



Motherwell Athletics Club

Welfare and Childcare Policy

18 June 2009



Contents

SECTION 1	4
Introduction	
1.1 Policy Statement	4
1.2 Aims	4
1.3 References	5
SECTION 2	6
Codes of Conduct	
2.1 Athletics Coach Code of Conduct	6
2.2 Athlete Code of Conduct	7
2.3 Welfare Officer	7
SECTION 3	8
Breaches of Welfare	
3.1 Club Grievance Procedures (Excluding child abuse allegations)	8
3.2 Behaviour Procedure for Young Athletes	8
3.3 Allegation of Child Abuse Procedure	8
3.4 Advice to Children	9
SECTION 4	10
Disclosure Procedure	
SECTION 5	11
Renewal of Disclosures	
SECTION 6	12
Recruitment of Coaches and Volunteers	
SECTION 7	13
Emergency Procedures	
SECTION 8	14
Photography Procedure	
SECTION 9	15
Group Training	
SECTION 10	16
Acknowledgements	
Appendix A	17
Athletics Coach Code of Conduct	
Appendix B	20
Allegation Procedure (Within Club)	
Appendix C	22
Allegation Procedure (Out with Club)	
Appendix D	24
Welfare Incident Report Form	
Appendix E	26
Child Protection Referral Form	
Appendix F	29
Self Declaration Form	



Appendix G
Volunteer Application Form

31

Appendix H
Accident Report Form

34

Revision history

Rev	Date	Description	Author	Review	Approve
0	24/03/2009	Original	C. Ferguson	JS	WM
1	10/06/2009	Updated following registration of Bruce Hendry as Welfare Officer	J. Strachan	JS	JS
2	18/06/2009	Updated Photography and Group Training sections as this information is included in the membership forms	J. Strachan	CF	JS
3	13/08/2009	Updated following registration of Carol Ferguson as Welfare Officer	J. Strachan	JS	JS



SECTION 1

Introduction

Motherwell Athletics Club (MAC) is committed to helping young people get the best out of athletics (and themselves) in a positive, encouraging and safe environment.

This policy has been written to provide a framework which will guide everyone involved in MAC to create a safe and nurturing environment where young people can reach their potential.

1.1 Policy Statement

MAC is fully committed to safeguarding the welfare of all athletes. The welfare of our young athletes is of paramount importance and we will take all reasonable steps to promote best practices to protect children from harm, abuse or exploitation.

As stated in U.K Athletics welfare policy document we recognise the legal and statutory definitions of a child as:

- In Athletics a child is recognised as being under the age of 18.

Adults looking after children in the absence of parental responsibility have to take reasonable care in all circumstances.

The child's welfare is paramount.

All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

All incidents of suspicious poor practice and allegations of abuse will be taken seriously and responded to appropriately

All children have the right to participate in athletics in a safe environment.

Young athletes have a right to expect appropriate management, support, personal and social development with regard to their involvement at all levels of athletics.

It is the responsibility of the child protection experts to determine whether or nor abuse has taken place but it is everyone's responsibility to report any concerns.

This policy provides a framework which encompasses all of the above.

1.2 Aims

MAC aims to:

- Ensure highest possible standards of safety and welfare;
- Continually look to improve ongoing work on welfare issues;
- Adopt and promote good practice as outlined by Scottish Athletics;
- Demonstrate ethical standards of leadership.



1.3 References

- [UKAWP] - U.K Athletics Welfare Policy 2005. We also acknowledge the original documents used by U.K Athletics in the preparation of their document.



SECTION 2

Codes of Conduct

These codes are quoted from Scottish Athletics guidelines and will be upheld by MAC. All coaches are required to sign a copy of this code - see Appendix A.

2.1 Athletics Coach Code of Conduct

As a responsible athletics coach you will:

- Respect the right, 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;
- Be appropriately qualified and adhere to disclosure policy;
- Ensure the activities you advocate are appropriate to the age, maturity, experience and ability of the athlete;
- Clarify with athletes from the start what is expected of them and what they can expect from you;
- Never try to recruit athletes, either overtly or covertly, who are already receiving coaching. If approached by an athlete refer immediately to the coach currently providing the coaching;
- Co-operate fully with other colleagues;
- Consistently promote positive aspect of the sport (e.g. fair-play) and never condone rule violations or the use of prohibited substances;
- Consistently display high standards of appearance and behaviour.

