



Newham & Essex Beagles AC

CHILD PROTECTION POLICY

NEB AC acknowledges the assistance of UK Athletics and the SEAA in the preparation of this document

Policy Objectives

Newham and Essex Beagles Athletic Club prides itself in being a diverse and vibrant athletic club. Everyone who competes for the club is entitled to participate in an enjoyable and safe environment. To ensure this Newham and Essex AC 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, 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 athletes under the age of 18 years.

The Club is committed to devising, implementing and updating policies and procedures to promote best practice when working with children and to ensure that everyone involved with the Club understands and accepts their responsibilities to safeguard children from harm and abuse. This means taking action to report any concerns about their welfare.

1. Policy Statement

The Club fully accepts the 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 with the club understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet this obligation the club will:-

- Adopt a Child Protection Policy and codes of conduct and enforce procedures to safeguard the well-being of all participants and protect them from abuse.
- Appoint Child Protection Officer(s).
- Ensure all children who are involved with the club 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 volunteers to adopt best practise to safeguard and protect children from abuse, and themselves from false allegations.
- Require volunteers to acknowledge, adopt and abide by the 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.
- To implement legislative requirements in relation to child protection
- Review policies and procedures regularly (i.e. to comply with any national legislative or regulatory changes).

2. Terms and Abbreviations

NEB AC-Newham and Essex Beagle Athletics Club

DCPO - The designated Child Protection Officer for the Club

DBS - Disclosure and Barring Service

NGB – National Governing Body

EA – England Athletics, The National Governing Body for athletics in England

UKA – The National Governing Body for athletics in the United Kingdom

A Child is anyone who has not reached their 18th 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.

An Adult is anyone over the age of 18 years of age. This includes coaches, parents/carers and volunteers.

3. Definition of Abuse

The term child abuse is used to describe ways in which children are harmed, usually by adults, and often by those they know and trust.

There are four main types of child abuse, though a child may experience more than one kind at any one time in his/her life.

- **Physical abuse** – Occasions when parents, adults or other children deliberately inflict injuries on a child or knowingly do not prevent such injuries. It includes injury caused by hitting, shaking, squeezing, burning, biting, or using excessive force and giving children inappropriate drugs or alcohol, or poison, and attempts to suffocate or drown them. In athletics, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child’s immature and growing body.
- **Emotional abuse** – Occasions when adults fail to show children due care and attention, or threaten, use sarcasm, taunt or shout at a child, causing him/her to lose self-confidence or self-esteem and become nervous or withdrawn. These may also occur when an adult repeatedly ignores or fails to respond to a child’s efforts or progress or places the child under unrealistic pressure to perform to high expectations constantly. Abusive situations may also occur if adults misuse their power over young people.
- **Neglect** – Occasions where adults fail to meet a child’s essential needs, such as adequate clothing, food, warmth and medical care. It also includes occasions where an adult leaves a child alone without proper supervision, or does not ensure that the child is safe, or exposes them to undue extremes of temperature, or risk of injury.
- **Sexual Abuse** – Occurs when males and females use children to fulfil their own sexual needs. Examples include forcing a child to take part in sexual activity such as sexual intercourse, masturbation, oral sex, anal intercourse, Female Genital Mutilation (FGM), Child Sexual Exploitation (CSE), fondling or exposure to pornographic material. This also includes suggestion that sexual favours can help, or refusal can hinder a career.

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.

EXTREMISM AND RADICALISATION

Extremism is views and actions that promote: 1) violence against others 2) hatred towards others 3) undermining the rights of others.

Newham and Essex Beagles AC is clear that extremism and radicalisation should be viewed as safeguarding concerns. We value freedom of speech and the expression of beliefs and that children, young people and adults have the right to speak freely and voice their opinions. However, we are clear that any manipulation or exploitation of the children and young people in our club through the normalisation of extreme views that could leave them vulnerable to radicalisation will be responded to by the use of our safeguarding procedures and the involvement of our partner agencies.

