**England Athletics Framework for Club Welfare**

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| **Section 1. The Welfare Officer** |
| **Questions**  | **Yes / Working Towards** | **Actions** | **Resources Available**All England Athletics Resources are available at [www.englandathletics.org/resources](http://www.englandathletics.org/resources) |
| 1. Does your Club have a minimum of one Welfare Officer?

\*Whilst this is the minimum requirement it is good practice to have at least two welfare officers. It would also be appropriate to consider how the welfare officers reflect the membership. Eg. It may be appropriate to have one Male and one Female? | Yes      |  Male & Female **Welfare Officers**      | England Athletics animation “Overall Club Welfare Responsibilities” |
| 1. Have your Welfare Officers completed the following four steps;
2. Received DBS clearance from UK Athletics within the last 3 years?
3. Been registered as the Club Welfare Officer on the myAthletics portal?
4. Completed the online ‘Safeguarding in Athletics’ module?
5. Attended a Time to Listen Course?
 | YesYesYesYes | **Welfare Officers** Identify dates.<https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/club-welfare-roles-responsibilities/>  | If your Welfare Officer does not have an England Athletics DBS Clearance through another role, please send their full name, postal address and the role they are applying for to dbs@ukathletics.org.uk The online ‘Safeguarding in Athletics’ Course can be accessed through Athletics Hub.Time to Listen course listings can be found on Athletics Hub. If you would like to be added to the waiting list please email your Welfare Officers Name, Club and Email address to clubsupport@englandathletics.org  |
| 1. Do you have a Welfare Officer role description that has been shared and agreed by those in post?
 | Yes      | Welfare dedicated link on club website to **Welfare Officer** role description      | England Athletics animation “The Role of a Welfare Officer”England Athletics Template Role Description for Welfare Officers  |
| 1. Are your Welfare Officers visible and accessible within the club setting?

\*Think about how this is this achieved and if all sections of the club are equally aware. | Yes      | Names and contact details on club noticeboard.      |  |
| 1. Do your Welfare Officers have a direct line of communication with the Club committee?
 | Yes      | Committee members      |  |
| 1. Do your Welfare Officers actively keep up to date with information and resources shared by England Athletics? How is this information shared with the club?
 | Yes      | **Welfare Officers** to track Safeguarding and Welfare pages. **Welfare Officers** to advise on any policy amendments for updating members through the weekly Mailchimp news. | Ensure your welfare officers are registered in that role on myAthletics Portal so that they can receive direct communication from England Athletics. Also ensure that they have opted into EA communications.Safeguarding and Welfare pages of the England Athletics website.<https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/>UK Athletics Safeguarding pages<https://www.uka.org.uk/governance/safegarding/> |
| **Rationale:** * Having Welfare Officers within your club gives members a trained and trusted person to speak to about a concern either within the club or at times outside of Athletics. It provides the club with a lead person who has the right skills and knowledge to manage any concern raised in an appropriate way that would not hamper any investigation and shares information accordingly. By completing the England Athletics online safeguarding and Time to Listen training, Clubs can be confident that their Welfare Officers have the right level of knowledge for the role that is specific to Athletics. This includes how to raise a concern and who to speak to within the sport.
* Having a clear role description that is shared and agreed ensures the club committee and Welfare Officers themselves are clear on the specifics of the role, the expectations placed on them and what support is out there both within the club and external.
* Welfare Officers having a direct line of communication with the committee to ensures that the welfare of members remains at the heart of the club’s activities as plans. Best practice would be that a Welfare Officer sits on the committee, however if this is not possible they could attend meetings as a co-opted member or guest and / or have a regular contact person on the committee who they meet with separately.
* It is important for the Club Welfare officers to be visible during training sessions and accessible to club members by providing a method of contact. Being visible allows members to build trust in the Welfare Officers and see them as a person they can go and speak to.
* Ensuring the Welfare Officer is registered as such on your clubs My Athletics Portal allows England Athletics to make contact with them and share updates and resources. It is also important for Welfare Officers to keep in contact with England Athletics through use of the Website and Newsletters. New information needs to be shared with the club and therefore it is important the Club Welfare Officers have a direct line of communication with the Club Committee.
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| **Section 2. Recruitment and Retention of Club Personnel** |
| **Questions**  | **Yes / Working Towards** | **Actions** | **Resources Available** |
| 1. Do you ensure that all coaches and volunteers are recruited safely and are operating appropriately within the club environment?

