



WELFARE POLICY



1. SUMMARY AND SCOPE

One of the aims of the club is to provide a diverse schedule of quality training opportunities so that all members feel they have the potential to develop in a safe and enjoyable environment.

The purpose of the Welfare Policy is to ensure that members' welfare is safeguarded at all times while they are engaged in any club activity. The Welfare Policy is supported by the following documents:

- Code of Conduct
- Roberttown Road Runners Constitution (which includes information on dealing with Complaints & Disputes)

2. DEFINITIONS

Welfare can cover a range of issues, including but not limited to:

- Safeguarding and protecting vulnerable adults.
- Bullying
- Equality Issues
- Harassment
- Wellbeing

Note: the terms Coach and Run Leaders are used interchangeably within this document.

3. POLICY

3.1 CLUB RESPONSIBILITIES

- The club takes the welfare of its members seriously and has a responsibility to ensure the Welfare Policy is implemented and good practice maintained.
- The club will take appropriate action, where it is advised by the Welfare Officer that a breach of the Welfare policy has occurred.
- The club will have at least one Welfare Officer (preferably two), appointed by the committee. The Welfare Officers do not have to be committee members but should have an open line of communication with the committee.
- All Welfare Officers should have an up-to-date DBS (Disclosure and Barring Service) check.
- If a Welfare Officer steps down, suitable replacements should be chosen and appointed within 30 days. The outgoing Welfare Officer should support and advise the new Welfare Officer during transition.
- The committee should ensure Welfare Officers have the opportunity to attend appropriate training courses as recommended our governing body, England Athletics.

3.2 WHO DOES WELFARE POLICY APPLY TO?



- The Welfare policy applies to all members – athletes, coaches, run leaders, volunteers and officials.
- All club members who have any concerns about safety or wellbeing of fellow members should raise their concerns either verbally or in writing directly to a Welfare Officer. Information will be held in confidence unless there is a risk to any individual in which case the person reporting the concern will be advised of this. The person reporting the concerns is not responsible for determining whether there has been a breach of the Welfare Policy. This is the responsibility of The Welfare Officer and appropriate committee members.

3.3 CLUB WELFARE OFFICERS

The Welfare Officers are Stuart Tattersfield and Julie Orme.

3.4 ROLES AND RESPONSIBILITIES OF WELFARE OFFICERS

- To be the first point of contact for members to refer any concerns they have about fellow members or any suspected breaches of welfare policy. Members referring concerns should always seek permission from the person affected before passing on their name. If this is not possible the Welfare Officer can receive the information anonymously and suggest how the person may be encouraged to give permission. Decisions as to whether names can be passed on without permission will be decided on an individual basis depending on the nature of the concern.
- To listen to any welfare concerns referred to them and respond appropriately. This may require referring the issue to another Welfare Officer or committee member so that appropriate response/action can be taken.
- To contact England Athletics or UK Athletics Welfare Officers for guidance if in doubt about the appropriate response required.
- To make discreet contact with members whose welfare has been raised as a concern and make them aware that you are there to support them. If appropriate support and encourage them to seek external advice and support. A list of appropriate services is detailed in Appendix 1
- To advise and support the committee in implementing its Welfare Policy and Codes of Conduct.
- To ensure that all session leaders and qualified club coaches have completed the necessary DBS (Disclosure and Barring Service) or Self Disclosure checks where there is known to be contact (direct or indirect) with children taking part in club activities.
- To keep up to date with national developments regarding welfare and safeguarding and update club policies when required.



- Together with the committee ensure that the Welfare Policy, associated policies, and Code of Conduct are reviewed and updated once a year.
- Full details of roles and responsibilities of Welfare Officers as stipulated by England Athletics can be found in Appendix 2

4. REFERENCES/BIBLIOGRAPHY

England Athletics Policy and Guidance:

<https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/>

5. RELATED POLICIES

- Procedure for Safeguarding Adults - we follow England Athletics guidance.
- Procedure for Safeguarding Children



6. APPENDICES

APPENDIX 1

The following organisations are able to provide advice and support.