Where extremism is a concern, everyone needs to look out for the following signs:

- Self-segregation
- Inappropriate comments
- Distribution of extremist literature/ videos etc.

This should be noted on a cause for concern form (Appendix 1) and handed in to the appropriate DCPO. If necessary, Child Protection Officers will contact Newham's Preventing Violent Extremism Team for advice.

4. ROLE OF THE DESIGNATED CHILD PROTECTION OFFICER

- Introduce the Child Protection Policy within the club
- To ensure that all club helpers/officials/coaches complete a volunteer application form. (Appendix 6)
- To ensure that all NEB AC coaches/officials/volunteers complete a criminal record check (UKA enhanced level DBS, disclosure Scotland or Assess Northern Ireland)
- To ensure all NEB AC coaches DBS and coach Licenses are checked.
- To ensure that all applicants and occasional 'parent helpers' complete a Self-Declaration and Disclosure Form
- To obtain two references for each helper/official/coach.
- To reserve the right to make a confidential Police check on each applicant
- To maintain a confidential file containing the completed forms
- To inform members that confidential records are kept on a database as required by the Data Protection Act
- To receive and advise on reports from other club members

- To inform all NEB AC Executive Management Committee Members of appropriate information and developments, through a general committee meeting or otherwise, as soon as is practicable.
- To initiate appropriate action following consultation with at least two other NEB AC Executive Management Committee Members, including informing the relevant national athletics bodies.

5. RESPONDING TO CONCERNS:

It is not the responsibility of anyone working in a club or organisation to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Concerns for a child may come to the attention of coaches, parents or other young people in a variety of ways, for example through observation of behaviour or injuries or disclosure.

- A child may tell you.
- A third party may have reported an incident or may have a strong suspicion.
- You may have a suspicion or concern.

How to deal with possible child abuse

If an allegation is brought to your attention, then pass on all the information to the designated Child Protection Officer immediately, or a member of the NEB AC Executive Management Committee Member if a Child Protection Officer is unavailable, who should then adopt the following guidelines.

What to do:

If a child makes a disclosure of abuse, they should:

- Stay calm and allow the child to make the disclosure at their own pace and in their own way.
- Avoid interrupting except to clarify what the child is saying (attentive listening/reflective feedback).
- Not ask leading questions or probe for information that the child does not volunteer.
- Reassure the child that they have been heard and explain what you will do next and to whom you will talk.
- Record the conversation as soon as possible.
- Inform the DCPO.
- Maintain confidentiality – making sure that information is only passed on to Committee members in the proper forum or to the appropriate external agencies only.

What to record

Record the conversation or allegation on a concerns form (Appendix 1.) Ensuring the following details are recorded.

- The child's full name, address and date of birth.
- Date and time of the incident/s and/or nature of allegations
- Your observations e.g. describe the behaviour and emotional state of the child and/or bruising or other injuries. If necessary, this can be recorded on a body map. (Appendix 2)

- The child's account, if it can be given, of what has happened and how the bruising or injury occurred (In the child's exact words)
- An account of any action that you and/or the NEB AC Executive Management Committee took as a result of your concerns e.g. comments made to the child; whether parents have been contacted.
- A statement as to whether the person writing the report is expressing his / her own concerns, or passing on those of someone else
- You must sign and date your completed report
- You should keep a copy of the report, ensuring that maximum confidentiality is maintained.

What not to do

- Ignore what has been disclosed
- Panic
- Make promises you cannot keep
- Make the child repeat the story unnecessarily
- Delay
- Take sole responsibility for further action

Reporting procedures

- Parents should be informed to clarify initial concerns. It may be that something has happened, like a bereavement, which has caused the child to be unhappy. However, in circumstances where a child may be placed at a greater risk if such concerns were shared e.g. where the parent may be the abuser or not able to respond to the situation appropriately, parents should not be informed
- Social Services and/or the Police (999/101) should be contacted immediately, the number is in the phone book. A record should be kept of the name and designation of the official informed, together with the time and date of the call, in case future contact is required. If you want to talk things through to gain some advice, you can phone the NSPCC free helpline: 0800 800 5000 or Childline 0800 1111. This operates 24 hours a day, every day. You do not have to give your name.
- Confidentiality must be maintained.
- At the conclusion of the case, the Child Protection Officer takes any appropriate action, including informing the appropriate national athletics agencies.