In addition, you must:

- Develop appropriate working relationships with athletes (especially under 18's) based on mutual trust and respect. A coach will not exert undue influence to obtain personal benefit or reward;
- Strictly maintain a clear boundary between friendship and intimacy.

Guidelines for Best Coaching Practice

The following guidelines will be followed:

- Never do something for an athlete that they can do themselves. If an Athlete is very young or disabled then seek permission from the parent or carer;
- Avoid critical language or action, such as sarcasm, that undermines an athlete's self-esteem;
- Do not spend time alone with a young athlete unless in full view of others;



- Avoid taking a young athlete alone in your car. If this situation is unavoidable it should take place with the consent and full knowledge of someone in charge of the club or the child's parent. If in doubt always let someone else know what you are doing;
- Never invite a young athlete alone to your home;
- Always explain why and ask for consent before touching an athlete;
- Respect the right of an athlete to have an independent life outside athletics;
- Challenge inappropriate behaviour or language by others;
- Report any accidents, distress, misunderstandings or misconduct to the Welfare Officer as soon as possible.

2.2 Athlete Code of Conduct

As a responsible athlete you will:

- Treat others with the respect and fairness you wish to receive;
- Be organised and on time;
- Thank those who help you in athletics;
- Inform your coach if you are receiving any other coaching;
- Show patience and respect that everyone is different;
- Notify a responsible adult if you have to go somewhere (e.g. toilet);
- Never accept lifts or invitations into homes without prior knowledge and consent of your parents or carers;
- Avoid destructive behaviour and leave athletics venues how you find them;
- Listen to your coach and behave in a responsible manner;
- Speak out immediately if you are concerned or uncomfortable about something. Inform your parents and let your Welfare Officer know.

2.3 Welfare Officer

MAC's Welfare Officer is:

Stephen Irwin

stephenirwin@motherwellac.com



SECTION 3

Breaches of Welfare

3.1 Club Grievance Procedures (Excluding child abuse allegations)

If you have a grievance concerning a member or a coach, it must be put in writing and a copy sent to the Chairperson of MAC. William Martin is the current Chairperson.

If a junior member (under 18) has a concern then they must inform their parents and the club's Welfare Officer who will take it forward to the committee.

MAC will invite the member to a meeting to discuss the grievance. A parent/guardian should be present.

An impartial member or members will listen and come to a decision about the grievance. This decision is final.

3.2 Behaviour Procedure for Young Athletes

If a young athlete is behaving in a way which is disruptive to other athletes or is going against the code of conduct the following steps will be followed:

- In the first instance the athlete will be spoken to by their group coach;
- A lead coach will speak to the athlete and parents will be informed at the end of the training session;
- If the inappropriate behaviour continues, the committee must be informed and a written warning will be issued. This will invite parents along to training sessions;
- A final written warning will be issued by the committee if the inappropriate behaviour continues and the athlete will be asked to leave the club.

3.3 Allegation of Child Abuse Procedure

MAC will follow U.K Athletics Allegation Procedure when there is an allegation of child abuse or a criminal act.

MAC will treat any such allegations seriously and swiftly, in keeping with the U.K Athletics welfare policy.

It is everyone's responsibility to take allegations seriously and report them to the Welfare Officer as soon as possible.

For further information please refer to the following procedures and forms:

- Appendix A: Athletics Coach Code of Conduct;
- Appendix B: Allegation Procedure (Within Club);
- Appendix C: Allegation Procedure (Out-with Club);



- Appendix D: Welfare Incident Report Form;
- Appendix E: Child Protection Referral Form.

3.4 Advice to Children

If you think that you have been the subject of child abuse or a criminal act, you should:

- Tell the person to stop at once;
- Tell others who may be present what happened;
- If they actually saw what happened they can be your witnesses;
- If it continues, tell the person again to stop and shout for help;
- Tell your parents and club Welfare Officer as soon as possible;
- Ask your parents to record the date, time and place. Make a list of witnesses;
- Ask any witnesses to do the same.

You should not:

- Wrongly complain if nothing happened;
- Exaggerate if something did happen- stick to the facts;
- Ignore behaviour that makes you feel uncomfortable;
- Keep things to yourself;
- Delay before complaining;
- Agree to hush up or hide what happened;
- Be afraid or embarrassed to tell your parents or friends.



SECTION 4

Disclosure Procedure

All coaches and volunteers working with MAC will undergo an enhanced disclosure check.

New coaches or volunteers will also be asked to fill out a self declaration form – see Appendix F.

Coaches working regularly with MAC will be members and be disclosed for the club.



