



Welfare and Childcare Policy

Updated July 2020

Contents

SECTION 1

Introduction

- 1.1 Policy Statement
- 1.2 Aims
- 1.3 References

SECTION 2

Codes of Conduct

- 2.1 Athletics Coach Code of Conduct
- 2.2 Athlete (19+) Code of Conduct
- 2.3 Athlete (18 and under) Code of Conduct
- 2.4 Parent/Carer Code of Conduct
- 2.5 Welfare Officer

SECTION 3

Safeguarding & Welfare Procedures

- 3.1 Raising & Responding to a Concern About a Child
- 3.2 Raising & Responding to a Concern About the Conduct of a Coach or Volunteer
- 3.3 Advice to Children
- 3.4 Grievance and Behaviour Concerns (Excluding child abuse)
- 3.5 Mental Health

SECTION 4

Disclosure (PVG) Procedure

SECTION 5

Renewal of Disclosure (PVG)

SECTION 6

Recruitment of Coaches and Volunteers

SECTION 7

Emergency Procedures

SECTION 8

Photography Procedure

SECTION 9

Group Training

Appendix A
Welfare Incident Report Form

Appendix B
Self-Declaration Form

Appendix C
Volunteer Application Form

Appendix D
Collection by Parents/Carers

Appendix E
Risk Assessment

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
4	27/03/2016	Updated policies from UK and Scottish Athletics	R Pattinson	RP	RP
5	15/08/2018	Updated policies and codes of conduct from UK and Scottish Athletics	R Thomson	RT	RT
6	01/07/2020	Updated policies and codes of conduct in light of guidance from Scottish Athletics regarding COVID19	R Thomson	RT	COMM.

SECTION 1

Introduction

Motherwell Athletics Club (MAC) is committed to helping athletes 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 athletes 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 the U.K Athletics welfare policy document, we recognise the following guiding principles of welfare within athletics:

- The welfare of the child is paramount.
- All children have the right to protection from abuse
- All welfare concerns will be taken seriously and responded to swiftly and appropriately.
- All individuals involved in athletics understand and accept their responsibility to raise and report concerns in line with the procedures outlined in this document.

In order to meet this obligation, MAC will:

- Provide and enforce procedures to safeguard the well-being of all participants and protect them from abuse.
- Ensure all children who take part in athletics are able to participate in a safe and fun environment.
- Respect and uphold the rights, wishes and feelings of children.
- Recruit, train and supervise their employees and volunteers to adopt best practise to safeguard and protect young people from abuse, and themselves from false allegations.
- Require staff/volunteers to adopt and abide by their Safeguarding Policy and Procedures, Codes of Conduct and the relevant grievance, investigatory and disciplinary procedures.
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- Review policies regularly.

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 and UK Athletics
- Demonstrate ethical standards of leadership.

1.3 References

- U.K Athletics Safeguarding Children Policy, revised 2019. Available here: <https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>
- U.K Athletics Codes of Conduct, revised 2020. Available here: <https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>
- Scottish Athletics Codes of Conduct Booklet, revised 2018. Available here: <https://www.scottishathletics.org.uk/about/welfare/child-protection-and-wellbeing/>
- Scottish Athletics: Indicators and Signs of Abuse, revised 2020. Available here: <https://www.scottishathletics.org.uk/wp-content/uploads/2014/04/a.-Child-Abuse-Defintions-Signs-and-Indicators.docx>
- Scottish Athletics: Raising or Responding to a Concern About a Child, revised 2020. Available here: <https://www.scottishathletics.org.uk/wp-content/uploads/2014/04/e.-Procedures-for-responding-to-a-concern-about-a-child.docx>
- Scottish Athletics – Raising or Responding to Concerns About the Conduct of a Coach/Volunteer, revised 2020. Available here: <https://www.scottishathletics.org.uk/wp-content/uploads/2014/04/g.-Procedures-for-responding-to-concerns-about-the-conduct-of-a-member-of-staff-or-volunteer.docx>
- U.K Athletics Young Person’s Guide to Child Protection, revised 2020. Available here: <https://www.uka.org.uk/governance/welfare-and-safeguarding/guidance-documents-and-policy/>

SECTION 2

Codes of Conduct

These codes are quoted in part from Scottish Athletics guidelines, with additions made to allow for governmental guidelines on COVID-19, and will be upheld by MAC. All coaches, athletes and parents/carers are required to sign a copy of the appropriate code. These can also be found separately on the club website.