Do you ensure that they;* 1. Hold appropriate up to date qualifications and licences?
	2. Have undertaken a satisfactory Criminal Records check where relevant?
	3. Are adhering to the safeguarding policies, terms and conditions of any licence they hold and the relevant codes of conduct?
	4. Have a face to face meeting with an appropriate member of the club to discuss areas such as;
		1. Experience
		2. Motivation for volunteering,
		3. Time commitment

and that this information is used to find an appropriate role for them? * 1. Provide a reference?
	2. Undertake an induction process?
	3. Receive relevant information about club policy and processes?
	4. Are made aware of what support is available to them?
 | YesYesYesYes      |  EA portal.EA portal.January 2022 date set at 2nd November 2021 committee meeting for Coaches and Run Leader training.Coaches and Run Leader training as and when required.Volunteers are recruited to the Club Committee in line with the constitution. There are four Executive members namely Chair, Vice-Chair, General Secretary and Treasurer. Other roles are filled as and when necessary and approved at the AGM. A member of the Executive briefs volunteers on their role and responsibilities when recruited. | EA Animation “Safe Recruitment”<https://thecpsu.org.uk/help-advice/topics/safer-recruitment/>EA Resource Section – Club Volunteering * Video – Top tips on creating a positive experience.
* Animation – Creating a positive volunteer experience.
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| 1. Do you maintain details of the safeguarding training that has been completed by your club coaches and volunteers?

Do you keep a register of Criminal Records Checks that have been completed by your club coaches and volunteers?Would you be able to share this information with England Athletics when asked? | Yes      | All training records held on the England Athletics membership portal.      | The England Athletics myAthletics Portal can help you to keep an updated record to criminal record checks  |
| 1. Do you have a designated person to manage the recruitment and retention of volunteers?
 | Yes      | Executive member of the committee. |  |
| 1. Do you ensure that everyone volunteering or working with children or adults at risk, including but not limited to Coaches, Technical Officials, and Club Officers attend the recommended safeguarding training every 3 years?
2. Does your club provide opportunities for volunteers to access wider training relating to safeguarding? Are they aware of how they can request this?
 | YesYes      | Welfare Officers are the point of contact for safeguarding training. | ‘Safeguarding in Athletics’ is a self paced online learning module that can be booked through Athletics Hub. [www.athleticshub.co.uk](http://www.athleticshub.co.uk) Signing up to the Child Protection in Sport and / or Ann Craft Trust newsletters will help keep your welfare officers up to date with information, resources and training opportunities. |
| 1. Do you support your volunteers to develop a culture that;
	1. Respects the rights, dignity and worth of every club member and others involved in athletics?
	2. Promotes the wellbeing and safety of athletes above other considerations, including the development of performance?
	3. Consistently promotes positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age in-appropriate substances?
 | Yes |  | CPSU Resource Sample Anti Bullying Policy<https://thecpsu.org.uk/resource-library/policies/sample-anti-bullying-policy/>CPSU Resource Video “My Magic Sports Kit”<https://thecpsu.org.uk/resource-library/videos/my-magic-sports-kit/> |