SECTION 5

Renewal of Disclosures

The Welfare Officer will keep details of disclosure dates and coaching licence expiry dates.

The Welfare Officer will let a coach know when they require a new disclosure and provide them with the information to complete this.

Coaches will be issued a new disclosure before their coaching licence expires.

Once the disclosure has been received by Scottish Athletics, an updated license will be issued.

Coaches and helpers must inform the Welfare Officers of the date their disclosure was received, and in the case of coaches the new expiry dates of their licence. This allows the Welfare Officer to keep their records up to date.



SECTION 6

Recruitment of Coaches and Volunteers

MAC will take all reasonable steps to ensure that people working with young people are suitable and appropriately qualified. Recruitment and selection procedures are therefore necessary and will apply to all persons working with young people.

The following procedures will be applied:

- All volunteers working with children will undergo a recruitment process;
- Volunteers should fill out an application form, giving names of two referees who can be contacted – see Appendix G;
- The volunteer will be invited to an informal chat with a committee member who will make the final decision;
- Successful volunteers will sign the self declaration form and undergo an enhanced disclosure check. Coaches will be required to join MAC as members.



SECTION 7

Emergency Procedures

The following procedures must be carried out in case of an emergency:

- Parents must ensure that all contact details and medical information is up to date;
- Coaches should carry such details with them at all times when working with athletes in their care;
- All coaches should have access to ice packs and simple first aid equipment.

In the case of an emergency:

- Dial 999 and contact a first aider;
- Contact parents.

In the case of a minor injury:

- Contact a first aider;
- Let parents know what happened at the end of training session.

In all cases an accident report form should be filled in and given to the Welfare Officer – see Appendix H.



SECTION 8

Photography Procedure

Parents are asked to consent to their child being photographed via the Club membership form.



SECTION 9

Group Training

There will be times during the year where adult athletes and young athletes will be given the chance to train together. This is a great opportunity for the club to get together and also raises awareness that athletics can be for life.

However, in terms of child protection where the child is of our greatest concern, this means children will be working with undisclosed athletes.

The following procedures are in place to ensure the safety and welfare of our younger athletes:

- Parents are encouraged to attend the training sessions;
- Only disclosed and fully qualified coaches will lead the sessions;
- Track and field coaches will keep close contact with their group of athletes.



SECTION 10

Acknowledgements

MAC acknowledges that the policy document is based on the U.K Athletics Welfare Policy 2005 [UKAWP]. We also acknowledge the original documents used by U.K Athletics in the preparation of their document.



Appendix A

Athletics Coach Code of Conduct



Athletics Coach Code of Conduct

As a Coach, you must:

- Respect the right, 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;
- Be appropriately qualified and adhere to disclosure policy;
- Ensure the activities you advocate are appropriate to the age, maturity, experience and ability of the athlete;
- Clarify with athletes from the start what is expected of them and what they can expect from you;
- Never try to recruit athletes, either overtly or covertly, who are already receiving coaching. If approached by an athlete refer immediately to the coach currently providing the coaching;
- Co-operate fully with other colleagues;
- Consistently promote positive aspect of the sport (e.g. fair-play) and never condone rule violations or the use of prohibited substances;
- Consistently display high standards of appearance and behaviour.

In addition, as a responsible athletics coach you must:

- Develop appropriate working relationships with athletes (especially under 18's) based on mutual trust and respect. A coach will not exert undue influence to obtain personal benefit or reward;
- Strictly maintain a clear boundary between friendship and intimacy.

Guidelines for best coaching practice

- Never do something for an athlete that they can do themselves. If an Athlete is very young or disabled then seek permission from the parent or carer;
- Avoid critical language or action, such as sarcasm, that undermines an athlete's self-esteem;
- Do not spend time alone with a young athlete unless in full view of others;
- Avoid taking a young athlete alone in your car. If this situation is unavoidable it should take place with the consent and full knowledge of someone in charge of the club or the child's parent. If in doubt always let someone else know what you are doing.
- Never invite a young athlete alone to your home;
- Always explain why and ask for consent before touching an athlete;
- Respect the right of an athlete to have an independent life outside athletics;
- Challenge inappropriate behaviour or language by others;
- Report any accidents, distress, misunderstandings or misconduct to the welfare officer as soon as possible.

Taken from U.K Athletics Welfare Policy 2005



I _____ have read Motherwell Athletics Club
Code of Conduct and agree to comply with them.

