



Dorchester Athletic Club

Founded 1975

Serving West and Central Dorset

Affiliated to DCAA and SEAA

DAC WELFARE POLICY

7th April 2006



The Dorchester Athletic Club's Welfare Policy contains the following documents:

➤ Welfare Policy Statement

1. Aims and Definitions
2. Safeguards for club activities, helpers and members.
3. Maintenance of Policy
 - Documentation.
 - Adoption declaration to be signed annually
4. Club helper's compliance forms –helper's copy
5. Club helper's compliance forms –club copy
6. Role description for Welfare Adviser
7. Role description for Welfare Officer
8. Helper Information Form
9. Code of practice for people working with young athletes
10. Code of practice (cont'd)
11. Organised trips protocol
12. Welfare Report Protocol: advice sheet on dealing with incidents
13. Welfare Report Protocol: recording allegations or suspicions of abuse
14. Welfare Report Protocol: welfare report form
15. Parental permission form for travelling with club on booked transport
16. Parental permission form for young athletes to travel in private transport provided by helpers
17. Athletes' Code of Conduct
18. Dorchester AC disciplinary procedure for athletes.
19. Introductory letter to parents*
20. Leaflet to aid parental discussion with children entitled: Advice to Young Athletes*

* Not provided here



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WELFARE POLICY STATEMENT

Dorchester Athletic Club adopts the Principles of Welfare set out by UK Athletics in 2003 that is appended to this policy document.

“The golden rule for all involved in athletics in relation to welfare and protection is that it is not your responsibility to judge whether or not a welfare violation has taken place but it is your responsibility to act on any concerns you may have.”

AIMS

Dorchester Athletic Club believes that the welfare of the athlete is of paramount importance and will endeavour at all times to:

- promote the welfare, health and full development of athletes and protect them from harm of all kinds
- recognise that athletes have rights as individuals and to treat them with dignity and respect
- raise awareness about what athletes are entitled to be protected from
- plan the coaching sessions so as to minimise opportunities for the athletes to suffer harm
- develop effective procedures for responding to alleged or suspected incidents of abuse
- reduce the likely situations for abuse of athletes and to help protect the helpers from false accusations of abuse

DEFINITIONS

For the purposes of this policy:

1. A child or young athlete is defined any anyone who is under the age of 16 years.
2. An athlete is defined as a anyone who is receiving coaching or attending training sessions or competing for the club.
3. A helper is defined as anyone who is conducting administrative, coaching, officiating or supervisory activities for, or on behalf of, the club.
4. A welfare advisor will be a person with an appropriate background of responsibility for young athletes , who preferably has an objective viewpoint of the Club and has agreed to help and advise any member, helper or parent/carer on matters of procedure regarding welfare.
5. A welfare officer will be a club helper who will deal with the administrative tasks that ensure the welfare policy is carried out.
6. A club activity is any activity organised by and for the Club which has been entered in advance into the Club Diary, maintained by the Coaching Co-ordinator.



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Club Activities: Policy statement and duty of care.

- Any club helper making formal or informal arrangements in connection with athletics, with one or more DAC members may be perceived as doing so under the auspices of DAC therefore these arrangements will be regarded as club activities and as such must be organised within the confines of the Welfare Policy and Coaching Protocol
- If a club helper is invited to attend the activities of another organisation, in connection with athletics, they should log this activity in the DAC diary as they may be perceived by others as representing the Club.
- Where a helper from another organisation is invited to participate in a club activity that arrangement must be logged in the club diary and the activity should be overseen by a DAC helper.
- Members should inform their DAC coach of any other coaching they are receiving

Safeguards

Club Activities

1. The club will maintain a diary of official activities. These will be notified in advance to the Coaching Co-ordinator. The diary will be available for any member to view on request. Regular official coaching sessions will be notified in the club newsletter.
2. The club will produce and distribute lists of fixtures/events, with the proposed travel arrangements.
3. The club will produce a protocol for trips to these fixtures/events.
4. If an activity has to be cancelled at short notice, a club helper will attend to ensure that young athletes are adequately supervised until they are collected.

Safeguards

Helpers

Operational guidance will be given to helpers to effect the terms of the Welfare Policy.

