



Kingfisher Harriers

Child and Vulnerable Adults Safeguarding Policy

Section One

Kingfisher Harriers acknowledges the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Worcestershire Safeguarding board requirements.

The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all children have a positive and enjoyable experience of sport at Kingfisher Harriers in a safe and child centred and positive environment are protected from abuse whilst participating in running or outside of the activity.

Kingfisher Harriers acknowledges that some children, including disabled children and adults young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Kingfisher Harriers will promote and prioritise the safety and wellbeing of children and young people and vulnerable adults ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities : -

- to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults. This includes radicalisation.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern





Kingfisher Harriers

- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent the employment/deployment of unsuitable individuals ensure robust safeguarding arrangements and procedures are in operation and in line with Worcestershire Safeguarding board Safer Recruitment Procedures.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Kingfisher Harriers. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring The policy will be reviewed a year after development and then every three years, or in the following circumstances: changes in legislation and/or government guidance as required by the Local Safeguarding Children Board, Run England and Child Protection in Sport.

The Kingfisher Harriers policy and procedures are monitored and administered by the Kingfisher Harriers Club Safeguarding and Welfare Representative and CORE team.

Review of this Policy

- This policy and these procedures will be regularly monitored at the welfare subcommittee meetings and committee meetings and reviewed each year by the CORE team. .
- Child/Young person For the purposes of this document, a child is any person up to 18 years of age however young athletes can affiliate from 17.
- Parents this is used as a generic term throughout this document to represent parents, carers and guardians. **Version 2 June 2016**

Amendments December 2016 Hate incident addition 2017





Kingfisher Harriers

SECTION 1 Child and Vulnerable Adults Safeguarding Policy

SECTION 2 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS IN SPORT

SECTION 3 SAFEGUARDING GUIDELINES

- Children in Adult Sessions
- Signing children in and out policy
- Child emergency contacts/ Children left at sessions
- Coach to Child Ratios
- Physical Contact
- First Aid and the Treatment of Injuries
- Managing Challenging Behaviour
- Information and Communication Technology (ICT)
- Hate Crime

SECTION 4 RESPONDING TO CONCERNS

SECTION 5 PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD OR VULNERABLE ADULT

SECTION 6 PROCEDURES FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A CLUB MEMBER

SECTION 7 USEFUL CONTACTS AND WEBSITES

CORE Team and Safeguarding at Kingfisher Harriers





Kingfisher Harriers

Kingfisher Harriers Safeguarding policy and procedures are monitored and administered by the Kingfisher Harriers CORE Team safeguarding steering group.

- Chairman Ernest Heaton
- Safeguarding and Welfare Officer Stephanie Elliott
- Deputy Safeguarding Officer Phil Leivers
- Club Secretary Rachel Gould
- Entertainment Secretary Ellen Heaton Bourke
- Coach Co-ordinator Stuart Greenwood

The Steering Group adhere to promoting the welfare of all club members by :

- Ensure implementation and promotion of Child and Vulnerable adult Safeguarding Policies and Procedures
- Regularly report to the full committee.
- Act as the main contact within their area for the protection of children and vulnerable adults.
- Provide information and advice on the protection of children and vulnerable adults.
- Support and Implement PREVENT agenda (anti-radicalisation)
- Support and raise awareness of the protection of child and vulnerable adults,
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and all club members.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information. In accordance to the Data Protection Act 1988
- Organise training for staff, coaches and service providers.
- Regularly monitor and review Kingfisher Harriers Club Safeguarding Children and adults policies.





Kingfisher Harriers

- Conduct regular audits of signing in and out procedures by club users.
- Ensure DBS checks are monitored and updated.

SECTION 2 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS IN SPORT

Kingfisher Harriers requires **all** members to observe the following standards of practice, including verbal and non-verbal actions when in involved in activities with children and vulnerable adults. All references to children in the policy also apply to vulnerable adults.