6. ROLE OF THE DESIGNATED CHILD PROTECTION OFFICER:

- Introduce the Child Protection Policy within the club
- To ensure that all club helpers/officials/coaches complete a volunteer application form
- To ensure that all NEB AC coaches/officials/volunteers complete a criminal record check (UKA enhanced level DBS, disclosure Scotland or Assess Northern Ireland)
- To ensure all NEB AC coaches DBS and coach Licenses are checked
- To ensure that applicants under 16 years of age, Parent Helpers, General club volunteers that do not have sole supervisory responsibilities for the Under 18's, unqualified coaches / officials that are assisting to gain experience prior to accessing a formal course. Complete a Self-Declaration and Disclosure Form
- To obtain two references for each helper/official/coach

- To reserve the right to make a confidential Police check on each applicant
- To maintain a confidential file containing the completed forms
- To inform members that confidential records are kept on a database as required by the Data Protection Act
- To receive and advise on reports from other club member
- To inform NEB AC Executive Management Committee members of appropriate information and developments, through an executive management committee meeting or otherwise, as soon as is practicable
- To initiate appropriate action following consultation with at least two other NEB AC Executive Management Committee members, including informing the relevant national athletics bodies
- To ensure that Team Manager of any child get parent consent before attending any athletic activity UK Athletics Parent Consent Form (appendix 7).

7. CODES OF CONDUCT

Newham Athletics AC abides by the codes of conduct set out by the UKA. These codes of conduct refer to Coaches, Athletes and Parent and Carers (with parental responsibility) conduct. (These codes of conduct can be found in the Appendices 3).

8. SAFER RECRUITMENT

Newham and Essex Beagles Athletics Club will ensure that every effort is made to safeguard children and adults in the club by:

- All volunteer applicants under 16 years of age, Parent Helpers, General club volunteers that do not have sole supervisory responsibilities for the Under 18's, Unqualified coaches/officials that are assisting to gain experience prior to accessing a formal course applicant will complete a Self-Declaration and Disclosure Form. (Appendix 4)
- Ensuring that all coaches will show their DBS before initiating coaching.
- The club verifiers to confirm that General club volunteers and Parent Helpers have a valid Self-Declaration and Disclosure Form. (Appendix 4)
- Newham and Essex Beagles will also pursue references for volunteers and coaching team members. (See appendices 5)
- All coaches and volunteers will be obliged to read agree to abide by the UKA codes of conduct and the Child Protection policy.

List of offenders

Newham and Essex Beagle AC will keep a confidential list of offenders who have been barred, restricted or warned, and will inform all the relevant regional/national athletics bodies of any decision taken. NEB AC should check the name of any member suspected of inappropriate behaviour with these relevant athletics agencies.

Suspension /exclusion/reinstatement

The period of suspension, exclusion and any reinstatement as a coach or helper to Newham and Essex Beagle AC must be solely at the discretion of the full NEB AC Executive Management Committee and will be dependent on the severity of the inappropriate behaviour and any possible advice proffered by external agencies. Any reinstatement must be followed by close

monitoring from members of the NEB AC Executive Committee and Executive General members.

General Data Protection Regulation (GDPR)

Newham & Essex Beagles are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, [CLUB] is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, [subscribe to our newsletter, or participate in discussion boards on our website – enter as applicable] The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, other data.