Signed _____

Date _____

** Please return this form to the following Welfare Officer:

Stephen Irwin

stephenirwin@motherwellac.com



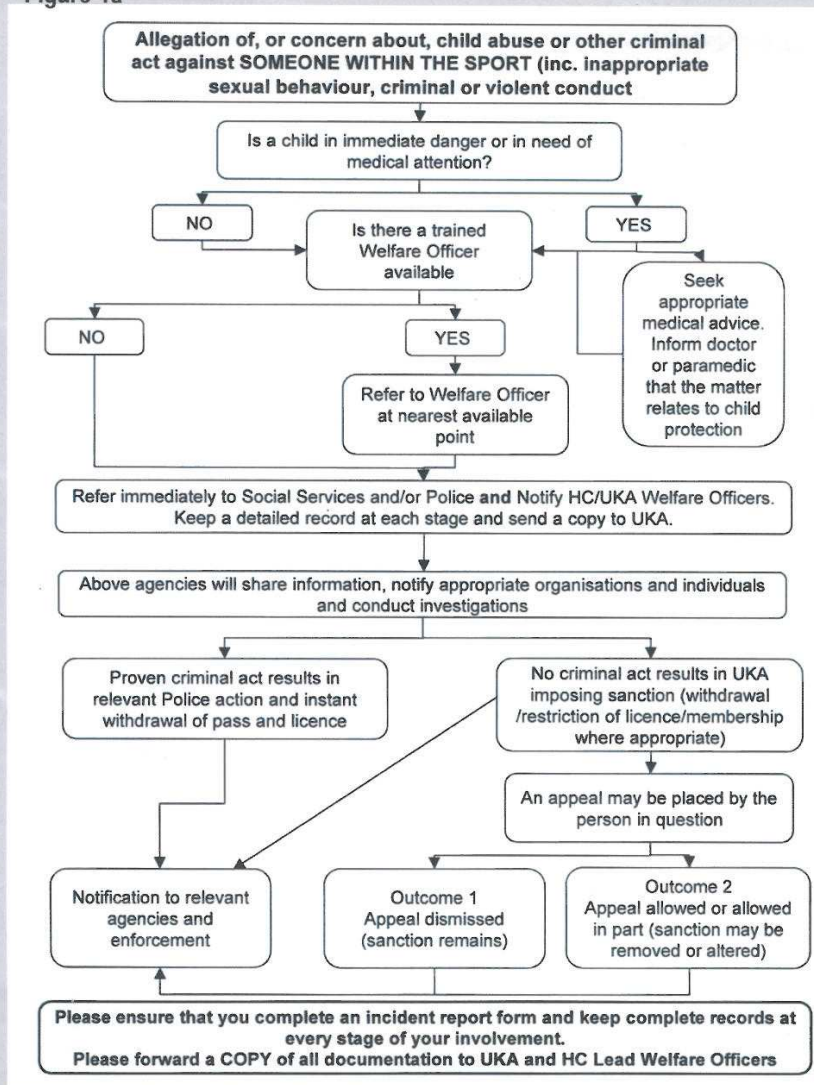
Appendix B

Allegation Procedure (Within Club)



Allegation Procedure (Within Club)