Vulnerable Adults

A person aged 18 or over may be considered vulnerable if he/she receives one, or all of the following: Personal care, nursing or support to live independently in his/her own home Health or social care services And in consequence of one or any combination of the following: A substantial learning or physical disability A reduction in physical or mental capacity due to advanced age, illness or injury A person is also considered a vulnerable adult if he/she is either: Dependant on others in performing or assisting himself/herself in the performance of basic physical functions, or His/her ability to communicate with those providing services or to communicate with others is severely impaired. Are unable to safeguard their own welfare or properly manage their financial affairs

Good Standards of Practice adhered by Kingfisher Harriers

- Make sport fun, enjoyable and promote fair play.
 - Treat all children and equally, with respect, dignity and fairness.
 - Involve parents wherever possible.
 - Build balanced relationships based on mutual trust that empower and include children and in the decision-making process.
 - Always work in an open environment.
- Avoid private or unobserved situations.





Kingfisher Harriers

- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children in a coaching situation.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.
- Recognise the signs of eating disorders and taking appropriate action.

Practices not sanctioned by Kingfisher Harriers

The following practices will never be sanctioned at Kingfisher Harriers and will be acted promptly by the CORE team

- : • Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with a child.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing a child to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon **ALL** allegations will be thoroughly investigated by the CORE team.
- Inviting or allowing a child to stay with you at your home.
- Engaging in 1 to 1 coaching of a child in isolation outside designated club sessions unless the coach parent is present at all time.

All Kingfisher Harriers Coaching team members will not :





Kingfisher Harriers

- Have 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spend excessive amounts of time alone with children and away from others.
- Where possible, doing things of a personal nature for children that they can do for themselves.

The CORE team will investigate and work with all safeguarding investigations anyone found to partake in these unacceptable behaviours will be expelled from the club and relevant bodies informed. Depending on the outcome of any investigation.

In the event of any investigation into a club/coaching staff the Safeguarding/Welfare Representative will attend or if unavailable the club secretary , event secretary or club chairmain as deemed by the CORE team steering group.

SECTION 3 SAFEGUARDING CONCERNS

These guidelines have been introduced to provide practical guidance for those working and/ or volunteering directly with children on practices to keep children safe and to promote a safe operating environment.

Breach of these guidelines will be dealt with by Kingfisher Harriers Safeguarding and Welfare representative and CORE team steering group

Disciplinary for Responding to Concerns about a child are part of the Kingfisher Harriers club constitution.

Kingfisher Harriers takes the clubs duty of care to ALL children and vulnerable adults involved in activities. Children under the age of 16 years should not be placed in positions of responsibility. Common sense and judgement will be applied in this instance for those of 17 years and decisions will be made based on individual 1.1 need. These guidelines apply to all children under the age of 18 years and vulnerable adults. However those of 17 years can affiliate to join the club and deemed competent to make this informed decision with any additional needs.





Kingfisher Harriers

Common sense needs to be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so. As sport takes place in many different structures, locations and environments.

Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances. All coaches who work with children or vulnerable adults will be subject to DBS, check by the Coaching Co-ordinator and Safeguarding/Welfare Rep, and will not be allowed to coach without this check. Kingfisher Harriers reserves the right under Safer Recruitment and the Rehabilitation of Offenders act to carry out relevant checks.

CHILDREN IN ADULT SESSIONS

Kingfisher Harriers takes its responsibilities to protect its members, and particularly children and those who coach them, very seriously. One of the areas that could cause some difficulty is where children are involved in sessions that are primarily for adults. These sessions can be extremely valuable to children who are competent and performing/training at a higher level who might benefit from more challenging training sessions.

Where it is thought that a junior 12+ would benefit from an adult group, they must first be recommended by the coach co-ordinator Their parent must obtain permission from the regular coach or run leader for the session the child wishes to join. Kingfisher Harriers reserve the right to assess the child's health, wellbeing and ability to join the session. The final decision will be made by the CORE team steering group.

It is the responsibility of the parent to check whether that coach or leader has a DBS check. If the junior is aged 16 or under the parent will be expected to follow the signing in and out policy and support and ensure the parent knows who is supervising their child within the session.

All youth members and parents are expected to follow these guidelines until the young person turns 17.





Kingfisher Harriers

Due to the ongoing developmental changes of children children and young adults will be promoted to attend coaching sessions designed for this cohort.