Why we need your personal data

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category health data we hold on you is only processed for the purpose(s) of [(e.g. fitness/health checks or passing health data to coaches to allow the safe running of training sessions) - enter as

applicable]. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

On occasion we may collect personal data from non-members e.g. such as any non-member participant who fills in a health disclaimer or form at a taster event this information will be stored for [90 days/ 12 weeks after an event] and then destroyed securely. Our lawful basis for processing data is consent. Therefore, we will also need explicit consent from non-members to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages Facebook, WhatsApp, Twitter, Instagram. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When you become a member of the Club you can also choose to be registered as a member of England Athletics Limited. If you would like to register as a member of England Athletics Limited, please tick the box below, and we will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics online portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact dataprotection@englandathletics.org. If you do not tick the box, we will not share your data with England Athletics Limited. Please be aware that should you ever wish to compete in your sport you will have to register with England Athletics Limited at that time.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Appendix:

1. Incident/Concerns Form
2. Body Map
3. Self-Declaration and Disclosure Form
4. Reference form
5. Volunteer application form
6. UK Athletics Parent Consent Form

**Newham and Essex Beagles Athletic Club
INCIDENT/CONCERNS REPORT FORM**

CHILD'S FULL NAME:

CHILD'S DATE of BIRTH:

CHILD'S ADDRESS:

DATE of INCIDENT:

TIME of INCIDENT:

NATURE of INCIDENT:

- describe the behaviour and emotional state of the child and/or bruising or other injuries
- give the child's account of what has happened and how the bruising or injury occurred, or state who has given the statement and whether it is a first-hand account of the incident
- state what action has been taken

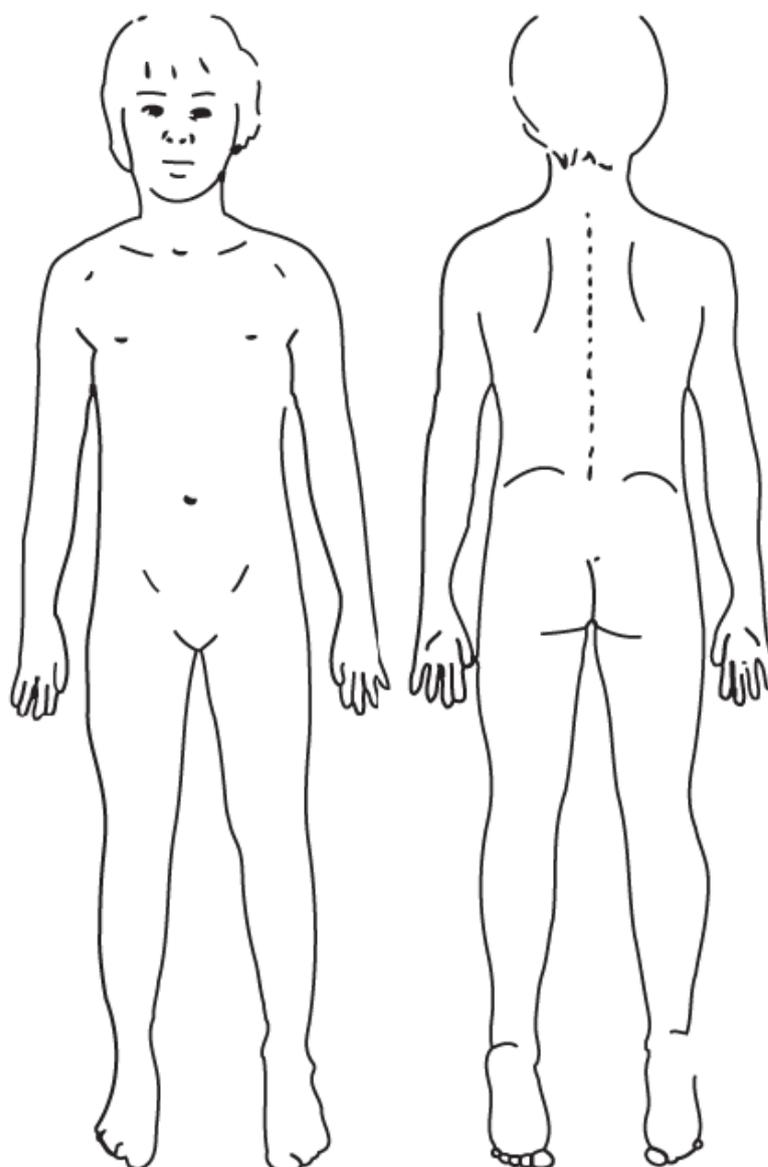
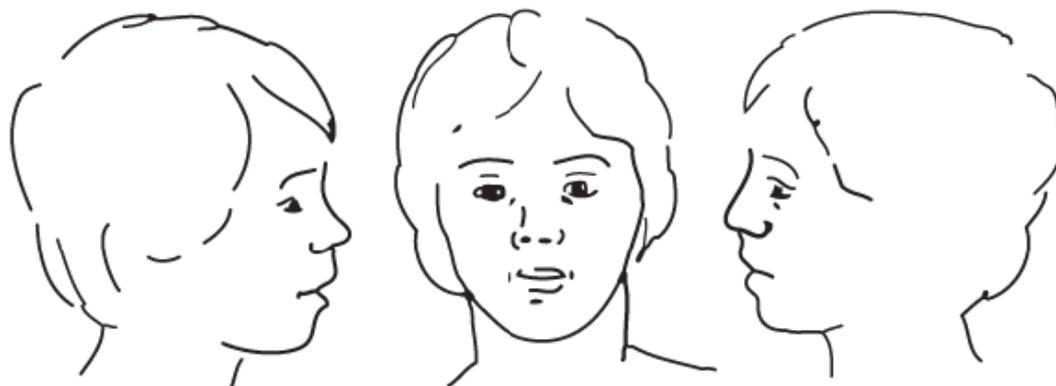
STRICTLY PRIVATE AND CONFIDENTIAL

