



# **Newham and Essex Beagles Athletic Club**

## **Adult Safeguarding Policy**

# Adult Safeguarding Policy

England Athletics Affiliated Club

## 1. Policy Statement

Newham and Essex AC is committed to ensuring that all adults involved in athletics are able to participate in a safe, positive and inclusive environment, free from abuse, harm, neglect or exploitation.

We recognise our responsibility to safeguard adults at risk in line with:

- UK Athletics (UKA) Safeguarding Policies and Procedures
- The Care Act 2014
- The Equality Act 2010
- Safeguarding Adults in Sport guidance

This policy applies to all club activities, whether on or off the track, including training sessions, competitions, social events, travel and online activity.

Safeguarding is everyone's responsibility.

## 2. Scope

This policy applies to:

- Adult athletes (aged 18+)
- Coaches, team managers and officials
- Volunteers, committee members and club officers
- Contractors and anyone acting on behalf of the club

## 3. Key Definitions

### Adult at Risk

An adult (aged 18 or over) who:

- Has needs for care and/or support, and
- Is experiencing, or at risk of, abuse or neglect, and
- Is unable to protect themselves because of those needs

## Abuse

Abuse may be a single or repeated act and can be intentional or unintentional. Types of abuse include:

- Physical
- Emotional or psychological
- Sexual
- Financial or material
- Neglect or acts of omission
- Discriminatory abuse
- Organisational abuse
- Domestic abuse
- Modern slavery

## 4. Principles of Safeguarding Adults

Newham & Essex Beagles Athletic Club is guided by the six principles of safeguarding adults:

1. **Empowerment** – Presumption of person led decisions and informed consent
2. **Prevention** – Acting to prevent harm before it occurs
3. **Proportionality** – The least intrusive response appropriate to the risk
4. **Protection** – Support and representation for those in greatest need
5. **Partnership** – Working with UKA, EA, local authorities and other agencies
6. **Accountability** – Transparency in safeguarding practice

## 5. Club Safeguarding Roles

### Club Welfare Officer (LWO & WO)

The club will appoint a trained Lead Club Welfare Officer & Welfare Officer who:

- Acts as the first point of contact for safeguarding concerns
- Promotes best practice and safer participation
- Records and reports concerns in line with UKA procedures
- Liaises with UK Athletics, Adult Social Care and other agencies as required

### LWO & WO Name and Contact Details:

N Hepburn  
nebviceseecretary@gmail.com

B Willson  
bwillsonnebmembers@gmail.com

## 6. Responsibilities

## Club Committee

- Ensure safeguarding policies are implemented and reviewed annually
- Support the Club Welfare Officers
- Promote a safe and inclusive club culture

## Coaches, Officials and Volunteers

- Follow the UKA Code of Conduct
- Complete safeguarding training where required
- Act immediately on any safeguarding concern

## Adult Participants

- Treat others with dignity and respect
- Report concerns about themselves or others

## 7. Safer Working Practice

The club will:

- Ensure appropriate recruitment, including DBS checks where required
- Follow UKA Codes of Conduct
- Promote professional boundaries
- Use inclusive, respectful language and behaviour
- Manage online and social media activity responsibly

## 8. Responding to Safeguarding Concerns

If a safeguarding concern arises:

1. **Listen** – Take the concern seriously
2. **Reassure** – Do not promise confidentiality
3. **Record** – Write factual, accurate notes as soon as possible
4. **Report** – Share the concern with the Club Welfare Officer immediately

In an emergency or where someone is in immediate danger:

- Call 999
- Then inform the Club Welfare Officer and UK Athletics

## 9. Reporting to UK Athletics

All safeguarding concerns relating to adults at risk must be reported to:

- The Lead Welfare Officer or Welfare Officer,
- UK Athletics Safeguarding Team in line with UKA procedures

UK Athletics will determine whether further action or referral to statutory agencies is required.

## 10. Confidentiality and Information Sharing

Information will be:

- Shared on a need to know basis
- Stored securely
- Managed in line with GDPR and UKA guidance

Confidentiality will not be maintained where doing so would place an individual at risk.

## 11. Allegations Against Club Personnel

Any concern or allegation against a coach, official or volunteer will be:

- Treated seriously
- Managed in line with UKA disciplinary and safeguarding procedures
- Reported immediately to UK Athletics

## 12. Equality and Inclusion

Newham & Essex Beagles Athletic Club is committed to:

- Equality of opportunity
- Challenging discrimination, harassment and victimisation
- Creating an inclusive environment for all adults regardless of age, disability, gender, race, religion, sexual orientation or background

## 13. Policy Review

This policy will be:

- Reviewed annually
- Updated in line with changes to UKA guidance or legislation

**Last Review Date:** February 2026

**Next Review Due:** February 2027