Even Though this Policy makes reference to young adults up to the age of 18. Club members aged 17 can take part as a fully affiliated adult member.

CHILD TO COACH RATIOS

The following ratios are recommended: Age 12 +- 17 1:12 The young person will only be discounted from ratios after their attendance at a club session after their 17th birthday. Kingfisher Harriers **reserves** the right to amend the ratios to smaller groups in the event of meeting the individual needs of the group.

All activities should be planned to involve at least two adults. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
 - The particular hazards associated with the activity.
 - The particular hazards associated with the environment.
 - The level of qualification and experience of the leaders.
 - The programme of activities.

There may be other considerations that are specific to the sport or environment in which the sport takes place. Kingfisher Harriers will try as far as is practicable to ensure that these guidelines are adhered to.

PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact. In the first





Kingfisher Harriers

instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by checking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances. If it is necessary to help a child with personal tasks e.g. changing, the child, and parents should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Coaches should work with parents and children to develop practiced routines for personal care so that parents and children know what to expect. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for someone with a physical disability.

First Aid and the treatment of injuries

All coaches must ensure:

- Parents of children under 18 have completed the session register consenting to First Aid treatment in emergency and recording pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
 - There is an accessible and well-resourced first aid kit at the venue.
 - Only those with a current, recognised First Aid qualification treat injuries.
- In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- An Accident Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant. Use of the England Athletics online form is acceptable.
 - Where possible, access to medical advice and/or assistance is available.
 - A child's parents are informed of any injury and action taken as soon as possible.
 - The circumstances in which any accidents occur are reviewed to avoid future repetitions





Kingfisher Harriers

MANAGING CHALLENGING BEHAVIOUR

Coaches who deliver activities to children may, from time to time, be required to deal with their challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions that must never be used by coaches. These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- Coaches should not attempt to respond to challenging behaviour by using techniques for which they have not been trained.

Planning Activities Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to either, the tasks involved, the other participants or the environment. Where coaches identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. They should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the coaches involved. All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

Physical Interventions The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the coach should consider whether this is the only option in order to manage the situation and





Kingfisher Harriers

ensure safety. Any physical intervention used should be recorded as soon as possible after the incident by the coaches involved using the Significant Incident and Child at Risk Protection Form and passed to the Safeguarding/Welfare Officer or a member of the CORE team steering group. A timely discussion with coaches, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Coaches, the child and parents should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a dialogue with the child and parents about the child's needs and continued safe participation in the group or activity.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

The aim of these guidelines is to not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements. They aim to ensure that children and adults at risk are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms a child or places them at risk of harm. Some sports take place in areas where organisers have little or no control over the environment such an open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

Use of Images and Information including social media

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the athlete and parent.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Kingfisher Harriers Safeguarding Guidelines, where this is within the control of Kingfisher Harriers Club.
- Kingfisher Harriers will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.





Kingfisher Harriers

- Images will not be shared with external agencies unless express permission is obtained from the athlete and parent.

Concerns • Anyone behaving in a way that could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or to the Kingfisher Harriers Safeguarding/Welfare Officer or a member of the Kingfisher Harriers CORE team steering group. Where appropriate concerns should also be reported to the police.

INTERNET Permission

- Written consent must be obtained from the child's parent before publishing any information about them. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
 - Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.
- Coaches must not allow themselves to become 'friends' of children they coach on any networking website, such as "Facebook".
 - Information published on the websites must never include personal information that could identify a child e.g. home address, e-mail address, and telephone number. All contact must be directed to Kingfisher Harriers.
 - Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.





Kingfisher Harriers

Concerns

- Any concerns or enquiries about publications or the internet should be reported to the Club Child Protection Officer or a member of the Safeguarding steering group.

3. MOBILE PHONES

Text messaging, snapchat, whatsapp and messenger are a quick and easy way to communicate with others and is a popular and often preferred means of communication with athletes. Coaches must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

TEXTING

Coaches must consider whether it is necessary and appropriate to hold the mobile phone numbers of children. The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship. In the first instance contact should always be made using the phone number the parent has provided on the child's behalf. Good practice would include agreeing with athlete and parents what kind of information will be communicated directly to children by text message. This information should only be 'need to know' information such as the last minute cancellation of a training session.