Figure 1a





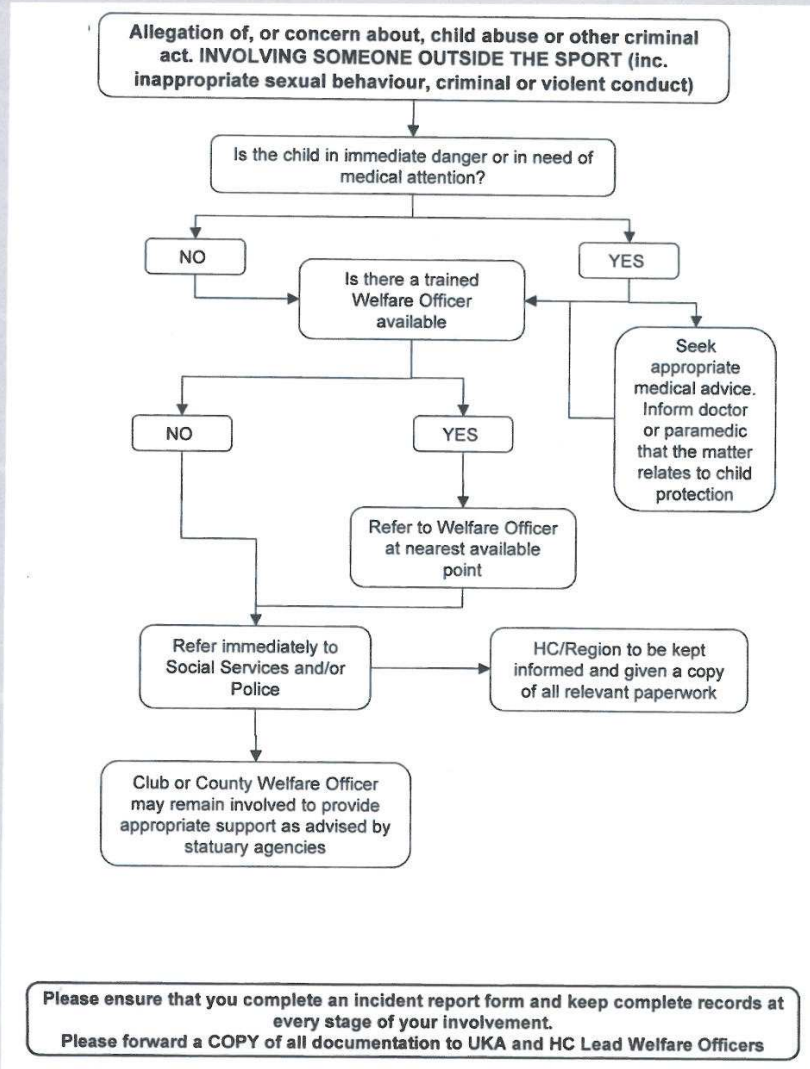
Appendix C

Allegation Procedure (Out with Club)



Allegation Procedure (Out with Club)

Figure 1b





Appendix D

Welfare Incident Report Form



Welfare Incident Report Form

Please use additional sheets and attach evidence as necessary.

	Person reporting the incident	Person recording the incident
Name		
Role in athletics		
Address		
Telephone number		

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

** Please return this form to the following Welfare Officer:

Stephen Irwin

stephenirwin@motherwellac.com



Appendix E

Child Protection Referral Form



Child Protection Referral Form



CHILD PROTECTION REFERRAL FORM

Your Name: _____
Your position: _____
Your Knowledge of and relationship to the child/young person/vulnerable adult: _____
Child's/young person's/vulnerable adult's name: _____
Child's/young person's/vulnerable adult's address: _____
Child's/young person's/vulnerable adult's date of birth: _____
Date(s), time(s) and location(s) of incident(s): _____
Nature of the concern/allegation: _____
Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc): <i>NB Make a clear distinction between what is fact, opinion or hearsay</i>
Exactly what the child/young person/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on a separate sheet if necessary):
Actions Taken so far: _____



External agencies contacted:	
Police	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Social Services	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
UK: Athletics	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which department: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Local Authority	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	
Other (e.g. NSPCC)	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which: _____
Date and time: _____	
Name and Contact number: _____	
Details of advice received: _____	

Print name: _____

Signed: _____ Date: _____

If the incident has been reported to Social Services, a copy of this form must be sent to them within 24 hours of the telephone report.
Remember to maintain confidentiality (on a need to know basis)-only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know.
A copy of this form must be sent to the Welfare officer at UK: Athletics.



Appendix F

Self Declaration Form



Self Declaration Form

Have you ever been convicted of a criminal offence or been the subject of a Caution (please include all offences, however minor, and spent convictions.)? 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 state the nature and date(s) of the offence(s)

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

Full name	
Any surnames previously known by (e.g. maiden name)	
Address	
Date of birth	
Place of birth	

Signed _____ Date _____

You are advised that under the provisions of the Rehabilitation of Offenders Act 1997 (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 procedure for all applications for posts of this nature, you are advised that we reserve the right to make reference to the Criminal Records Bureau to verify the information given on this form.

**** Please return this form to the following Welfare Officer:**

Stephen Irwin
stephenirwin@motherwellac.com



Appendix G

Volunteer Application Form



Volunteer Application Form

Date of application _____

Personal Details

Full name	
Date of birth	
Address	
Telephone number	
Marital status	
Are you registered as being disabled?	Yes/No
If yes, please give registration number	
Employer	
Job title	
Have you had any serious illness/operations or accidents?	Yes/No
If yes, please give details	

Personal References

Please give details of two people (not relatives) who we could approach for references.

	Reference 1	Reference 2
Name		
Occupation		
Address		
Telephone number		
Years known		

Education

School/University	From	To	Course and Results



Relevant Information

Please add any relevant information, including interests, hobbies and sporting activities.