Each helper will receive a copy of the following -

- A list of committee members and agreed contact numbers
- Welfare Policy and Compliance Form
- Police check form
- Helper Information Form
- Code of Practice
- Welfare Report Protocol
- Guidelines on club events
- Use of private transport – guidelines for club helpers
- DAC Coaching Protocol
- UK Athletics Code of Ethics for Coaches

All helpers will be required to sign the Welfare Compliance Form, stating their agreement to comply with the club's Welfare Policy.

Confidential police checks will be carried out on all helpers.

The Club undertakes to train its officials in emergency first aid and recommends that parents should always seek the advice of a qualified medical practitioner for non-emergency conditions.

Safeguards

Members

On receipt of their subscription, each member will receive an information pack which will include the Athlete's Code of Conduct, coaching protocol and list of current helpers.

Information and guidance on matters dealing with welfare will be sent directly to the parent/carer of every athlete under 16.

An advisory leaflet to aid discussion with their child will also be sent to each parent/carer. This leaflet will not be given directly to the child.

Maintenance of Policy

1. The club will maintain a Welfare Report Protocol and ensure that athletes and helpers are made aware of this protocol.
2. There will be a named committee member who has responsibility for maintenance of the Welfare Policy. (Welfare Officer)
3. Dorchester Athletic Club will keep this Welfare Policy under review.

Documentation

The club will produce, maintain and disseminate, where appropriate, the following documents -

- Welfare Policy
- Compliance form for helpers
- Introductory letter to parents
- Leaflet entitled: Advice to Young Athletes
- Code of Practice for people working in athletics with young children.
- Volunteer Information form
- Athlete's Code of Conduct and disciplinary procedure
- Coaching session diary with advance notification form
- Organised trips protocol
- Welfare Report Protocol
- Advice to helpers on dealing with incidents
- Incident record book
- DAC Coaching Protocol
- UK Athletics Code of Ethics for Coaches
- List of committee members and agreed contacts

This list is not exhaustive and may be added to it at any time with committee approval.

Welfare Policy Adoption Declaration (to be signed annually)

This welfare policy was adopted by the Dorchester Athletic Club committee on.....(date)

Signed.....Club Secretary..... (print name)

.....Welfare Advisor..... (print name)



Compliance Form Helper's Copy

All adults conducting administrative, coaching, officiating or supervisory activities for, or on behalf of, Dorchester Athletic Club must comply with the Welfare Policy and Code of Practice of the Club.

As one such person you are required to sign a copy of this document. By signing you agree to comply with the Policy and to follow the Code of Practice.

The signed *club copy* should be returned to a WELFARE OFFICER.

I have received a copy of the following -

- Dorchester Athletic Club Welfare Policy Statement (3 pages)
- Dorchester Athletic Club Code of Practice for people working with athletes
- Dorchester Athletic Club welfare Report Protocol (2 pages)
- Helper's information form
- A list of DAC committee members and agreed contact numbers
- DAC Coaching Protocol
- Coach Education Policy
- Athlete's Code of Conduct
- Parent/Carers' Code of Conduct

I agree to adhere to the Dorchester Athletic Club Welfare Policy and to follow the Club Code of Practice.

NAME (Print).....

SIGNED.....DATE.....



Compliance Form Club Copy

(This part to be given to the WELFARE OFFICER)

All adults conducting administrative, coaching, officiating or supervisory activities for, or on behalf of, Dorchester Athletic Club must comply with the Welfare Policy and Code of Practice of the Club.

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- Helper's information form
- A list of DAC committee members and agreed contact numbers
- DAC Coaching Protocol
- Coach Education Policy
- Athlete's Code of Conduct
- Parent/Carers' Code of Conduct

I agree to adhere to the Dorchester Athletic Club Welfare Policy and to follow the Club Code of Practice.

NAME (Print).....

SIGNED.....DATE.....



WELFARE ADVISOR (WA)

The Welfare Advisor for Dorchester Athletic Club will be appointed by the committee, will be an ex-officio member of such and will be included in or kept informed of committee discussions on welfare. He/she will be responsible for-

- Advising on the introduction, implementation and revision of the Dorchester Athletic Club Welfare Policy
- Advising the WELFARE OFFICER (WO) on any training that may be needed, keeping up to date with any new guidelines that may be issued by our governing body of sport, the National Coaching Foundation or Social Services and share this information with the WO.
- Receiving and advising on reports from helpers, members and parents/carers
- Ensuring that parents/carers, and athletes know that the Welfare Advisor is available to discuss any concerns.
- Initiating action where appropriate. Once identified, concerns must be reported to the appropriate services, i.e. Social Services, Police.
- Keeping confidential any matter or information referred to them except where it is necessary to share with the WO, Social Services or the Police.
- Keeping and recording all information.
- Ensuring the Welfare Officer is kept informed where appropriate.

