

Reviewed by: Bob Jackson, James Slater, Tessa Freer

Date: 1 June 2025

Review in June 2026 or when new UK Athletics guidance is issued.

WELFARE & SAFEGUARDING

It is everyone's responsibility to ensure the welfare of all those who participate in athletics.

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, poor practice in coaching and disciplinary matters.

Welfare is essential to contribute to good practice within athletics, develop performance and to ensure the safety and enjoyment of athletes, coaches, officials and volunteers.

We follow the England Athletics guidelines which can be found here

<https://www.englandathletics.org/welfare/>

The Welfare Officer's role is to act as the first point of contact for members, to respond, swiftly and appropriately, to any concerns regarding safety, welfare and wellbeing of members and to advise and support the club officers and committee to implement these policies and procedures,

James Slater and Rebecca Whalley are our Welfare Officers for the Adult section of the club and can be contacted with any concerns relating to adults (18 years +) and young adults (aged 14-17 years training with the adult groups)

James Slater assisted by Tessa Freer are our Welfare Officers for the Junior section of the club and can be contacted with any concerns relating to junior athletes (aged 17 and under) training with the junior groups.

Our Welfare Officers can be contacted at welfare@valleystriders.org.uk

Any matters raised with them will be dealt with sensitively and confidentially. This does mean that there may be occasions when issues are being dealt with and other club members will not be aware.

Health and Safety Incidents

All Health and Safety incidents should be reported using this form:

<https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/>

And please inform our Welfare Officers at welfare@valleystriders.org.uk.

Safeguarding

Safeguarding is the action that is taken to protect all individuals, especially children and vulnerable adults, from harm, abuse, harassment, bullying and neglect.

At Valley Striders AC, we aim to:

- provide a safe environment where children, young people and adults can take part in athletics and running at all levels.
- ensure that everyone (coaches, run leaders, club officials, volunteers, parents/carers and the athletes themselves) understands that they have a role to play in keeping others safe and should know what to do if they have any concerns.
- provide qualified and experienced run leaders and coaches.
- encourage all members to read and follow the relevant codes of conduct, which set out minimum standards and expectations.
- promote the welfare of all involved with the club.

Reporting a Concern

What to do if you have a concern or someone raises a concern with you:

Immediate concern

If you believe a child, young person or an adult is in immediate danger you should call the emergency services on 999. To report concerns relating to a child or young person, you can also ring the NSPCC helpline on 0808 800 5000 to report immediate risks.

Please inform our Welfare Officer welfare@valleystriders.org.uk of your actions as soon as possible.

Welfare and Safeguarding concerns

If the matter is not immediate, please speak to your group leader on site or contact our Welfare Team welfare@valleystriders.org.uk

All concerns must be recorded and shared with the Welfare Officer. Please complete an incident form appendix 1. It is important that incidents are reported first-hand in your own words. This will be logged within the Club's Welfare Records and a discussion on what the next steps would be.

There are three general levels of outcome

High - may require external supporting agencies offering support and advice, disciplinary. Our welfare team will also record such incidents with England Athletics by phoning their Welfare Team 07464 522426 and/or reporting an incident to them <https://www.uka.org.uk/submit-a-concern/>

Medium – the Welfare Team will take action internally

Low – the Welfare Team won't take direct action but will keep the incident on file and then take action if such an incident is repeated. For this reason, it is important that seemingly minor incidents are reported.

As the original referrer, generally you will be notified of the actions taken but it may not be appropriate that you are informed of the full details of the outcome

If you disagree with the Welfare decision on the next steps you can report the incident directly to the EA using this link. - <https://www.uka.org.uk/submit-a-concern/> .

The England Athletics procedures can be found here
<https://www.englandathletics.org/welfare/reporting-a-concern/>

If the Welfare Officer is implicated, in the first instance the Chair of Valley Striders is the point of contact and if this is an issue you wish UK Athletics to investigate they can be contacted at your request.

At junior sessions at GSAL, all group leaders hold DBS and are registered on the DBS Update Scheme.

At junior sessions at Leos, at least one of the group leaders at each timeslot holds DBS and are registered on the DBS Update Scheme.

Bob Jackson is one of the Club's DBS verifiers. All DBS members have a legal responsibility to let the Welfare Officer know if there are any changes that can affect their DBS.

Poor practice might include:

- Unnecessarily spending excessive amounts of time alone with an individual.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate by the individual and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an individual to tears as a form of control.
- Letting allegations made by an adult go un-investigated, unrecorded, or not acted upon.
- Taking an individual at risk alone in a car on journeys, however short.
- Inviting or taking an adult at risk to your home or office where they will be alone with you.
- Sharing a room with an individual at risk.
- Doing things of a personal nature that adults at risk can do for themselves

We require all members to adhere to Valley Striders Codes of contact. See below for more information.

