

BRISTOL & WEST AC

Child Protection Procedures

March 2008

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Who should read what – grid..... 2

Codes of conduct

CP1 [The Responsible Athletic Club](#)3

CP2 [The Responsible Athletics Team Manager](#)4

CP3 [The Responsible Athletics Coach](#)5 & 6

CP4 [The Responsible Athletics Technical Official](#)7 & 8

CP5 [The Responsible Parent/Person with Parental responsibility](#)9

CP6 The Responsible Athlete.....10

Other documents

CP7 [Incident Report](#)11 & 12

CP8 [Consent for People with Parental Responsibility](#)

CP9 [Declaration by Officials, Club coaches and Team Managers...](#)14

CP10 [Useful Contact Numbers](#).....

The Child Protection Procedure and the Welfare Policy are available on our website - www.bristolandwestac.org.uk. A printed copy is available from the Honorary Secretary. Relevant printed pages are being circulated to parents of young athletes and Club volunteers.

Every Club member is advised to read through the whole of the Child Protection Procedure to see what is required of members in different club roles. However by using the grid below you can see which specific items of policy apply directly to you and which you need to follow.

Like other clubs and organisations, Bristol & West AC has to conform with the provisions of legislation. Members must follow the procedure to conform with the law and for their own protection.

If the Club Welfare/Child Protection Officer is unavailable, please contact the Honorary Secretary.

Who should read what - in Child Protection and Club Welfare

	CP1	CP2	CP3	CP4	CP5	CP6	CP7	CP8	CP9	CP10	Welfare Policy (separate)
Coaches			YES		YES	YES	YES	YES	YES	YES	
Officials				YES			YES		YES	YES	
Team Managers		YES			YES	YES	YES	YES	YES	YES	
Committee	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Parents					YES			YES		YES	
Athletes						YES				YES	
Club Mark PM	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Welfare Officer	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
Parent Helpers		YES					YES		YES	YES	

The Responsible Athletic Club **Code of Conduct**

As a responsible club Bristol & West AC will:

- ensure that all volunteers operating within the club environment hold the appropriate qualifications
- adopt national policies and codes of good practice in relation to athlete welfare
- ensure that club officers and volunteers always act responsibly and set an example to younger members
- appoint and empower designated Club Welfare & Child Protection Officers, who are provided with appropriate training and periodic updating, to act as a first port of call in cases of concern about athlete welfare
- liaise appropriately with other key persons, including parents/persons with parental responsibility, officials, coaches and sport scientists, to ensure that good practice is followed in maintaining athletes' welfare
- carry out their duty of care within relevant legislation and government guidance
- operate within the guidelines of the clubs:future manual

The Responsible Athletics Team Manager - Code of Conduct

As a responsible athletics team manager you will:

- take reasonable care in all circumstances of any athlete below the age of 18 who is at an event without someone with parental responsibility
- look after young athletes' personal safety at event venues
- provide the appropriate ratio of Club Volunteers for the age and ability of the athletes e.g. a suggested minimum of one adult Club Volunteer for every ten children who may be travelling away from the home venue
- provide a Club Volunteer of the same sex as the athletes i.e. avoid cross-sex chaperoning
- upon completion of the volunteer action plan for the sport, guarantee that all volunteers for an athletics team have been through the appointments process, including self-declaration CP9 and CRB check
- collect written evidence that all Club Volunteers with responsibility for young athletes from your team have completed appropriate child protection training (contact the Club or membership secretary)
- comply with any local Duty of Care and/or Child Protection policies and procedures that might be in place e.g. Local Authority or school procedures that cover particular venues or athlete groups
- notify all parents/carers of athletes under 18 of the times and venues of any competitions and of appropriate contact telephone numbers
- ensure that written, informed consent (form CP8) has been collected from all persons with parental responsibility for the participant in advance of a competition including next of kin and contact details, medical conditions such as allergies, and ensure medication is available for the child for the duration of the event. Medication should be administered by the person with parental responsibility
- liaise with young athletes' parents/person with parental responsibility if they become involved in an accident or a serious breach of safety or discipline while under your care
- ensure that athletes are only asked to take part in events within their capability
- insist that an athlete sustaining an injury must notify him/her as soon as possible to ensure that appropriate medical attention is or has been provided. No athlete should be allowed to continue competing where that would cause further damage or distress

At all times

- do not spend time alone with a young athlete unless clearly in view of others
- avoid taking a young athlete alone in your car
- never invite a young athlete alone to your home
- never share a bedroom with a child
- always explain why and ask for consent before touching an athlete
- work in same-sex pairs when supervising changing areas

The Responsible Athletics Coach - Code of Conduct

As a responsible coach you will:

- respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability
- place the welfare and safety of the athlete above the development of performance
- encourage and guide athletes to accept and take responsibility for their own behaviour and performance
- be appropriately qualified and update your licence and education as and when required by UK Athletics
- ensure that the activities you guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete
- at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what athletes are entitled to expect from you
- never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching, refer immediately to the coach currently providing coaching support
- co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sport scientists, doctors, physiotherapists, governing body staff) in the best interests of the athlete
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances
- consistently display high standards of behaviour and appearance

In addition, as a responsible athletics coach you must:

- develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect. In particular, a coach will not exert undue influence to obtain personal benefit or reward
- strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes.