2.1 Athletics Coach/Volunteer Code of Conduct

Coaches play a crucial role in the development of athletics and in the lives of the athletes they coach. The need for coaches to understand and act on their responsibilities is vital, as is the need to promote participation for fun and enjoyment.

The codes of conduct for coaches reflect the principles of good coaching practice;

Rights

Coaches must respect and champion the rights of every individual to participate in sport and physical activity.

Relationships

Coaches must develop a positive relationship with their participants (and others) based on openness, honesty, mutual trust and respect.

Responsibilities – personal standards

Coaches must demonstrate proper personal behaviour and conduct at all times. **This includes being aware of and following current governmental guidelines on public health in relation to COVID-19, which, at time of writing, includes:**

- Personal hygiene measures such as face coverings and hand washings
- Social distancing, as necessary
- Not engaging in any physical contact with other coaches, athletes, volunteers or parents e.g 'high fives', handshakes etc

Although the club will make every effort to advise you on relevant changes, it is important you remain aware of the guidance for athletics clubs outlined on the Scottish Athletics website and do not make decisions which will knowingly put yourself or others at risk of infection.

The above will be reviewed regularly as the situation changes.

Responsibilities – professional standards

To maximise the benefits and minimise the risks to participants, coaches must attain an appropriate level of competence through qualifications, and a commitment to ongoing training to ensure safe and correct practice.

As a coach/volunteer I will:

- Respect the rights of every athlete and others involved in athletics and treat everyone equitably.
- Place the wellbeing and safety of the athlete above the development of performance.
- Be appropriately qualified, be a member of the PVG scheme, have a valid licence with UKA, and adhere to its terms and conditions.
- Ensure that activities and instructions are appropriate for the age, maturity, experience and ability of individual athletes
- In circumstances where I need to demonstrate a technique through physical contact, always provide an explanation and seek consent before touching the athlete.

- Observe the recommended national guidance on coach/athlete ratios.
- Avoid swearing, abusive language and inappropriate and violent behaviour.
- Challenge inappropriate behaviour and language by others.
- Cooperate with technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of an athlete.
- Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited, or age-inappropriate substances.
- Avoid being alone with a child or young athlete unless in clear line of sight with other adults, and follow the guidance on transporting children
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Develop appropriate working relationships with athletes based on mutual trust and respect, particularly where athletes are under 18 years, or are vulnerable adults.
- **MUST** maintain strict boundaries between friendship and intimacy with athletes under my supervision.
- Not conduct an inappropriate relationship with an athlete under 18 years of age (an intimate relationship with someone under 16 years is a criminal offence).
- Not engage in the massage of an athlete under the age of 18 years, and understand that it is strongly recommended that I do not engage in the massage of an athlete over the age of 18 years, unless the holder of a suitable qualification in sports massage or other relevant qualification from a recognised body or authority.
- Deliver first aid only if I am trained to do so, and with an athlete's express consent.
- Not exert undue influence to obtain personal benefit or reward.
- Treat all sports equipment and venues with respect and keep it them good condition.
- Not consume alcohol or prohibited substances prior to or during training and events.
- Report any suspected abuse, misconduct or breach of the codes of conduct.
- Report any accidental injury, distress, misunderstanding or misinterpretation to the club or national Welfare officer.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity
- Never attempt to recruit athletes who receive coaching elsewhere. If approached by an athlete to provide coaching, liaise immediately with their existing coach to ensure a managed transition.
- Follow the Scottish Athletics guidance for coaches and volunteers on social media use.

Breach of the Codes of Conduct:

I understand that if I do not follow the Code of Conduct the following sanctions(s) may be taken by my club:

I may:

- Receive a verbal warning from the club welfare officer.
- Receive a verbal or written warning from the club committee.
- Be monitored by another club coach.
- Be required to attend safeguarding training.
- Be suspended by the club.
- Be required to leave or be sacked by the club.

In addition:

- My UKA coaching licence may be withdrawn.

- I may be referred to Disclosure Scotland.

