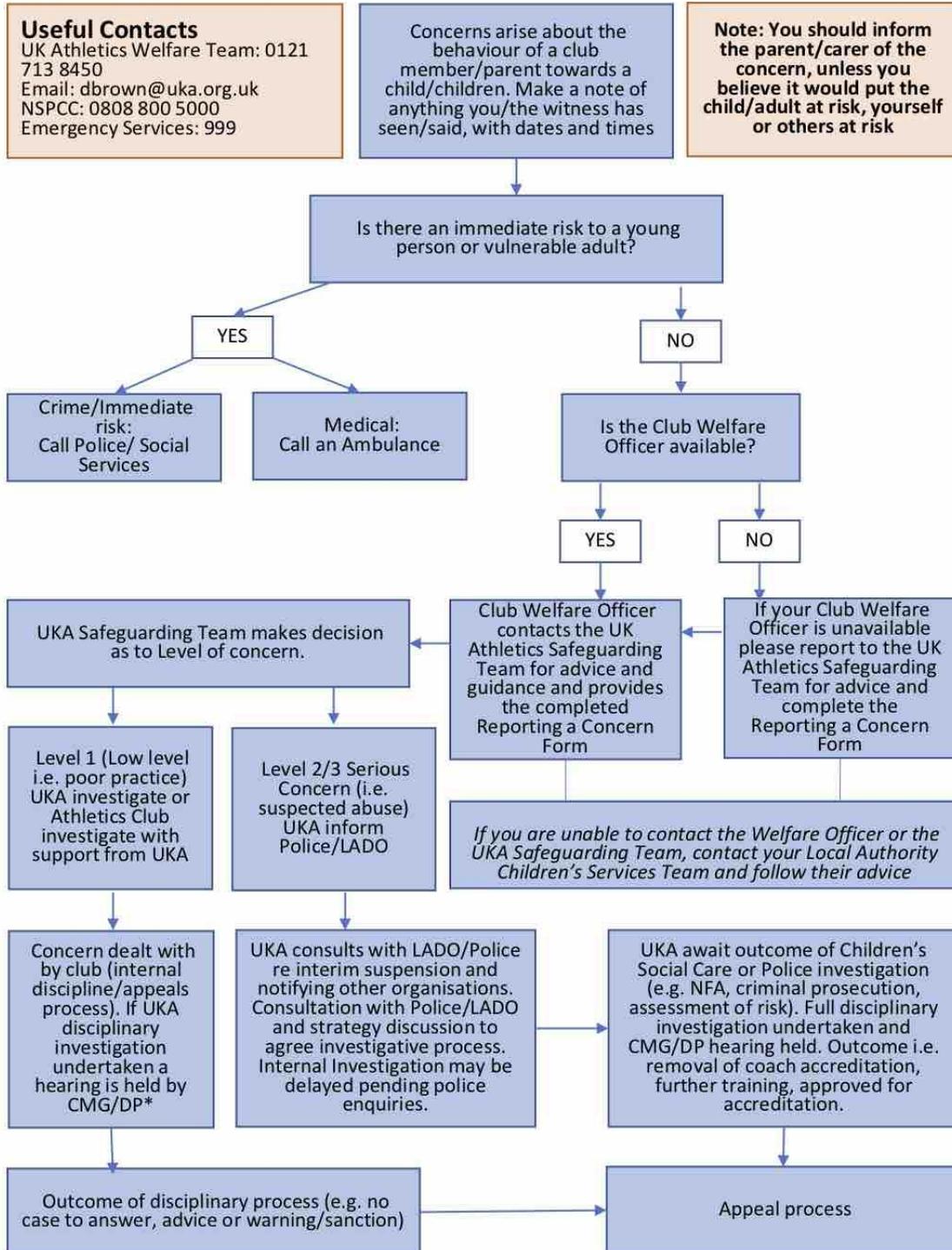
- **Physical abuse** - being hit or slapped, being given the wrong medication on purpose, being locked in somewhere, tied up or force fed.
- **Sexual abuse** - being touched or kissed when it is not wanted, being made to touch or kiss someone else, being made to watch pornography, being raped, getting something (e.g. gifts or money) as a result of performing sexual acts which a person could not or did not consent to.
- **Emotional abuse** - being threatened, not being given choices, being bullied, being deliberately left alone for a long time, being tormented.
- **Financial abuse** - having money or personal property stolen, being tricked out of benefits, someone borrowing money and not paying it back, being bullied into letting other people use credit cards or cheques.
- **Neglect** - not being given enough to eat or drink, being left in dirty or wet clothes, being given the wrong medication or not being given medication at all, someone not calling a doctor or nurse when help is needed.
- **Discriminatory abuse** - ignoring religious beliefs, making comments or jokes about a person's disability, race or sexuality, not providing food to meet dietary requirements.
- **Organisational abuse** - repeated instances of poor care or treatment in a service.
- **Domestic abuse** - abuse perpetrated by someone who is, or has been, a family member or intimate partner.
- **Self-neglect** - when a person is unable to look after themselves meaning that their health, wellbeing or safety is affected.
- **Modern slavery** - when a person is forced to work for no money, they may be owned or controlled by an employer or moved from different areas or abroad.

Appendix 2

Flow chart for responding to safeguarding concerns

Reporting a Safeguarding Concern within the Athletics Environment

How to respond to allegations against a volunteer or another young person within the Athletics Environment



*CMG (UKA) – Case Management Group

*DP (EA) – Disciplinary Panel