



Safeguarding Policy and Procedure

Introduction

Stadium Runners has a legal duty of care to its members. As part of this duty of care, there is a legal requirement for safeguarding. This involves protecting children, young people, and vulnerable adults from harm by providing a safe environment in which they can participate in sport.

Stadium Runners are committed to safeguarding members in line with this legislation and will operate a zero tolerance culture of harm to children, young people, and vulnerable adults.

The club committee plays a key role in ensuring that all club activity is safe. Safeguarding responsibilities are the joint responsibility of all club committee members.

Policy Statement

Stadium Runners believes everyone has the right to live free from abuse or neglect, regardless of age, ability, disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

We are committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

We collectively acknowledge that safeguarding is everybody's responsibility, and we are committed to the prevention of abuse and neglect through safeguarding the welfare of all everyone involved in our sport.

Our Responsibilities

- All members agree and comply with this policy, ensuring the safeguarding of all fellow members.
- Ensuring that club officers and volunteers act responsibly and set an example to others.
- Developing an environment that promotes the wellbeing and safety of athletes, including the development of performance.
- Consistently promoting positive aspects of the sport to ensure rules are upheld.
- Willingness to respond to any concerns of abuse or poor practice.
- Promoting an environment where all concerns can be raised without fear of victimisation.
- Develop a culture where everyone plays a part in upholding safeguarding policies.
- In line with UKA requirements all UKA qualified Run leaders are DBS checked at point of qualification and then three yearly when licences are renewed along with undertaking required safeguarding training.



Procedure for raising concerns

You may be concerned about harm to another person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them.

It is not your responsibility to prove or decide whether an adult or young person has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.

If an adult or young person indicates to you that they are being harmed or abused, or information is received which gives rise to a concern, you should follow the guidance below.

- If it will not put them or you at further risk, discuss your safeguarding concerns with the adult/young person and ask them what they would like to happen next. Inform them that you need to pass on your concerns to a Safeguarding officer at UKA or a club welfare officer.
- Do not contact the adult/young person concerned before talking to a Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- Take their concern seriously.
- Stay calm.
- Listen carefully to what is said, allowing the adult to continue at their own pace.
- Be sensitive.
- Keep questions to a minimum – only ask questions if you need to identify/clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Explain what you would like to do next.
- Explain that you will have to share the information with the Club Welfare Officer.
- Ask for their consent for the information to be shared with other agencies.
- Make arrangements for how you/the welfare officer can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse Helpline, Victim Support).
- Act swiftly to report and carry out any relevant actions (see below).
- Do not confront the person thought to be causing the harm.

It is important not to:

- dismiss or ignore the concern
- panic or allow shock or distaste to show
- make negative comments about the alleged perpetrator
- make assumptions or speculate
- come to your own conclusions
- probe for more information than is offered
- promise to keep the information secret
- make promises that cannot be kept
- conduct your own investigation of the case
- confront the person thought to be causing harm
- take sole responsibility
- tell everyone (the information is confidential).



If someone has a need for immediate medical attention, call an ambulance on 999. If you are concerned someone is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away. Where you suspect that a crime is being committed, you must involve the Police.

Recording Information

When recording information regarding safeguarding concerns, the GDPR regulations must be taken into consideration as personal data will be collected.

Sharing information, with the right people, is central to good practice in safeguarding members. However, information sharing must only ever be with those with a 'need to know'. This does NOT automatically include the person's parent/guardian, carer spouse, partner, adult, child, unpaid or paid carer. Information should only be shared with family and friends and/or carers with the consent of the adult/young person, or if the adult/young person does not have capacity to make that decision and family/friends/carers need to know in order to help keep the person safe.

If you are in doubt as to whether to share information, seek advice from the UK Athletics Safeguarding Team and/or contact the relevant Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Make a note of what the person has said, using his or her own words, as soon as practicable.

- Completing the Adult Safeguarding Report Form may assist in the recording of information.
- Ensure you describe the circumstances in which the concern came about and what action you took/advice you gave.
- It is important to distinguish between things that are fact and things that have been observed or overheard, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person used. If someone has written to you (including by email or social media) include a copy with the form.
- Submit a copy of the relevant report form (adult or child) to the Club Welfare Officer without delay.
- This information is confidential and must only be shared with your Club Welfare Officer and others that have a need to know, in order to keep the person safe whilst waiting for action to be taken.
- Alternatively, if the concern is about someone not connected to a club, you can send the form to your HCAF Welfare Officer or you can complete and submit the Online Safeguarding Concern Form available on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team.



The Role of the Club Welfare Officer

On receipt of a referral, the Club Welfare Officer will take the following action:

1. Ensure any immediate actions necessary to safeguard anyone at risk are taken. If the risk or concern is believed to be due to the behaviour of a club member, then consider the relevant procedures (e.g. interim suspension from the club) to prevent that person making contact with the adult being harmed.
2. If you have been sent an Adult Safeguarding Report Form or Child Safety Concern Report Form, check that you understand the content and that all the necessary parts have been completed. If you are being contacted directly by a club member, or a member of the public, ensure that they provide enough information for you to complete the Adult Safeguarding Report Form.
3. Reassure, and advise the person making the report. Explain what will happen next. Reinforce the need for confidentiality.
4. Decide if you need to contact the adult/young person to get more information, determine their capacity, wishes, or explain what actions you need to take. Only do this if you have a known safe way of contacting them.
5. In all situations the Club Welfare Officer should ensure those in the club/organisation who can act (within their remit) to prevent further harm have the information to do so. Depending on the situation you may need to pass information to, and work with, other organisations such as the Police or the Local Authority Adult Safeguarding Team or Child Protection Safeguarding Unit.
6. The Club Welfare Officer must refer the case to their Home Country or to the UKA Safeguarding Team as soon as possible. This can be done by sending the Adult Safeguarding/Child Protection Report Form to safeguarding@uka.org.uk, or by submitting an Online Safeguarding Concern Form using the link on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team.

National Safeguarding Lead Contact Details

UK Athletics

safeguarding@uka.org.uk

07920 532552

For further information on safeguarding please refer to the [UK Athletics Safeguarding Policies and Procedures](#).