_____ **Print name**
_____ **Signed**
_____ **Date**

2.2 Athlete Code of Conduct (19+)

Responsibilities – personal standards

Athletes must demonstrate proper personal behaviour and conduct at all times. This includes being aware of and following current governmental guidelines on public health in relation to COVID-19, which, at time of writing, includes:

- Personal hygiene measures such as face coverings and hand washings
- Social distancing, as necessary
- Not engaging in any physical contact with coaches, other athletes, volunteers or parents e.g 'high fives', handshakes etc

Although the club will make every effort to advise you on relevant changes, it is important you remain aware of the guidance for athletics clubs outlined on the Scottish Athletics website and do not make decisions which will knowingly put yourself or others at risk of infection.

The above will be reviewed regularly as the situation changes.

As a responsible athlete I will:

- Respect the rights of every athlete, coach, technical official and others involved in athletics and treat everyone equitably.
- Uphold the same sporting values away from sport as I do when I am engaged in athletics.
- Participate within the rules of the sport, respect decisions of coaches and officials and demonstrate respect towards fellow athletes.
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in my best interests and those of other athletes.
- Consistently promote positive aspects of the sport and never condone rule violations or the use of prohibited substances.
- Anticipate and be responsible for my own needs including being organised, having the appropriate equipment, and being on time.
- Inform my coach of any other coaching that I am seeking or receiving.
- Act with dignity and display courtesy and good manners towards others.
- Avoid swearing and abusive language whilst in athletic venues, at club functions and events, or when as part of a team/squad.
- Never engage in any inappropriate or illegal behaviour.
- Challenge and report inappropriate behaviour and language by others.
- Not misuse or abuse sporting equipment and venues.
- Not carry or consume alcohol or illegal substances.
- Maintain strict boundaries between friendship and intimacy with a coach or official.
- Use safe transport or travel arrangements.
- Never engage in any inappropriate or illegal behaviour.
- Not wear any football attire or colours to training sessions, events or any other club activities.

Breach of the Codes of Conduct:

I understand that if I do not follow the Codes action can be taken by my club and I may:

- Be asked to apologise for my behaviour,
- Receive a verbal warning from my coach,
- Receive a verbal or written warning from the club committee,
- Be suspended from attending club training sessions,
- Be suspended from the club,
- Be required to leave the club.

_____ Print name

_____ Signed

_____ Date

2.3 Athlete Code of Conduct (18 and under)

Responsibilities – personal standards

Athletes must demonstrate proper personal behaviour and conduct at all times. This includes being aware of and following current governmental guidelines on public health in relation to COVID-19, which, at time of writing, includes:

- Personal hygiene measures such as face coverings and hand washings
- Social distancing, as necessary
- Not engaging in any physical contact with coaches, other athletes, volunteers or parents e.g 'high fives', handshakes

The above will be reviewed regularly as the situation changes.

As a child or young person under 18 years,

I have the right to:

- Be safe, and protected
- Be listened to
- Be respected and treated fairly
- Be believed
- Ask for help
- Be coached by someone who has the right qualifications

As a young athlete I will respect the Code of Conduct and I will:

- Be friendly and supportive to other athletes.
- Keep myself safe.
- Tell my coach if I am ill or injured.
- Report inappropriate behaviour or risky situations to an adult.
- Compete fairly and respect other athletes and officials.
- Respect the rules of my club.
- Behave and listen to all instructions from my coach and officials.
- Take care of equipment owned or provided by the club, or training facility.
- Not use bad language or take part in inappropriate or illegal behaviour.

- Not bully anyone or pressure them to do things they do not want to, including online.
- Keep to agreed timings for all club activities.
- Tell my parents/carers where I am or if I'm going to be late.
- Not use my mobile phone during training, competitions, or in changing rooms.
- Not carry or consume alcohol or illegal substances.
- Use safe transport or travel arrangements.
- Not wear any football attire or colours to training sessions, events or any other club activities.

Breach of the Codes of Conduct:

I understand that if I do not follow this Code action can be taken by my club and I may:

- Be asked to apologise for my behaviour,
- Receive a verbal warning from my coach,
- Receive a verbal or written warning from the club committee,
- Be suspended from attending club training sessions,
- Be suspended or required to leave the club,

Additionally: My club will always tell my parent/carer if I breach the Code of Conduct.