- Citizens Advice: Tel 03300563037 Website www.ca-ce.org.uk
- The Samaritans: Tel 116 123 Website www.samaritans.org
- NSPCC: Tel 0808 800 5000 Website www.nspcc.org.uk
- PREVENT Liaison: Tel: 0800 011 3764 Website: <https://www.police.uk/advice/adviceand-information/t/prevent/prevent/>
- Police: Tel 999(emergency) or 101(non-emergency)
- SARC (Sexual assault referral centre) Tel 0808 118 6432
- BEAT (help with eating disorders) Tel 0808 801 0677 or email help@beateatingdisorders.org.uk. Website: <https://www.beateatingdisorders.org.uk/>
- Domestic Violence Helpline: Tel 0808 2000 247. Website www.nationaldomesticviolencehelpline.org.uk
- CRUSE (Bereavement support) Tel 0808 808 1677 (National helpline)

- APPENDIX 2



Information for Welfare Officers

Welfare covers a range of issues such as safeguarding and protecting children, anti-bullying, equity, poor practice in coaching and disciplinary and grievances matters. It encompasses policies and procedures to set out minimum standards of expectations, such as codes of conduct, procedures to follow for dealing with child protection concerns, other welfare issues or complaints, and to ensure that EA, clubs, and associations meet their statutory responsibilities to safeguard and protect children. Welfare is essential to contribute to good practice within the sport, develop performance and to ensure the safety and enjoyment of athletes, coaches, officials, and volunteers. It is everyone's responsibility to ensure the welfare of all those who participate in athletics.



The key roles and responsibilities are set out below:

Athletics Clubs

- Every athletics club should appoint at least one Welfare Officer, preferably two, one male and one female and they should notify EA of the name and contact details for each Welfare Officer.
- ALL club officer and committee members have responsibility to uphold the welfare policies and procedures, to adhere to good practice and to support the club Welfare Officer to respond to any suspected breaches. This is NOT the sole responsibility of the Welfare Officer.
- Under the Welfare Policies and Procedures, if there is any concern about child abuse the Welfare Officer should be informed immediately. If the Welfare Officer is not available, the person with concerns should report the matter to the local Children's services or police themselves.
- The Welfare Officer, club officers and committee members should ensure that information is available at the club and to all club officers, team managers, coaches, and officials regarding contact details for local Children's services, the police, and the NSPCC.
- The club officers and committee members should ensure there are club disciplinary procedures to deal with issues of misconduct which are not child abuse.
- All club officers and committee members should ensure that club members, coaches, club officers and committee members are recommended training in welfare and safeguarding and protecting children as appropriate, comply with requirements to obtain DBS and Independent Safeguarding Authority checks and that all coaches / volunteers / helpers complete volunteer reference forms or comply with a club volunteer recruitment process.

Club Welfare Officers

- The Welfare Officer's role is to advise and support the club officers and committee to implement welfare policies and procedures and to support the club to adhere to codes of conduct and good practice.
- The Welfare Officer's role is to ensure that all club coaches/helpers/volunteers have completed a volunteer reference form or complied with a volunteer recruitment process and assist in this process as appropriate and to ensure that all coaches/officials/volunteers have completed DBS and Independent Safeguarding Authority checks as required and assist in this process as appropriate.



- The Welfare Officer's role is to respond to suspected breaches of the Welfare Policies and Procedures that may be referred to them, in accordance with the Welfare. Procedures and, to advise and support other club officers or committee members how to respond appropriately in accordance with the Procedures.
- The Welfare Officer should report any concerns about child abuse to local children's social care services or police immediately. If the Welfare Officer is not available, the person with concerns should report the matter to the local children's services or police themselves.
- The Welfare Officer should also report any concerns about child abuse to both the UKA Welfare Officer and the EA Welfare Officer and inform them what action has been taken.
- The Welfare Officer is advised to inform the EA Welfare Officer about any concerns regarding misconduct which is not child abuse.
- The Welfare Officer should have completed Safeguarding and Protecting Children Training and Time to Listen Training for Club Welfare Officers within the last 3 years.