Relationships with athletes can cause significant problems for other team members and can fracture teams, raising concerns of favouritism, or even of victimisation, should the relationship later end.

- However, due to the very special relationship between coaches and athletes, you must not allow an intimate personal relationship to develop between yourself and any athlete under the age of 18. Any violation of this could result in a coach licence being withdrawn or restrictions being imposed on it under condition 6 below;
- at each session, keep a register of athletes attending and note what has been done – this should include both positive and negative feedback plus incidents (reportable and otherwise). This register would only normally be referred to by others if there is a reportable incident.

In addition to the above Code of Conduct coaches should follow the following guidelines to ensure that they work within the best coaching practice.

Coaches should:

- never do something for an athlete that they can do for themselves
- avoid critical language or actions, such as sarcasm, that undermine an athlete's self-esteem
- not spend time alone with a young athlete unless clearly in view of others
- avoid taking a young athlete alone in your car
- never invite a young athlete alone to your home
- never share a bedroom with a child
- always explain why and ask for consent before touching an athlete
- work in same-sex pairs when supervising changing areas
- ensure that parents/carers know about and have approved in advance if taking a young athlete away from the usual training venue
- be aware of young athletes lifestyles and respect their right to an independent life outside athletics
- challenge inappropriate behaviour or language by others
- report any accidental injury, distress or misunderstanding or misinterpretation. A brief written report of such incidents should be submitted to the WO as soon as possible, and parents/carers notified (see Incident Report Form CP4)
- report any suspected misconduct by other coaches or athletics personnel

The Responsible Athletics Technical Official - Code of Conduct

As a responsible athletics technical official you will:

- respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability
- place the welfare and safety of the athlete in equal status to compliance with the rules of competition
- encourage and guide athletes to accept and take responsibility for their own behaviour and performance
- be appropriately qualified and update your licence and education as and when required by UK Athletics
- ensure that the activities you guide or advocate are appropriate for the age, maturity, experience and ability of the individual athlete
- at the outset, clarify with athletes (and where appropriate their managers) exactly what is expected of them and what athletes are entitled to expect from you
- co-operate with other officials, competition organisers, coaches, team managers etc. in the provision of fair and equitable conditions for the conduct of Athletic events under the relevant rules of competition, thereby offering all participants every opportunity to achieve their own personal goals and aspirations
- act in a decisive, but friendly, manner in their interaction with other officials, competitors, coaches and spectators, respecting the rights of others
- consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances
- consistently display high standards of behaviour and appearance

In addition, as a responsible athletics official you **must**:

- develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect.
- strictly maintain a clear boundary between friendship and intimacy with athletes and not conduct inappropriate relationships with athletes. Relationships with athletes can cause significant problems, raising concerns of favouritism, or even of victimisation.
- You **must not** allow an intimate personal relationship to develop with any athlete under the age of 18. Any violation of this could result in an official licence being withdrawn or restrictions being imposed on it

Welfare Guidelines:

In addition to the above Code of Conduct you should follow the general guidelines below to ensure that you work within the best practice. Officials should:

- never do something for an athlete that they can do for themselves
- avoid critical language or actions, such as sarcasm, that undermine an athlete's self-esteem

- not spend time alone with a young athlete unless clearly in view of others
- avoid taking a young athlete alone in your car
- never invite a young athlete alone to your home
- never share a bedroom with a child
- always explain why and ask for consent before touching an athlete
- work in same-sex pairs when supervising changing areas
- ensure that parents/carers know about and have approved in advance if taking a young athlete away from the competitive venue
- respect the right of young athletes to an independent life outside athletics
- challenge inappropriate behaviour or language by others
- report any accidental injury, distress or misunderstanding or misinterpretation. A brief written report of such incidents should be submitted to the WO as soon as possible, and parents/carers notified. (see Incident Report Form CP4)
- report any suspected misconduct by other officials, coaches or athletics personnel

In registering as an Official of UKA and/or accepting the responsibility of a position at an athletics competition (all disciplines and types) you will at all times be expected to adhere to:

Competition Guidelines

- know and apply the rules of competition equitably and consistently for all competing athletes. All athletes and officials should be treated with courtesy and respect
- keep up to date with any changes in the relevant competition rules and should not hesitate to seek the advice of others if the need arises
- never smoke whilst officiating, nor consume alcoholic beverages so soon before competition that it affects your competence or prior to the end of officiating duties for the day. Tobacco products should only be used in the designated area if such an area is provided
- dress appropriately, to the standard and nature of the competition, as outlined by the relevant Officials Committee
- be fully prepared for any task that is assigned to you
- arrive in good time for the competition and report immediately to the officials in charge
- conduct the event according to the rules with the welfare of the athlete in mind and carry out your assignments in an efficient and non-abrasive manner
- work in a spirit of co-operation with other officials and do not interfere in any way with their responsibilities
- extend the benefit of your experience to the less experienced officials whenever the opportunity arises
- give evaluations, when requested, in an objective way and without friendships in mind
- act in a manner that will bring credit to the Athletics Community and yourself, both within and outside the competition arena and/or area
- refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of the tasks assigned to you
- never condone rule violations