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| **Rationale:** * Having a clear process in place to manage the recruitment of Club personnel will help to safeguard the clubs integrity and its members. It often acts as a deterrent for those that are looking to volunteer for the wrong reasons and can also lead to better retention of your volunteers.
* The process can help you understand more about the volunteers needs, aspirations and skills which can enable you to match them into a role that suits their skills and interests.
* Having a designated person to manage the recruitment and retention of volunteers ensures provides a focus to ensure due diligence is taken and encourages a consistent approach. It also helps volunteers to feel supported, have a point of contact to discuss any development needs or raise any issues, and allows the club to become aware of any concerns about the volunteer and raise this with them in a supportive way.
* Carrying out a regular audit of DBS checks and Safeguarding training ensures all relevant volunteers in the club are licensed, insured and are still eligible to work in that role.
* By openly putting the safety and well being of members first, challenging poor practice and demonstrating fair play your members will feel safer, have a positive experience in the sport resulting in a higher retention rate of club members and volunteers.
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| **Section 3. Managing Welfare Concerns and Incidents** |
| **Questions**  | **Yes / Working Towards** | **Actions** | **Resources Available** |
| 1. Has your club adopted the most up to date UKA and Home Country Athletics Federation Safeguarding Policies?

These include;The UKA / HCAF Adult Safeguarding PolicyThe UKA / HCAF Child Safeguarding Policy  | Yes      | Under Policies on club website.      | UKA and HCAF Adult Safeguarding PolicyUKA and HCAF Child Safeguarding PolicyThese can be found here <https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/> |
| 1. Has your club adopted the most up to date UKA and HCAF Safeguarding Procedures?

These include;The UKA / HCAF Adult Safeguarding ProcedureThe UKA / HCAF Child Safeguarding Procedure | Yes      | Under Policies on club website.      | UKA and HCAF Adult Safeguarding ProcedureUKA and HCAF Child Safeguarding ProcedureThese can be found here <https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/> |
| 1. Do you ensure that any recommendations of UKA or Home Country Athletics Federation are implemented across the club?
 | Yes | Members updated through weekly Mailchimp and Facebook. |  |
| 1. Have the above Policies and Procedures been displayed prominently on your Club website and social media pages?
 | Yes | **General Secretary** Dedicated link from Facebook page to website. Separate Policies link on Club website from “The Club” front page. |  |
| 1. Has the club signed up to the UKA and Home Country Athletics Federations “Club Safeguarding Code of Conduct”?
2. Have the following groups signed up to (and the club have record of) the relevant codes of conduct;
	1. Those working and volunteering in regulated roles,
	2. Parents/carers,
	3. Athletes
	4. Coaches
	5. Technical Officials