Name _____

Date _____

Body Map

**Indicate where the child has marks or bruises.
Sign, date and attach to the concerns form.**



Newham and Essex Beagles Athletic Club

SELF-DISCLOSURE FORM

Personal Disclosure form for all volunteers working or in contact with young people and children

Confidential

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

YES NO

If 'YES', please state the nature and date(s) of the offence(s):

Have you ever been subject to any disciplinary action or sanctions relating to child abuse?

YES NO

If 'YES', please give details:

You are required to self-certify that you are not known to ANY social services department as being an actual or potential risk to children, have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority, or have not had a child ordered to be removed from your care.

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including spent convictions).

As part of the checking procedures for all applicants for posts of this nature, you are also advised that we reserve the right to make reference to the local authority social services department and police records to verify the information given on this form.

Signed _____ Print Name _____

Date _____

Newham and Essex Beagles Athletic Club

STRICTLY PRIVATE AND CONFIDENTIAL

Date: / /

Dear Sir / Madam

Ref: Mr / Mrs / Miss _____

The above named has given permission to write to you for a reference. He /she has applied for a position of responsibility as a Coach / Helper within Newham and Essex Beagles AC, where he /she will come into contact with boys and girls from the age of eight years upwards.

We should be most grateful if you would help us assess the suitability of the candidate for such a position by completing this form and returning it at your earliest convenience, in the prepaid envelope. Your reply will be treated in strictest confidence.

Yours faithfully

(Insert Name)
Child Protection/ Welfare Officer

How long have you known the candidate?	yrs	In what capacity have you known the candidate?	
Is there any further information that may be of help to us? Please mention any concerns, whatsoever, that you may have which may point to the candidate being unsuitable to work with children.			