Athlete:

Name:

Signature:

Date:

Parent/carer:

Name:

Signature:

Date:

2.4 Parent/Carer Code of Conduct

Responsibilities – personal standards

As a parent or carer of an athlete, you must demonstrate proper personal behaviour and conduct at all times. **This includes being aware of and following current governmental guidelines on public health in relation to COVID-19, which, at time of writing, includes:**

- Personal hygiene measures such as face coverings and hand washings
- Social distancing, as necessary
- Not engaging in any physical contact with coaches, other athletes, volunteers or parents e.g 'high fives', handshakes

Although the club will make every effort to advise you on relevant changes, it is important you remain aware of the guidance for athletics clubs outlined on the Scottish Athletics website and do not make decisions which will knowingly put yourself or others at risk of infection.

The above will be reviewed regularly as the situation changes.

As a responsible parent/carer I will:

- Demonstrate respectful behaviour at all times.
- Set a good example and encourage my child to learn the rules of the sport and compete within them at all times.
- Help my child to recognise good performance, and not just results.
- Make athletics fun.
- Never force my child to take part in sport if they do not want to.
- Never punish or belittle my child for losing or making mistakes.

- Use correct and appropriate language at all times.
- Check the qualifications and licences of people who are coaching or managing my child, or offering a service connected to athletics such as physiotherapy, massage or nutritional advice.
- Know exactly where my child will be and who they will be with at all times.
- Assume responsibility for safe transportation of my child to and from training and competition.
- Return any necessary written consent forms to the club/team manager or appropriate person, including next of kin details, health and medical requirements before my child goes to any away events or trips.
- Provide any necessary medication that my child needs for training or trips away.
- Report any concerns about my child's (or any other child's) welfare to the Club Welfare Officer, or National Welfare Officer. (This does not affect your right to contact your local social services or the police if you feel it is necessary).

Good spectator behaviour:

I understand that inappropriate pressure on children, and poor behaviour of adult spectators can sometimes make children drop out of sport. I accept that this code promotes good spectator behaviour, and understand that if I verbally abuse children, coaches or officials action will be taken.

Breach of the Codes of Conduct:

I understand that if I do not follow the Code action can be taken by my club and I may:

- Be asked to apologise for my behaviour,
- Receive a verbal warning from my coach,
- Receive a verbal or written warning from the club committee,
- Be suspended from attending club training sessions and events,
- Be suspended from the club,
- Be required to leave the club.

_____ **Print Name**
 _____ **Signed**
 _____ **Date**

2.5 Welfare Officer

MAC's Welfare Officers are:

Pauline Russell Contact – pauline.russell@motherwellac.com	Ross Thomson Contact – ross.thomson@motherwellac.com
---	--

SECTION 3

Safeguarding & Welfare Procedures

3.1 Responding to a Concern About a Child

All wellbeing concerns and disclosures of abuse must be taken seriously and responded to immediately. Whilst the police and social work have the responsibility for investigating abuse, it is everyone's responsibility at the club to report it.

Club volunteers and staff may be informed in different ways regarding a concern about a child.

This may be:

- A direct disclosure by a child,
- Through observation of a child, demonstrated by a change in their behaviour, appearance or demeanour, and;
- Information that is shared from another individual or organisation.

Adults who regularly work with children in an athletics setting may be the person that a child chooses to tell about issues that are concerning them. It is vital that you know how to handle these situations sensitively and appropriately, and how to share information with those who can help.

Coaches and volunteers at MAC who work with children must:

- Know the name and contact details of the Club Welfare Officers – this is detailed above.
- Have signed the codes of conduct for their role when working with children
- Know what constitutes good practice for their role
- Know the process for responding to concerns
- Be aware of other relevant policies
- Attend Safeguarding & Protecting Children in Sport, training (or another basic child protection awareness workshop) within 1 year of commencing work with children and young athletes.
- Be a current member of the PVG scheme

Wellbeing concerns about a child or young person:

It is important to know what wellbeing concerns are and what signs to look for. All committee members, coaches and volunteers should be aware of the definitions, signs and symptoms of child abuse, information on which can be found here:

<https://www.scottishathletics.org.uk/wp-content/uploads/2014/04/a.-Child-Abuse-Defintions-Signs-and-Indicators.docx>

Where the concern does not involve the possibility of abuse, the concerns or observations may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Welfare Incident Reporting Form (see Appendix C and on the website) and reported to the club welfare officer as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

Advice should be sought from Scottish Athletics welfare officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

Handling cases of suspected child abuse:

There are four steps to the process for handling cases of suspected child abuse:

- Recognising
- Responding
- Reporting
- Recording

Recognising:

It is important to know what child abuse is and what signs to look for.