The following good practice is also required:

- Mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason.
- Coaches must never engage in personal or sensitive communications with children via text message.
- Any concerns about the inappropriate use of text messaging should be reported to Kingfisher Harriers Safeguarding/Welfare Club Child Officer or a member of the Kingfisher Harriers CORE team steering group.

CAMERAS / VIDEOS There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor. The Procedure for the use of Photographs, Film and Video should be observed





Kingfisher Harriers

in relation to the use of mobile phones as cameras / videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

- All concerns about the inappropriate use of mobile phones to record photographs or video footage should be reported to Safeguarding/Welfare Officer or a member of the CORE team steering group. The risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to 'groom' children.

GROOMING

This is the deliberate action taken by an adult to form a trusting relationship with a child, with the intent of later having sexual contact. This involves psychological manipulation in the form of positive reinforcement and/or activities that are typically legal to gain the child's trust as well as the trust of those responsible for the child's well-being. A trusting relationship with the family means they are less likely to believe potential accusations.

PREVENT and Radicalisation

Kingfisher Harriers has a duty of care to all members this includes protection from anti-terrorism and radicalisation acts. This maybe acts of grooming and coersion in the pre criminal space from one member to another and or including staff and volunteers.

Any acts/incidents are to be reported to the safeguarding team and reported on to the Police and other services to be investigated. Whilst any investigation is going on the member, staff/volunteer will be suspended until the investigation and or on the advice of the police as to what action the club should take further.

Hate Incidents

A Hate Incident is any incident which the victim, or anyone else, thinks is based on someones prejudice towards them because of their race, religion, sexual orientation, disability or because they are transgender.





Kingfisher Harriers

Kingfisher Harriers will apply to the club disciplinary procedures to these incidents. Incidents are to be reported to the Safeguarding Officer or Safeguarding Steering group.

SECTION 4

RESPONDING TO CONCERNS

It takes considerable courage for a child to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress. All concerns must be responded to in a way that ensures that a child receives appropriate help and support and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but also all other children. Robust procedures for responding to concerns will:

- Help to avoid those receiving information from engaging in judgements.
- Reassure those who report concerns that an appropriate course of action will ensue.
- Support those charged with managing concerns by providing them with a step-by-step process to follow.
- Safeguard the rights of those against whom complaints or allegations have been made.

It is **not** the job of anyone in Kingfisher Harriers to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns. Confidentiality Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned or the safety of that person or another person may be at risk. If there is a reasonable concern that a child or may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

Defamation Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded. To be defamatory a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege'





Kingfisher Harriers

if it is made to the appropriate authority “in response to a duty, whether legal, moral or social or in the protection of an interest.

SECTION 5

PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD OR VULNERABLE ADULT

These procedures apply to all those involved in Kingfisher Harriers.

Where there is the need for Kingfisher Harriers Safeguarding and Welfare Officer to report an incident or suspicion, THIS SHOULD BE DONE IN THE FIRST INSTANCE TO THE CHILD PROTECTION BODY OF THE AREA WHERE THE INCIDENT OCCURS, AND TO THE APPROPRIATE AFFILIATED SPORTS BODY.

1. Concerns about the general welfare of a child (NOT involving concerns about child abuse) In most situations, not involving the possibility of the abuse of a child or vulnerable adult, concerns should be discussed with parents. For example, if a child or 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 that cause concern about the welfare of a child should be recorded on the Worcestershire Record of Concern Form and reported to the Safeguarding/Welfare Officer or CORE team Steering group as soon as possible. Parents should usually also be informed of the circumstances as soon as possible.

2. What to do if a child tells you about abuse

No member of Kingfisher Harriers shall investigate allegations of abuse or decide whether or not a child or has been abused. Allegations of abuse must always be taken seriously. False allegations are rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child or is being abused, the information must be responded to on the same day in line with the following procedure.