Please tick the box which in your opinion matches the candidate closest (where appropriate)
+3 = Excellent 0 = Average -3 = Poor

	+3	+2	+1	0	-1	-2	-3	Additional Comments
Honest and trustworthy								
Reliable e.g. attendance & punctuality								
Courteous - pleasant & cheerful								
Good communicator - leadership qualities								
Sincere & conscientious								
Relates well to children								
Mixes well with adults								

Signed _____ Print Name _____

Position _____ Date _____

Newham and Essex Beagles Athletic Club

VOLUNTEER APPLICATION FORM

Newham and Essex Beagles AC has a duty to care for all its members and, in complying with the request for confidential information here, you are helping us to ensure, in particular, the safety of those under eighteen years of age. I thank you for your co-operation and understanding in this matter.

Child Protection Officer – NEB AC

Personal Details

SURNAME (Mr/Mrs/Miss/ Ms)		MAIDEN NAME or Previous Surname	
FORENAMES		DATE of BIRTH	
ADDRESS		PLACE of BIRTH	
		POSTCODE	
<input type="checkbox"/> STD Code HOME		WORK	
OTHER ADDRESSES within last 5 years			
		POSTCODE	
ADDRESS			
		POSTCODE	

Athletics Qualifications

QUALIFICATION	ISSUING BODY	DATE OBTAINED

Employment History

NAME OF EMPLOYER	ADDRESS	DATE OF EMPLOYMENT

Previous Experience of Working with Children

TYPE OF EXPERIENCE	CONTACT ADDRESS / ☐☐

References

NAME OF REFEREE	CONTACT ADDRESS / ☐☐

Signed _____

Print Name _____

Date _____

UK ATHLETICS

Parent Consent Form

ATHLETICS CLUB or ORGANISATION

1. Details of athletic activity:

From: _____ To: _____

I agree to (Child's name) _____

taking part in this activity. I agree to _____'s participation in the activities

described. I acknowledge the need for _____ to behave responsibly.

2. Medical information about your child.

- a. Any conditions requiring medical treatment, including medication? YES/NO
If YES, please give brief details:

- b. Please outline any special dietary requirements of your child and the type of pain or flu relief medication that your child may be given, if necessary.

2.1 For residential visits and overseas trips only

- c. To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last four weeks that may be contagious or infectious?

YES/NO

If YES, please give brief details:

d. Is your child allergic to any medication? YES/NO. If YES, please specify:

e. When did your child last have a tetanus injection?

I will inform the person in charge as soon as possible of any changes in the medical or other circumstances between now and the specified end of the activity.

3. Photography and Recorded Images

(INSERT Club or organisation) recognises the need to ensure the welfare and safety of all young people in athletics.

In accordance with the UK Athletics child protection policy and procedures, we will not permit photographs, video or other images of children/young people to be taken without the consent of the parents/carers and children/young people.

The (Club or organisation) will follow the guidance for the use of photographs a copy of which is available from the Club/County Welfare Officer or www.ukathletics.net

The (Club or organisation) will take all possible steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club/County Welfare Officer immediately.

INSERT NAME (parent/carer) consent to (INSERT club/organisation or a photographer appointed by Club or organisation) photographing or videoing my child's involvement in athletics for the period of time shown on this form for the purposes of publicising and promoting the club or sport, or as a coaching aid.

Signed: _____ Date: _____

(INSERT NAME OF CHILD) consent to (INSERT Club or organisation) photographing or videoing my involvement in athletics for the period of time shown on this form, and agree to them being published to promote the club or sport.

Signed: _____ Date: _____

4. Declaration

I agree to my child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Emergency contact:

_____ (Name)

Contact telephone numbers (incl. national code):

Work: _____ Home: _____

Mobile: _____ E-Mail: _____

Alternative Emergency contact:

Contact telephone numbers (incl. national code):

Work: _____ Home: _____

Mobile: _____ E-Mail: _____

Name of your family doctor: _____

Tel: No. _____

Address:

Signed: _____ Date: _____

Full Name (Capitals):

This form must be completed and returned to the Child Officer at the club (or county if applicable to county activity) and retained in a confidential place. The person in charge should take a copy of the form to the activity(ies) included within the dates overleaf.