Detailed guidance and advice on recognising abuse is available in the link above.

Responding

Allegations of abuse must always be taken seriously and acted upon.

If a child tells you about a concern, or that they or another child is being, or has been abused, or you witness or become concerned about a child's behaviour, you should keep in mind the following advice:

- React calmly and in a manner that does not alarm the child.
- Listen to what they say and don't show surprise or shock.
- Reassure them they are not to blame and were right to tell you.
- Allow them the space and time to talk.
- Avoid asking too many questions, just gather basic information, (who, where, when, what).
- Don't give personal viewpoints or opinion.
- Don't dismiss or ridicule the disclosure.
- Don't promise to keep it a secret, be clear that this is important, and you will have to tell someone who can help.
- Don't make negative comments about the alleged abuser.
- Don't approach an alleged abuser to discuss the concern.
- Don't discuss the allegations with anyone who does not need to know.
- Don't delay in reporting the concerns to the club welfare officer, or in an emergency to the Police.
- Don't ignore what has been disclosed – you have a duty to act.

Recording:

All wellbeing concerns and disclosures of abuse must be recorded in writing using the Welfare Concern Report Form, which can be found in Appendix C and on the MAC website. A generic concern form can also be found on the Welfare section of the Scottish Athletics website.

If you do not have a form available try to be accurate and factual, and as soon as you can, write down:

- The child's name and date of birth.
- How the disclosure was made (in person, 2nd hand by someone else, observation)
- Where the disclosure took place (date/time/location).
- Whether the child told you about a personal concern or about someone else.
- Use the child's own words – don't try to edit or make it sound polite or less concerning.
- What the concern is.
- Description of any visible injuries, behaviours – do not examine the child.
- Details of any witnesses.

- What the child's view is – bear in mind the abuse may be something the child is not conscious of – it could be normal to them.

Reporting:

If you receive a disclosure of abuse or have a concern about a child, it is not your responsibility to investigate, or decide if it happened or not. You should act to protect the child and report the circumstances as soon as possible to the appropriate agency, such as the police and social services.

- You must inform your club welfare officer and submit the Welfare Concern Report Form to them as soon as possible.
- The club welfare officer must inform the Scottish Athletics welfare officer of all reported wellbeing concerns and disclosures of abuse.
- If the concern relates to the club welfare officer, the club chair at the club should be informed and the matter referred to the Police and/or social services, as well as the Scottish Athletics welfare officer.
- All information and documentation should be treated as confidential and only shared with those who need to know.

Remember:

If the child is in immediate danger call Police Scotland on 999.

Sharing concerns with Parents/Carers:

Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing information with them may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents/carers.

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

- Appendix A: Allegation Procedure (Within Club);
- Appendix B: Allegation Procedure (Out-with Club);
- Appendix C: Welfare Incident Report Form;
- Appendix D: Child Protection Referral Form.

3.2 Raising & Responding to a Concern About the Conduct of a Coach or Volunteer

The following guidance outlines the recommended procedures to be followed where there is a concern reported about the conduct of a member of staff/volunteer.

These procedures aim to ensure that all concerns about the conduct of a member of staff/volunteer are dealt with in a timely, appropriate and proportionate manner.

In the event of an investigation into the conduct of a member of staff/volunteer all actions will be informed by the principles of natural justice:

- Employees and volunteers will be made aware of the nature of any concern or complaint made about them.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee or volunteer.
- An employee or volunteer will be given an opportunity to put forward their case.
- The club will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases where there are concerns about the conduct of a member of staff/volunteer towards children, the welfare of the child will be the paramount consideration.

At any point in responding to concerns about the conduct of a member of staff/volunteer, advice may be sought from the police or social work services.

1. Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a member of staff/volunteer must be reported to the lead coach and the welfare officer on the day the concern arises, or as soon as practically possible.

Where the concern is about the line manager or the welfare officer it must be reported to a member of the club committee.

2. Recording

Concerns must be recorded using the Welfare Concern Report Form. Reporting the concerns should not be delayed by gathering information to complete the form, or until a written record has been made.

Following the initial report all subsequent actions and decisions (including the reason for them) should be recorded (in the order in which they happened) on the Welfare Concern Report Form.

Where disciplinary procedures are instigated a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

3. Establishing the Basic Facts:

Once the concerns have been reported, the line manager/ welfare officer will:

- Establish the basic facts.
- Conduct an initial assessment of the facts to determine the appropriate course of action.
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

4. Conducting the Initial Assessment:

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/harmed or is at risk of abuse or harm. Every situation is unique, so guidance cannot be prescriptive.