The Responsible Parent/Person with Parental Responsibility

Code of Conduct

As a responsible parent/person with parental responsibility you will:

- check out the people who are coaching or managing your child
- not place undue pressure on children to perform, participate or compete
- assume responsibility for the safe transportation of your children to and from events and training activities
- take an active interest in your child's participation
- attend training and competitions whenever possible
- ensure that your child does not take unnecessary valuable items to training or competition
- know exactly where your child will be at all times and who they are with
- return a written informed consent form to the Club/Team Manager, including next of kin details, health and medical requirements, (see Consent Form CP8)
- inform your child's coach of any illness or disability that needs to be taken into consideration for athletic performance
- provide any necessary medication that your child needs for the duration of any trips
- report any concerns you have about your child's welfare / treatment to the club / regional / national welfare officer (this does not affect your rights to notify the social services department or police if you feel a crime has been committed)
- never make assumptions about your child's safety
- provide assistance to team managers and coaches at events and training where help as official assistants ensures the safe supervision of athletics activities

The Responsible Athlete Code of Conduct

As a responsible athlete you will:

- treat others with the same respect and fairness that you wish to receive
- uphold the same values off the field as you do when engaged in athletics
- anticipate your own needs, be organised and on time
- thank those who help you participate in athletics
- inform your coach of any other coaching you are receiving
- show patience with and respect diversity in others
- act with dignity at all times
- if you are a young athlete under 18 years of age, notify a responsible adult if you have to go somewhere (why, where and when you will return)
- not respond if someone seeks private information, unrelated to athletics e.g. home life
- strictly maintain a clear boundary between friendship and intimacy with a coach, official or other person with whom you work
- never accept lifts in cars or invitations into homes on your own or without the prior knowledge and consent of your parent / carer
- use safe transport or travel arrangements
- avoid destructive behaviour and leave athletics venues as you find them
- never engage in any illegal or irresponsible behaviour
- challenge anyone whose behaviour falls below the expected standards of 'Athletics Welfare'
- speak out immediately if anything makes you concerned or uncomfortable (if you are a young athlete under 18 years of age, telling your parents/carers and or the Club Welfare Officer) or if you suspect a club mate has suffered from misconduct by someone else

BRISTOL & WEST AC

Incident Report

(please use additional sheets and attach and evidence if necessary)

	Person reporting the incident:	Person recording the incident:
Name		
Role in athletics		
Address and telephone number(s)		

Location of incident (if relevant)	Date of Incident
Name of any individual(s) who dealt with the incident at the time	
Nature of incident	

A copy of this form should be retained by the reporter and a copy sent to the WO for processing

Details leading up to and immediately following the incident

Signed: _____ (Person reporting incident)
(Print name)

Signed: _____ (Welfare Officer or equivalent))
(Print name)

Date: _____

ACTION TAKEN AS A RESULT OF THE INCIDENT

[Office use only]

Date: _____

BRISTOL & WEST AC

Consent for People with Parental Responsibility

My child is in good health and I consider him/her capable of taking part in athletics. I consent that, in the event of any illness/accident, any necessary treatment can be administered to my child, which may include the use of anaesthetics that are necessary in the opinion of a medically qualified practitioner. I also understand that, whilst Club/Team personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child.

Person with parental responsibility (please print)

Name _____

Signature _____

Child's Details

Surname _____

First name _____ Date of Birth _____

Address _____

Postcode _____

Contact telephones _____ (day) _____ (evening) _____ (mob)

Medical information _____

Any other relevant information (e.g. medical, dietary or sleeping requirements)

Doctor's Name _____

Doctor's Telephone Number _____

This form should be completed and returned to the Club Welfare Officer (this can be done conveniently via your coach)

A copy of this form will be given to the relevant coach/coaches and also the relevant Team Manager. A copy will be returned to the person with parental responsibility named above.

BRISTOL & WEST AC

Declaration by Club Officials, Coaches and Team Managers

I understand the nature of my role and responsibilities at Bristol & West AC.

I have read the relevant Child Protection Policy incorporating the codes of conduct.

I accept my responsibility to care for the children and young people with whom I come into contact.

NAME _____

ADDRESS _____

TELEPHONES _____

EMAIL _____

SIGNATURE _____

DATE _____

This form should be completed and returned to the Club Welfare Officer (in their absence – to the Honorary Secretary).

Useful Contact Numbers

UKA Child Protection Helpline 0800 316 3003

Child Line 0800 1111

NSPCC 0808 800 5000

Parent Line 0808 800 2222

Victim Support 0845 303 0900

Club Welfare Officer – new officer to be appointed (situation on 1st March 2008) and until the new Club Welfare Officer is appointed, please contact the Honorary Secretary.

The Club Welfare Officer is to be kept informed of any concerns and given a copy of all relevant paperwork arising.