Dorchester Athletic Club Welfare Advisor is -

Mr. Allen Knott



WELFARE OFFICER (WO)

The WELFARE OFFICER for Dorchester Athletic Club will be appointed by the committee and will be a member of such. He/she will be responsible for-

- Liaising with the Welfare Advisor (WA) on the introduction and implementation of the Welfare Policy within the Club.
- Undertaking any training that may be needed or the WA advises, keeping up to date with any new guidelines that may be issued by our governing body of sport, the National Coaching Foundation, Social Services or passed on from the WA
- Ensuring that all club helpers complete a helper's information form and agreement to adhere to the clubs Welfare Policy and keeping these up to date.
- Keeping up to date records of all qualifications of helpers.
- Keeping confidential any matter or information referred to them, except where it is necessary to share with the WA, Social Services or the Police.
- Keeping and recording all information.

The Welfare Officer is: Mrs. Pam Hamblin



HELPER INFORMATION FORM

To be completed by anyone who is conducting administrative, coaching, officiating or supervisory activities for, or on behalf, of the club.

Please return to the WELFARE OFFICER.

SURNAMEFORENAME.....

ADDRESS

..... POSTCODE

HOME TELEPHONE NO.....

COACHING QUALIFICATIONS

.....Level.....Expiry Date.....

.....Level.....Expiry Date.....

FIRST AID QUALIFICATIONS

.....Grade.....Expiry Date.....

If you have connections with another Athletic Club please state which one.....

OTHER INFORMATION

.....

.....

I declare that to the best of my belief the information given here is accurate and truthful.

SignedDate

I agree / do not agree (*delete as appropriate*) to this information being used in club publicity material.

Signed..... Date.....



CODE OF PRACTICE FOR PEOPLE WORKING WITH ATHLETES.

These guidelines are designed to ensure the best possible outcomes and success for athlete and to protect the adults who are working with them in assisting their athletic development. It is based on the 'Principles of Welfare' as published by UK Athletics in June 2003 with some qualification for Dorchester Athletic Club.

1. Always respect the rights, dignity and worth of all and treat everyone equally regardless of background or ability
2. Always place the welfare and safety of the performer above the development of performance. Follow guidelines and training manuals of the sport and ensure that you are adequately insured via the club or otherwise.
3. Develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect.
4. Do not exert undue influence to obtain personal benefit or reward
5. Display consistently high standards of personal behaviour and appearance.
6. Encourage and guide athletes to accept and take responsibility for their own behaviour and performance and give them as much autonomy as possible
7. Adopt safe training regimes appropriate to the age, stage of development and capacity of the athlete.
8. Helpers should hold appropriate qualifications in coaching, leadership, officiating, etc. Otherwise they should be clearly working under the direct supervision of an appropriately qualified person. Coaching licenses and education should be updated as and when required by UK Athletics All helpers will be actively encouraged to obtain the appropriate qualifications for the activities that they coach
9. Helpers are encouraged by the club to train in emergency first aid and to know about relevant medical conditions. However helpers should always recommend that parents/athletes seek advice from a qualified medical practitioner for non-emergency conditions.
10. Co-operate fully with other colleagues (e.g. other coaches, officials, team managers, sport scientists, doctors, physiotherapists, governing body staff) in the best interests of the athlete.
11. At the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what they are entitled to expect of the helper.
12. Avoid critical language or actions, such as sarcasm, that undermine an athlete's self-esteem and challenge inappropriate behaviour or language by others.
13. Never try to recruit, either overtly or covertly, athletes who are already receiving coaching.