Kingfisher Harriers

Respond

- React calmly so as not to frighten the child.
- Listen to the child or and take what they say seriously.
Do not show disbelief.
- Reassure the child or they are not to blame and were right to tell someone.
 - Be aware of interpreting what a child or says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful
- Avoid projecting your own reactions onto the child or adult at risk. • Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open ended, non-leading questions e.g. who? Where? When?
- Do not introduce personal information from your own experiences or those of others.
- Avoid Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation is.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality. Where there is uncertainty about what to do with the information, Kingfisher Harriers Safeguarding/Welfare Officer or a member of the CORE team steering group must firstly be consulted for advice on the appropriate course of action.

If you are concerned about the immediate safety of the child: Take whatever action is required to ensure the child immediate safety. Pass the information immediately to the police and seek their advice.





Kingfisher Harriers

Record and report

Make a written record of the information as soon as possible using the Significant Incident Form, obtainable from the Kingfisher Harriers Safeguarding and Welfare Officer completing as much of the form as possible. The following information will help the Kingfisher Harriers Safeguarding/Welfare Officer, or the CORE team Steering group and relevant bodies decide what action to take next:

- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words.
 - The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
 - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
- Details of any witnesses.
- Whether the child's parents have been informed.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child or making the report, whether the child or has been spoken to, if so what was said using the child's own words.
- The child's views on the situation.
- Immediately inform the Kingfisher Harriers Safeguarding/Welfare Officer via email who will refer the matter to the relevant body/bodies
 - If you are working in schools as part of the school curriculum or an extra-curricular basis, you should inform the head teacher who will follow normal Local Safeguarding Children's Board (LSCB) procedures.
 - If you are working in a local authority facility, you should inform the LA Sports Development Officer or the manager of the facility, who will follow LSCB procedures.





Kingfisher Harriers

- If the concern involves personnel from other sports (e.g. the associated disciplines of cycling, swimming or athletics), you should inform the local child protection body and the relevant sport CPO who will pass on the concern to their counterparts in the other organisation.
- In any other situation; if the designated person is not available, if concern is about that person, or if no action is taken, you should make direct contact with the relevant body/bodies.
- If the relevant bodies are unavailable, you should take responsibility and seek advice from the police. Reporting the concerns to Kingfisher Harriers Safeguarding/Welfare Officer or CORE team steering group should not be delayed by gathering information to complete the form or until a written record has been made.

Reporting the matter to the relevant bodies should not be delayed by attempts to obtain more information. Wherever possible, referrals should be confirmed in writing within 24 hours. If completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to the Kingfisher Harriers Safeguarding/Welfare Officer or CORE team steering group.

Sharing Concerns with Parents Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child or at further risk. In such cases advice must always firstly be sought from the safeguarding officer for the club and or local child protection body and sport CPO as to who informs the parents. SEE ALSO THE CP IN SPORT AND WORCESTER SAFEGUARDING BOARD WEBSITES FOR THEIR PROCEDURES

SECTION 6 PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A CLUB MEMBER

Concerns about the conduct of an adult These procedures aim to ensure that all concerns about the conduct of a coach or other adult are dealt with in a timely, appropriate and proportionate manner. No Kingfisher Harriers member in receipt of information that causes concern shall keep that information to himself or herself, or attempt to deal with the matter on their own.





Kingfisher Harriers

- Coaches will be made aware of the nature of concern or complaint.
- Where the concern is about possible child or abuse, advice will firstly be taken from the relevant bodies as to what can be said to the coach.
- A coach will be given an opportunity to put forward their case.
- Kingfisher Harriers will act in good faith to 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 coach towards children, the welfare of the child will be the paramount consideration. At any point in the management of concerns about the conduct of a coach, advice may be sought from the police or social services. Report concerns and record as in Section 6 3. Establishing the Basic Facts Once the concerns have been reported to the Kingfisher Harriers Safeguarding/Welfare Officer and or CORE team steering group.

- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult local safeguarding authorities and sport CPO 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 Kingfisher Harriers Safeguarding/Welfare Officer and or CORE team steering group will conduct the initial assessment 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.

- 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 coach may be approached as part of the information gathering process. Where this 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 relevant bodies before the coach is approached.