\*Clubs who have online membership processes, or utilise 3rd party sites, must make sure that the process includes a section for the applicant to read and agree to abide by the codes of conduct.1. How do you ensure good practice is maintained in relation to these Codes of Conduct?
 | YesYesYes      | Committee meeting minutes 2nd November 2021.Only applicable to Athletes, Coaches, Run Leaders and Technical Officials. Codes of Conduct to be issued annually on membership renewal.New members application includes tick box approval for codes of conduct.Ensure all members have access to copies of the appropriate Codes of Conduct. Welfare Officers to monitor through Safeguarding and Welfare process. | UKA and HCAF Codes of Conduct CoachesSenior AthletesChildren and Young People (under 18)Parent / CarerTechnical OfficialsClub Welfare Officer VolunteersThese can be found here <https://www.englandathletics.org/clubs-and-facilities/club-support-services/club-welfare/> |
| 1. Do you ensure all office bearers and committee members are aware of their responsibility for safeguarding children’s welfare and protecting them from harm, and are prepared to respond to any concerns of abuse or poor practice?
 | Yes | Adult only aged 16+. Safeguarding training for Coaches and Run Leaders |  |
| 1. Have you adopted a disciplinary process for managing complaints, and misconduct cases?
 | Yes  | Within club constitution Section 9 Discipline & Behaviour. |   |
| 1. Does your club have practice guidance for areas including; Social Media and E-Comms, Photography, Organising Events and Attending Team Competitions away from home?
 | Yes | Tick box disclaimer on photography on membership application form. Organising events takes the form of written briefing for officials and marshals at each event.Social Media and E-Comms TBA | CPSU Practice guidance on Photography <https://thecpsu.org.uk/Search?term=photography+policy>NSPCC Practice guidance on sharing images including social media <https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance>CPSU Sample online safety policy<https://thecpsu.org.uk/resource-library/policies/sample-online-safety-policy/>CPSU Away fixtures checklist<https://thecpsu.org.uk/resource-library/forms/away-day-trips-checklist/> |
| 1. Do you have a process for reviewing policies and procedures every 3 years? Does this process indicate how, when and who will lead the reviews?
 | Yes      | Review to be led by **Chair** with **Secretary** and **Welfare Officers**.Next review November 2024. |  |
| **Rationale:** * Adopting the UKA Safeguarding Policies for Adults and Children and ensuring this information is shared with members will ensure that you can act on your responsibilities to report and concerns of abuse or poor practice in the correct way to ensure the issue is investigated by the relevant people and managed appropriately.
* As part of affiliating to England Athletics your members, parents, Coaches, technical officials, Welfare Officer and all other volunteers must agree to the relevant UKA and Home Countries Code of Conduct. It is important that they are aware of this and have seen and have actively opted in to agreeing to it. This is to ensure the safety and wellbeing of all individuals involved in the sport.
* There are likely to be times when not everyone is getting along in the club and a dispute is likely to occur. There may also be times when members conduct goes against that set out by the Codes of Conduct. Having a disciplinary process can significantly improve the management and outcome of a dispute or misconduct case. It gives a clear process so that all parties involved know what to expect and how the case will proceed. This can take pressure off the volunteers involved in resolving the issue and also has the potential to diffuse the situation earlier.
* Setting out practice guidance for areas such as Social Media, Photography, Organising Events and taking Athletes away to team competitions provides clarity on the expectations of those involved in these activities within the club and in particular sets out the responsibilities for those in an organising or moderating capacity. The process of writing this practice guidance provides the club committee with focused time to agree to minimum standards of what is expected for these areas of the club where there is a risk of harm to members if due care and attention is not undertaken.
* Club policies and procedures can easily become outdated and forgotten about. Having a specific review date for each policy and procedures, at least every three years ensures these policies are refreshed, relevant and acted upon.
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| **Section 4. Communication and Feedback** |
| **Questions**  | **Yes / Working Towards** | **Actions** | **Resources Available** |
| 1. Does your club adopt an induction process for new members that includes agreeing and signing up to the codes of conduct, safeguarding policies, discipline policy, anti-bullying policies, and other relevant information?
2. Do you ensure that, following an update on any of the above policies, this information is communicated to your members?
 | YesYes      | **General Secretary** to amend online application form to include link to policies and tick box as having been read.**Welfare Officers** to advise on any policy amendments for updating members through the weekly Mailchimp news.      |  |
| 1. Do you ensure that contact details for club Welfare Officers, Local Authority Social Services, the Police and relevant agencies are openly displayed in club environs, on the club website and made available to anyone who requires them?
 | Yes | **Welfare Officers** only on club website and noticeboard. |  |
| 1. Does your club take steps to ensure there is a safe and confidential environment for members to raise concerns without fear of victimisation or reprisal?

\*Think about how this is achieved, accessibility and how it is communicated to all members and sections of the club | Yes      | **Welfare Officers** can be contacted directly either through the club website or in person. Arrangements for dealing with a complaint are confidential and heard in an agreed venue.      |  |
| 1. Does your club provide opportunities to gain feedback from members?

\*Think about how this is achieved, and whether the methods are accessible to all members and sections of the club. Are there any specific questions posed to members regarding Welfare? | Yes | Last survey of members in January 2017.**Chair** to review content and update survey questions for circulation January 2022. |  |
| **Rationale:** * Having an induction process for volunteers, members and parents ensures they are aware of the expected conduct set out by the club policies and well as how to raise a concern. This can help reduce the escalation of issues within your club as the concern can be raised early on.
* Showing that the club is open to members raising concerns and that this can be done in a safe and confidential environment can increase the enjoyment members get from being part of the club. Feeling safe within the club environment is a vital component to members staying in the club and the sport.
* Giving your club members a voice by providing opportunities for them to give feedback can have a strong impact on building a positive and cohesive club. It also provides opportunities to learn about the needs, interests, and desires of members and to build a shared club vision. Having this opportunity to share views and provide ideas can reduce disputes and conflict within the club.
 |