When in any doubt at any stage, seek advice from the police and/or social work services.

- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/volunteer may be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff/ volunteer is approached.

- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the **sole remit** of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should be avoided as far as possible. If it is necessary to speak to the child to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- No further action (facts do not substantiate complaint).
- Situation is dealt with under internal disciplinary procedures.
- Child protection investigation (jointly by police and social work services).
- Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- Civil proceedings (by the child/family who alleged abuse).

5. Initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)

The line manager/welfare officer will deal with the situation in line with any relevant disciplinary/misconduct procedures.

Pending the outcome of any investigation conducted under disciplinary/misconduct procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff/volunteer towards children. The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, the club has a duty to make a referral to Disclosure Scotland.

6. Initial assessment supports concerns about possible child abuse:

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the circumstances must be reported to the police and/or social work services as soon as possible on the day the information is received.

Record the name and designation of the social worker or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required. Also record any advice or information received. If your initial report is to a call centre, ask for a reference number and the name of the call handler.

Appropriate steps will be taken to ensure the safety of the child(ren) who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police/social work services.

Advice will firstly be obtained from the police/social work services about informing the staff member or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the

matter will be under judicial consideration no details will be given unless advised by the police. All actions will ensure that best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the staff member or volunteer.

The club should consider all reasonable steps to support a member of staff/volunteer against whom an allegation of abuse has been made.

7. Precautionary Suspension:

Suspension is not a form of disciplinary action. The member of staff/volunteer involved may be suspended whilst an investigation is carried out.

Suspension will be carried out by the club committee in accordance with internal disciplinary/misconduct procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member or volunteer in accordance with [Organisation name] Disciplinary Procedures.

Note: If the staff/volunteer is licenced through UKA they may have their licence revoked pending the outcome of local procedures. Any decision to reinstate the licence will be taken by UKA.

8. Disciplinary Investigation:

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the committee to decide whether to go ahead with disciplinary action.

9. False or Malicious Allegations:

False and malicious allegations are rare. In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

- The staff member or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation should be kept in accordance with Club policy on the Secure Storage of Information.
- The Club will take all reasonable steps to support the individual in this situation.
- In these circumstances the club may review the child's ongoing membership/participation at the club. False allegations are rare but can be made for a number of reasons which are not always malicious, therefore it may be appropriate to have a discussion with the child and their parent/carer before reaching a decision.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

10. Non-Recent Allegations of Abuse:

Allegations of abuse may be made some time after the event (sometimes called historic abuse) e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of non-recent abuse.

11. Protection of Vulnerable Groups (Scotland) Act 2007:

a) A Club must refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has...

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or;
- given inappropriate medical treatment to a child.

AND as a result:

1. The club has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned.
3. The club has transferred the member of staff/volunteer to a position which is not regulated work with children.
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

The club will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- Been dismissed,
- Resigned, retired or been made redundant,
- Been transferred to another position in [Organisation name] which is not regulated work with children; and,
- Where the club receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from their regulated work with children post.

b) If Disclosure Scotland (via Scottish Athletics) notify the club that a member of staff/volunteer is considered for listing, that individual will be suspended as a precaution until the outcome of the case is determined.

Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

c) If Disclosure Scotland (via Scottish Athletics) inform the club that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

3.3 A Young Person's Guide to Child Protection

You have rights – Sport should be fun. You should feel safe and enjoy your sport. You can't do this if you feel unhappy – if someone is bullying or abusing you.

When do you know if something is wrong?

Something is wrong if someone:

- Touches you, or does anything in a way that makes you feel uncomfortable
- Does anything that makes you feel lonely, worried, unsafe, hurt or embarrassed
- Constantly teases you, shouts at you or calls you names
- Threatens, hits, kicks or punches you
- Makes suggestive remarks or tries to pressurize you into sexual activity
- Damages or steals your belongings

If you are being bullied or abused it is not your fault. If this is happening try to:

- Be firm and tell the person to stop – make a lot of noise to attract attention
- Get away from the situation quickly, go to a public place to find help or call the police (999)
- Tell your parents / carers , Club Welfare Officer or an adult you can trust what has happened as soon as possible, so they can help you
- Keep a record of the date, time and place, what happened, how you felt and the name of anyone who may have seen what happened
- Call your Club Welfare Officer or use the 24 hr free telephone helplines