- An initial assessment of the basic facts may require the need to ask a child 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





Kingfisher Harriers

offences is the sole remit of specially trained child protection professionals. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child, consent from the parent must be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Disciplinary investigation (by Kingfisher Harriers).
- (iii) Child or protection investigation (by relevant bodies).
- (iv) Criminal investigation (by the police).

The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases. (v) Civil proceedings (by the child /family who alleged abuse).

Initial assessment supports concerns about poor practice and/or misconduct (but not possible child or abuse) Kingfisher Harriers Safeguarding/Welfare Officer and or CORE team Steering group will deal with the situation in line with Kingfisher Harriers Disciplinary Procedures.

Pending the outcome of any investigation conducted under Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a coach towards children. The welfare of children will be the paramount concern in such circumstances.

Initial assessment supports concerns about possible child or abuse Where the initial assessment of information gives reasonable cause to suspect or believe possible child or abuse the Kingfisher Harriers Safeguarding/Welfare Officer and or CORE team Steering group will refer the concerns to the relevant bodies as soon as possible on the day the information is received. S/he will make a written record of the name and designation of the local body and the sport CPO to whom the concerns were passed together with the time and date of the call, in case any follow up is required. Referrals to the local body and the sport CPO will be confirmed in writing by Kingfisher Harriers Safeguarding/Welfare officer or CORE team steering group within 24 hours. A copy of the Significant Incident Form should be provided to all relevant services on request. Appropriate steps will be taken to ensure the safety of the child who may be at risk. The parents of the child involved will be informed as soon as possible following advice from the BT or UKA and local relevant bodies. If the advice is to inform the coach, they will





Kingfisher Harriers

be told that information has been received which may suggest an allegation of abuse. As the matter will be subjective no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the coach. Kingfisher Harriers will take all reasonable steps to support a member against whom an allegation of abuse has been made. This will be undertaken by the Support Officer.

Precautionary Suspension, Suspension is not a form of disciplinary action. The coach involved may be suspended while an investigation is carried out. Suspension will be carried out by the disciplinary committee in accordance with Kingfisher Harriers Club Disciplinary Procedures. **NB Suspension does not imply guilt**

At the suspension interview the coach will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement should they wish to do so. Notification of the suspension and the reasons will be conveyed in writing to the coach or member in accordance with the Kingfisher Harriers Club Disciplinary Procedures. The executive committee will be informed that an incident may have occurred.

8. False or Malicious Allegations In the circumstance that an investigation establishes an allegation is false, unfounded or malicious:

- The coach or member 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 will be destroyed.
 - Kingfisher Support Officer will take all reasonable steps to support the individual in this situation.
 - Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.
9. Historical Allegations of Abuse Allegations of abuse may be made some time after the event 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 historical abuse.

10. Media All media enquiries relating to the conduct of a coach will be referred to Kingfisher Harriers CORE team.





Kingfisher Harriers

Disclaimer

Kingfisher Harriers is **only** responsible for the welfare of members attending official club sessions. Kingfisher Harriers carry out rigorous checks to ensure all members are kept safe and all staff/volunteers are familiar with the safeguarding guidelines and part take in all safeguarding training. Kingfisher Harriers may suggest other local satellite running groups in the area. However Kingfisher Harriers cannot be responsible for the safeguarding and welfare at satellite groups.

SECTION 7

Safeguarding and Welfare Officer Stephanie Elliott contact safeguarding@kingfisherharriers.com

Deputy Safeguarding Officer, Phil Leivers contact same email as above

Steph Elliott are available to call to discuss concerns from run leaders at all times. Members can request contact numbers from a run leader/ coach and email

Club Chairman Ernest Paul Heaton contact chairman@kingfisherharriers.com

Worcestershire MASH Multi agency support hub call If you have any concerns about a particular child or young person and feel that they may be in need of protection or safeguarding, then please contact the Family Front Door on 01905 822666 from Monday to Friday 8.30am to 5.00pm.

For assistance out of office hours (5:00pm to 8:30 am weekdays and all day at weekends and bank holidays) please contact the Emergency Duty Team (EDT) on 01905 768020.

Warwickshire MASH multi-agency support hub call 24hrs on 01926 414144

Police 999 for immediate danger
101 for concerns but non immediate