** Please return this form to the following Welfare Officer:

Stephen Irwin

stephenirwin@motherwellac.com



Appendix H

Accident Report Form



Accident Report Form

ACCIDENT AND INCIDENT REPORT FORM

IN THE EVENT OF A REPORTABLE ACCIDENT OR INCIDENT THIS FORM SHALL BE COMPLETED AND SUBMITTED TO UKA WITHIN SEVEN DAYS OF THE ACCIDENT.

ON RECEIPT OF THIS FORM UKA SHALL IMMEDIATELY COPY IT TO THE RELEVANT NATIONAL ASSOCIATION / TERRITORY/REGION.

A REPORTABLE ACCIDENT IS ONE IN WHICH A PERSON SUFFERS AN INJURY AS A RESULT OF WHICH THAT PERSON REQUIRES OR IS LIKELY TO REQUIRE MEDICAL TREATMENT.

A REPORTABLE INCIDENT IS ONE WHICH IN DIFFERENT CIRCUMSTANCES MIGHT HAVE LED TO A REPORTABLE ACCIDENT.

The completed form shall be sent to :

Health and Safety Department,
UK Athletics,
Athletics House,
Blythe Valley Park, Solihull,
West Midlands,
B90 8AJ

FORM-UKA/RF/1/2004



PERSONAL DETAILS	NATURE OF INJURY
<p>INJURED PERSON - MR/ MRS/ MISS _____</p> <p>SURNAME _____</p> <p>FORENAMES _____</p> <p>AGE _____</p> <p>STATUS _____ (athlete, official, spectator, other)</p> <p>CLUB (If Applicable) _____</p> <p>ADDRESS _____ _____ _____</p> <p>POSTCODE _____</p> <p>TELEPHONE _____</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>WAS FIRST AID GIVEN - YES/NO _____</p> <p>NAME OF FIRST AIDER _____</p> <p>ORGANISATION/BRANCH _____</p> <p>WAS THE INJURED PARTY TAKEN FROM THE SITE OF THE ACCIDENT TO HOSPITAL? YES / NO _____</p> <p>FURTHER TREATMENT(If Known) _____</p> <p>_____</p> <p>VENUE (If Known) _____</p> <p>NATURE OF TREATMENT (If Known) _____</p> <p>_____</p>
ACCIDENT / INCIDENT DETAILS	
<p>MEETING / TRAINING VENUE</p> <p>_____</p> <p>ADDRESS _____ _____ _____</p> <p>POSTCODE _____</p> <p>COMPETITION - YES/ NO _____</p> <p>TRAINING - YES/NO _____</p> <p>DATE _____</p> <p>TIME _____</p> <p>WEATHER _____</p> <p>SITE OF ACCIDENT _____ _____</p>	<p>MEETING / TRAINING DETAILS</p> <p>ORGANISER / CLUB</p> <p>NAME _____</p> <p>ADDRESS _____ _____ _____</p> <p>POSTCODE _____</p> <p>TEL. _____</p> <p>NATURE OF MEETING / TRAINING (Circle as appropriate)</p> <p>CROSS-COUNTRY _____</p> <p>FELL RUNNING _____</p> <p>RACE WALKING _____</p> <p>ROAD RUNNING _____</p> <p>SPORTSHALL _____</p> <p>TRACK AND FIELD _____</p> <p>OTHER _____</p> <p>TITLE OF MEETING _____</p>



**IF APPLICABLE- INCIDENT SITE
DIAGRAM / PHOTOGRAPH -
PREPARED BY PERSON
REPORTING.**

Indicate event site/ incident layout, position of
injured person, position of event officials,
coaches , and witnesses.

DESCRIPTION FROM PERSON REPORTING

DETAILS OF PERSON REPORTING

NAME _____
ADDRESS _____

POSTCODE _____
TELEPHONE _____
STATUS _____



FOR UKA OFFICE ONLY - To be completed following the outcome of any investigation
(Append reports.)

PROBABLE CAUSE OF ACCIDENT (may be appended)

RECOMMENDATIONS TO PREVENT RECURRENCE (may be appended)

Signature

Date

This form is subject to the Data Protection Act 1998 and as such the information contained within is for UK Athletics statistical purposes only. Any additional disclosure will take place only with the permission of the injured party.

FOR OFFICE USE ONLY	
UKA	
DATE RECEIVED	
RECEIVED BY	
REFERENCE	

FOR OFFICE USE ONLY	
NATIONAL ASSOCIATION	
DATE RECEIVED	
RECEIVED BY	
REFERENCE	