



## UK Athletics Safeguarding

In June 2021 UKA issued new policies and procedures for safeguarding both children and adults. UKA is committed to safeguarding everyone involved in athletics by ensuring that all athletics activities are delivered in a way which keeps people safe and by developing a culture of zero tolerance of harm.

This is an important and necessary commitment, but it's very high level. What does it mean for ordinary running club members as we undertake our normal weekly training sessions?

UKA state clearly that their policies and procedures apply to everyone involved or engaged in athletics: this doesn't mean that every member of Cotswold Allrunners has to become an expert. What it does mean is that everyone should be alert to the possibility that a runner, of any age, may feel unsafe, or may be experiencing unwanted attention of any kind.

Safeguarding legislation applies to all forms of abuse that affect a person's wellbeing. So although there are categories of both adults and children who are more likely to be at risk, everyone is potentially at risk.

To read UKA's full policies and procedures follow this link:

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

## A Adults

### What should an individual runner do?

1. If you observe what you think may be abuse or harm or if a runner tells you that they feel unsafe, or have been abused or harmed, you should talk to them, as long as this does not increase the risk to their or your safety;
2. If it is not appropriate to talk to them, report your concern to the club's Welfare Officer;
3. If a runner does talk to you about a possible safeguarding issue, you should take them seriously, stay calm, ask as few questions as possible and explain that you will have to discuss the issue with the club's Welfare Officer;
4. Make a note of what is said and fill in the Adult Safeguarding Report Form (see Appendix 1). Send the form to the club's Welfare Officer;
5. If there is immediate danger or injury, ring 999;
6. More detail about how to react and what to do is in the UKA Safeguarding Procedures document.

### What should the club do?

The club's Welfare Officer should:

1. Ensure any immediate action is taken to prevent further harm;
2. Make sure they have enough information – by checking the information in the Adult Safeguarding Report Form, and/or, if safe to do so, by talking to the person concerned;
3. Decide whether to pass information on to others in the club (for example coaches and leaders) and/or the police or local authority Safeguarding Team;
4. Refer the case to England Athletics or UKA Safeguarding Team;
5. More detail about how to react and what to do is in the UKA Safeguarding Procedures document.

### B Children

#### What should an individual runner do?

1. If you observe a change in a child's behaviour which causes you concern, or if you see what you think may be abuse or harm, or if a child tells you that they feel unsafe, or have been abused or harmed, you should take appropriate action;
2. Appropriate action may be listening to them, calmly and without prompting them or making judgements, as long as this does not increase the risk to their or your safety;
3. If it is not appropriate to talk to them, report your concern to the club's Welfare Officer;
4. After any conversation with a child about a possible safeguarding issue, you should report to the club's Welfare Officer;
5. Make a note of what is said and fill in the Child Safeguarding Report Form (see Appendix 2). Send the form to the club's Welfare Officer;
6. If there is immediate danger or injury, ring 999;
7. More detail about how to react and what to do is in the UKA Safeguarding Procedures document.

#### What should the club do?

The club's Welfare Officer should:

1. Ensure any immediate action is taken to prevent further harm to the child;
2. Make sure they have enough information – by checking the information in the Child Safeguarding Report Form, and by talking to the person who made the report;
3. Be conscious at all times of the need for confidentiality;
4. Where there are concerns that parents or carers may be responsible for or have knowledge of abuse, be aware that sharing information may increase the risk for the child;
5. Decide whether to pass information on to others in the club (for example coaches and leaders) and/or the police or local authority Safeguarding Team;
6. Refer the case to England Athletics or UKA Safeguarding Team;
7. More detail about how to react and what to do is in the UKA Safeguarding Procedures document.

# APPENDIX 1: ADULT SAFEGUARDING REPORT FORM

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult (at risk) about your concerns and that you have a duty to pass the information onto the Club Welfare Officer/UKA Safeguarding Team.

Complete as much of the form as you can with the information available.

## Section 1 – Details of adult (you have concerns about)

Name Address

Date of birth/age

Contact phone number(s)

Emergency contact if known

Consent to share information with emergency contact?

Yes No

## Section 2 – Details of the person completing this form/your details

Section 2 – Details of the person completing this form/your details Name

Contact phone number(s)

Email address

Name of organisation/club Your role in organisation

## Section 3 – Details of concern

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/ times/evidence from records/photos etc.)

## Section 4 – Details of the person thought to be causing harm (if known)

Name Address

Date of birth/age (if known) Relationship/connection to adult Name of organisation/club  
Role in club/organisation

Do they have contact with other adults at risk in another capacity (e.g. in their work/family/as a volunteer)?

## **Section 5 – The views of the adult you have concerns about**

Have you discussed your concerns with the adult? What are their views?  
What have they stated about what they want to happen and what outcomes they want?

## **Section 6 – Reasons for not discussing with the adult**

For example, discussion would put the adult or others at risk/adult appears to lack mental capacity/ adult unable to communicate their views.

## **Section 7 – Risk to others**

Are any other adults at risk? If yes, please add details here based on sections 1–6 above.

Are any children at risk? If yes, please add details here.

## **Section 8 – Club action**

What action have you taken if any/agreed with the adult to reduce the risks? (e.g. person causing harm suspended/session times changed).

## **Section 9 – Other agencies contacted**

Who contacted/reference number/contact details/advice gained/action being taken  
Police

Local Authority Safeguarding Adults Team

Other – please state who and why:

## **Section 10 – Submit the form**

Send this form to your Club Welfare Officer and/or to the UKA Safeguarding Team

[safeguarding@uka.org.uk](mailto:safeguarding@uka.org.uk)

# APPENDIX 2: CHILD SAFEGUARDING REPORT FORM

## Section 1 – Details of person reporting

Name

Club Position/role

Address

Telephone number Mobile number Email address

## Section 2 – Child's details

Name

Date of birth Address

School (if relevant)

Telephone number

Preferred language

Any additional details?

Name of parent/carer Parent/carer telephone

## Section 3 – Details of person about whom the concern/allegation relates

Name

Relationship to child\* Address

Telephone number

Position within club\*\*

\*e.g. coach/coach assistant/helper/parent or carer etc.

Is an interpreter required? Y/N

\*\*e.g. coach/parent/ helper/official etc

## **Section 4 – Nature of harm or concern**

Please indicate type of concern and include date, time, location, details of harm/concern, who, what, where, when and how.

## **Section 5 – Has the child been physically injured?**

Has the child been physically injured? Yes No

Do not examine the child – include details of visible or reported injuries, location of injury, and any first aid administered where relevant.

## **Section 6 – Child’s view of the circumstances**

If expressed, where possible use their own words. If they have not been made aware that a concern has been raised, explain why not.

## **Section 7 – Initial actions taken**

## **Section 8 – Witnesses**

Name Address

Telephone number

## **Section 9 – Other persons/agencies contacted**

Date/time

Name of contact/agency Advice received

Date/time

Name of contact/agency Advice received

Name of contact/agency Date/time

Advice received

Date/time

Name of contact/agency Advice received

Date/time

Name of contact/agency Advice received

## **Section 10 – Have the parents or carers been informed?**

Yes No Please explain decision.

Send this form to your Club Welfare Officer and/or to the UKA Safeguarding Team -

**safeguarding@uka.org.uk**