Other useful contacts

Contact details for organisations working to safeguard children and young people can be found here:

- Concerned about a child? | Leeds Safeguarding Children Partnership
<https://www.leedsscp.org.uk/>
- Children's Social Work Services: 0113 2224403
- One minute guide: Duty and Advice Team – Leeds City Council
<https://www.leeds.gov.uk/one-minute-guides/duty-and-advice-team>
- Leeds City Council Duty and Advice team: 0113 376 0336
- NSPCC: 0808 800 5000 (for reporting risks or for general enquiries and advice)
- Childline: 0800 1111 (for use by children to report worries and concerns)

Further information

As a club we abide by the UK and England Athletics' policies, procedures and guidelines in the pursuit of the best possible safeguards for protecting children and adults in our club and the wider community. These documents can be found below:

- UK Athletics and HCAF Health And Safety
<https://www.englandathletics.org/clubhub/resource/health-and-safety/>
- Online Health and Safety Incident Reporting | UK Athletics
<https://www.uka.org.uk/governance/health-safety/online-accident-incident-report-form/>
- Safeguarding Information on UK Athletics website
https://www.uka.org.uk/governance/safeguarding_2021/
- UK Athletics and HCAF Child Safeguarding Policy (published March 2024 due for review March 2026)
<https://www.englandathletics.org/clubhub/resource/child-safeguarding-policy/>
- UK Athletics and HCAF Child Safeguarding Procedures (published March 2024 due for review March 2026)
<https://www.englandathletics.org/clubhub/resource/child-safeguarding-procedures/>
- UK Athletics and HCAF Adult Safeguarding Policy (published October 2023 due for review October 2025)
<https://www.englandathletics.org/clubhub/resource/adult-safeguarding-policy/>
- UK Athletics and HCAF Adult Safeguarding Procedures (published October 2023 due for review October 2025)
<https://www.englandathletics.org/clubhub/resource/adult-safeguarding-procedures/>
- UK Athletics and HCAF Safeguarding Regulations
<https://www.englandathletics.org/clubhub/resource/safeguarding-regulations/>
- UK Athletics guidelines for the use of photographic & video images of children/young people under the age of 18
<https://www.uka.org.uk/wp-content/uploads/2020/03/UKA-Photographic-Policy-2009.pdf>
- (HCAF = Home Country Athletics Federations)

CODES OF CONDUCT

The UK Athletics (UKA) and the Home Country Athletics Federations (HCAF) Codes of Conduct set out national standards of conduct for all clubs, coaches, officials, volunteers and athletes in the sport.

The 2021 revised codes take account of developments in national policy, guidance and practice.

The club, every club member and anyone undertaking a relevant role must agree to abide by the codes of conduct either when they join the club, as part of the membership application process, or when they renew their club membership or UKA licence.

What are the codes of conduct?

The purpose of a code of conduct is to clarify:

- what behaviours are acceptable and unacceptable.
- the standards of practice expected.
- the basis for challenging and improving practice.

The codes are therefore a guide for individuals and clubs to think about, and monitor, how they and others conduct themselves in their roles. The codes let everyone know what they can expect from the club, coaches and volunteers, but also what standard of behaviour is expected from club members, athletes and parents/carers.

For all clubs, the codes are an important part of monitoring and improving the behaviour and practice of its members. Adopting and communicating clear codes of conduct is an important element in delivering the standards for child wellbeing and protection in sport.

There is a code that the club has adopted for Safeguarding and Welfare. There are separate codes for different roles within the club: Coaches, Officials, Volunteers, Athletes aged 18 or older and Parents or Guardians. Children and young people (aged less than 18) have their own codes of conduct and should be clear about the club's expectations in terms of acceptable behaviour and conduct.

Document Links

The Codes of Conduct for all the areas listed below can be found by clicking on <https://www.englandathletics.org/clubhub/resource/codes-of-conduct/>

- UK Athletics and HCAF Club Safeguarding Code of Conduct
- UK Athletics and HCAF Coaches Code of Conduct
- UK Athletics and HCAF Senior Athletes Code of Conduct
- UK Athletics and HCAF Children and Young People (Under 18 Years) Code of Conduct
- UK Athletics and HCAF Parents/Carers Code of Conduct
- UK Athletics and HCAF Technical Officials Code of Conduct
- UK Athletics and HCAF Volunteers Code of Conduct-
- UK Athletics and HCAF Club Welfare Officer Code of Conduct
- UK Athletics and HCAF All Codes of Conduct Booklet

Appendix 1:

**Valley Striders
Incident / Concern Report Form**

This form is to be used when an incident has occurred or you have a concern regarding a child/adult. If you believe the nature of the concern needs URGENT action as the child/adult is in DANGER please call the emergency services on 999. If you are UNSURE if the matter is URGENT, please discuss the case with our welfare officer.

Name of person affected:

Child's Date of Birth:

Time and date of incident:

Nature of incident/concern:

Include relevant background information e.g where the event took place, weather conditions etc. Please do not interpret what is seen or heard or discuss with other people; simply record the facts.

Name of Session Leader in charge of activity when incident/concern occurred:

Names of any other members present or involved with the incident/concern.

Give full details of action taken and/or, it is felt, needs to be taken:

Were any of the following contacted; emergency services, family, carer etc:-

Full name of person filling out form:

Signed: Date:

Please check with all concerned that details above are correct and give to the Leader in charge of the session or send directly to welfare@valleystriders.org.uk