Childline 0800 1111

NSPCC 0800 800 5000

Keep trying if you can't get through straight away

Keeping Safe

To keep safe always:

- Tell someone you can trust so they can help you
- Trust your instincts about the people you meet
- Avoid being alone or with just one other person
- Travel with a friend, avoid traveling in someone else's car by yourself
- Avoid going to other people's homes by yourself
- Carry a mobile phone, a phone card or some spare change

If any of the above happens to you, do not wait for it to happen again, act immediately and contact the club Welfare Officers:

MAC's Welfare Officers are:

Pauline Russell Contact – pauline.russell@motherwellac.com	Ross Thomson Contact – ross.thomson@motherwellac.com
---	--

3.4 Club Grievance & Behaviour Concern Procedures (Excluding child abuse)

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. Jim Smith 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.

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.

3.5 Mental Health

Motherwell Athletics Club aims to foster an environment where people feel able to discuss issues in confidence and are aware of where they can go to get help, both within and outside the sport.

It is the responsibility of everyone at the club to look out for each other, to be able to spot the signs and symptoms of mental health issues, and to know where to go for support. It is important for coaches, through education opportunities, to become more aware of mental health issues and consideration should be given to including the recognition of such issues and appropriate signposting.

If you are concerned about your own or somebody else's mental health, you can contact the club Welfare Officer confidentially at any time.

In addition, you may find the following resources from SAMH useful, whether you have concerns or you are just looking to find out more:

[SAMH website](#)

Helpline 0141 530 1000

email: enquire@samh.org.uk

E-learning

SAMH offers two e-learning courses, accredited by CIMSPA which are useful for coaches, parents, club leaders and athletes. You can [click here to register](#) for the Mental Health Awareness and Supporting Behaviour Change courses.

Wellbeing Assessment

We can all expect to feel under the weather sometimes, perhaps pick up a cold or sore throat. But when it comes to the way we feel emotionally, it can be hard to recognise or admit that we are not feeling good. This [wellbeing assessment tool](#) can help you measure your own wellbeing, so you can decide whether it's time to ask for help, or monitor changes over time.

Five Ways to Better Wellbeing

We all have mental health, just as we have physical health, and it is important to look after it. There are lots of things we can do every day to support our wellbeing. SAMH suggests five ways to improve your mental health – connect with other people; be active; take notice of the world around you; keep learning throughout life; give to/help others.

For more information, you can download the [Five Ways to Better Wellbeing guide](#).

Understanding Mental Health Problems

[Understanding Mental Health Problems](#) provides is a booklet produced by SAMH outlining the most common mental health problems, their possible causes and what help is available.

Understanding Depression

Depression varies very much from person to person and can happen for many reasons. Occasionally it may appear for no obvious reason. The [Understanding Depression](#) booklet produced by SAMH explains the symptoms of depression and details the treatments available.

Understanding Anxiety and Panic Attacks

Anxiety is something we all experience from time to time. However, if anxiety stays at a high level for a long time, it may become difficult to deal with in everyday life. Anxiety can become severe and sometimes if the feelings overwhelm, this can turn into a panic attack. [Understanding Anxiety](#) is a booklet aimed at anyone who experiences anxiety. Friends and relatives of people who experience anxiety may also find it useful.

Stigma and Discrimination

People with mental illness may sometimes find they face stigma or discrimination. The See Me website has a useful [guide to Stigma and Discrimination](#) and how to challenge it.

SECTION 4

Disclosure Procedure

All coaches and volunteers working with MAC will undergo a PVG (protection of vulnerable groups) disclosure check. The club Welfare Officer will support coaches

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

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

In line with Scottish Athletics policy, PVGs will be renewed every 3 years. All disclosed coaches and volunteers will receive notification 3 months prior to expiration, and should contact the welfare office at this time.

SECTION 5

Renewal of Disclosures

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

In line with Scottish Athletics policy, PVGs will be renewed every 3 years. All disclosed coaches and volunteers will receive notification 3 months prior to expiration, and should contact the welfare office at this time.

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.

In order to make sure we get the right volunteers in the right roles, in adhering to our mission, we believe in having a robust recruitment procedure in place. The steps are as follows:

- **Application form** – anyone interested in volunteering should carefully read the role description, complete the application form ([here](#)) and submit to the club Welfare Officer.
- **Informal chat** – we will invite volunteers who have applied to have an informal chat about the role, time commitments, interests and expectations.
- **Self-declaration** – volunteers will sign a self-declaration to say they agree to become a volunteer, and agree to the expectations and commitments
- **References** – we will write to volunteers' references, as supplied on their application form.
- **Disclosure, training and qualifications** – some volunteers will have to apply to be part of the Protection of Vulnerable Groups (PVG) scheme. This is a simple process, will be paid for by the club, and carried out by the Welfare Officer. For coaching roles, training and qualifications will also be required – please refer to the particular role description for these.
- **Trial period** – coaching volunteers will be subject to a 6 month trial/probation period, after which a decision will be made by the coaching team as to permanence in the role.

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 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. Specific guidance of photography consent can be found on our website.

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.

Appendix A

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 (what happened – be as detailed as possible)	
Action taken (what action you have taken up until this point)	

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

Pauline Russell
pauline.russell@motherwellac.com

Appendix B

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:

Pauline Russell Contact – pauline.russell@motherwellac.com
--

Appendix C

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		

Relevant Information

Please add any relevant information, including interests, hobbies and sporting activities (use overleaf for more space).

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

Pauline Russell
Contact –
pauline.russell@motherwellac.com

Appendix D

Collection by Parents/Carers

All clubs should ensure that the start and finish times of training sessions and events are clearly communicated to children and their parents and carers, and that the arrangements for collection are clearly understood by everyone who needs to know.

Parents/carers who wish their children to go home unaccompanied (in accordance with their age and stage of development) should give such consent in writing to the club.

It is important to notify parents/carers that they should not drop children off too early (as there may not be an adult at the venue/venue may not be open).

Clubs should emphasise the need to collect children promptly and set out clear late collection procedures. This should include collating a late collection contact number from parents/carers, and providing a club contact number for parent/carers to let the club know if they are delayed for any reason.

Handling late collection

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and he/she must not be left alone. Preferably 2 adults should remain at the venue with the child until they are collected.

Club leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished and to the point when they are collected. However, it is not the responsibility of staff/volunteers to transport children home. If all attempts to contact an adult who is responsible for the child fail, the CWO and/or social work should be informed and advice taken. Keep in mind that such an incident, or repeated lateness by parents/carers, may indicate a wellbeing issue.

Where possible it is preferable to have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge of a child awaiting transportation they should record any actions taken and inform the Club Welfare Officer as soon as possible, and the parents/carers on their arrival.

Appendix E

Risk Assessment

Risk Assessment: <Insert Activity>

Date:	Assessed by:	Location :	Review :
/ /20	<Insert Name>	<Insert location>	< Review Date>

N.B. The following two examples are not specific to any venue or activity.

What has the potential to cause harm (hazards)?	Who might be harmed and how?	What are you already doing to minimise the risk?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
<i>EXAMPLE</i> <i>Spread of Covid-19</i>	Athletes, coaches, venue staff, parents, other venue users Contracting virus from an infected individual or surface or equipment.	<ul style="list-style-type: none"> ● Facility Covid-19 guidance issued to all prior to resumption of activities ● Restricted booking and numbers. ● Hand washing facilities in place with soap and water 		<ul style="list-style-type: none"> ● Frequently remind all athletes and coaches to wash and/or sanitise their hands and observe PD. ● Limit items of equipment to use by one athlete during a session 		<i>Covid Coord</i>		
		<ul style="list-style-type: none"> ● Hygiene guidance circulated to all prior to resumption of activities ● Gel sanitisers made available to all training groups ● Athletes encouraged to use own equipment where possible ● All equipment cleaned prior to, and after training by 	L	<ul style="list-style-type: none"> ● Review schedule of training sessions to limit the number of athletes and coaches in the venue at any one time ● Review Incident reporting and 	L	<i>Coaches and Covid Coord</i>		

		coaches with Covid 19 approved cleaners		remind coaches of procedure and forms per Welfare Guidelines				
		• All incidents must be reported in incident report forms and WO consulted on action	M	•	L	CC/W O		
		•	H	•	L			
		•	L	•	L			
		•	M	•	L			
		•	H	•	L			
		•	L	•	L			
		•	M	•	L			
		•	H	•	L			
		•	L	•	L			
		•	M	•	L			