Code of Practice for people working with young athletes (cont'd)

14. Never do something for an athlete that they can do for themselves. In the case of some disabled athletes or vulnerable adults tasks of a personal nature may be requested or necessary. In such cases, the full understanding and consent of the parent or carer should be sought and the individual's autonomy and dignity should be respected.
15. If physical contact is necessary, it should be done openly. Always explain why and ask for consent before touching an athlete
16. Consistently promote the positive aspects of their sport; eg fair play, and never condone rule violations, bad sportsmanship or use of prohibited or age-inappropriate substances
17. Challenge inappropriate behaviour or language by others
18. Strictly maintain a clear boundary between friendship and intimacy with athletes.
19. Do not spend time alone with a young athlete unless clearly in view of others
20. Avoid taking a young athlete alone in your car
21. Never invite a young athlete alone to your home
22. Never enter a young athlete's home unaccompanied if there is not a parent/carers present at the premises.
23. Never engage in physical or sexually provocative games including horseplay, or share a bedroom with a child.
24. Parents should take responsibility for their own children in changing rooms. If groups are to be supervised in changing rooms, always ensure that adults work in same-sex pairs when supervising changing areas
25. Where mixed teams compete away from home, they should always be accompanied by the required number of adults with at least one male adult and one female adult.
26. Report any accidental injury, distress or misunderstanding or misinterpretation (including if a child appears to have been sexually aroused by your actions) A brief written report of such incidents should be submitted to the Welfare Officer as soon as possible, and parents/carers notified.
27. Report any suspected misconduct by other coaches or athletics personnel to the Welfare Officer or Welfare Adviser.
28. Ensure that parents/carers know about and have approved in advance if taking a young athlete away from the usual training venue. Dorchester Athletic Club requires that club helpers use official parental consent forms if transporting young athletes to, during and from an official club activity. It is advisable for young children to be strapped safely in the back of the vehicle.
29. On occasion a helper may find themselves unexpectedly alone with a young athlete e.g. uncollected athletes after an activity. In such circumstances you must take all reasonable steps to inform another responsible adult, e.g. parent/carers or committee member, of the action you are intending to take in ensuring the safety of the young athlete.



ORGANISED TRIPS PROTOCOL

For organised trips such as matches or ad hoc coaching sessions, where a young athlete may be travelling without a parent/carer, additional steps will be taken to ensure the welfare and protection of the young athlete.

- Parents/carers will be given full written information about a trip, including details of the activities the young athletes will be engaged in.
- Written permission from parents/carers for their child to travel on club transport will be required on joining the club.
- For some activities the club relies on private transport. If a club helper is providing transport to, during or from a club activity, written permission must be obtained from the parent/carer for each occasion. As such, the helper is acting on behalf of the club and that status overrides any personal relationship the helper may have with that member's family. It is the helper's/car owner's responsibility to ensure that they are correctly insured.
- Helpers are responsible for the welfare and safety of young athletes whilst they are on the trip. Each person should know exactly whom they are responsible for.
- The parent/carer must ensure that the helper responsible for their child is made aware of any special medical problems their child has and must be satisfied that they can be dealt with. Helpers should, as a matter of routine, enquire from the parent/carer if there are any special medical problems.
- Written permission must be given by the parent/carer that, in extreme circumstances, medical attention can be given to a young athlete. However in cases of emergency it may be necessary to act urgently without this consent to ensure the safety of the young athlete.
- The young athletes must be adequately supervised at all times.
- Young athletes should not leave the group without first explaining their intentions to the person responsible for them.
- Parents/carers should be informed of actions requiring discipline in writing. A report must be made and given to the WELFARE OFFICER.
- There should be a minimum of two adults accompanying the young athletes on a coach trip. If the group consists of both sexes then male and female supervision will be provided.



WELFARE REPORT PROTOCOL. SHEET ONE

ADVICE SHEET ON DEALING WITH INCIDENTS

You must report and refer any abuse; you must not investigate.

The welfare of the athlete is the paramount consideration. It is the policy of Dorchester Athletic Club to safeguard the welfare of the young athletes and all others involved in its activities by protecting them from physical, sexual and emotional harm. Everyone coaching, and helping with young athletes will be required to undergo a Police Check under the terms of the Child Protection Act. Anyone involved in the commission of an offence involving abuse or causing harm to young athletes will be subject to disciplinary action, which could include

- expulsion from Dorchester Athletic Club
- prohibition from participating in the activities of the Club
- notifying the appropriate authority.

Persons against whom allegations of such offences have been made may, on the advice of the Club's Welfare Advisor, be denied access to young athletes even though they may not have been convicted of a relevant offence. Any person so accused does have the right to appeal to the Committee against this decision.

If you suspect a young athlete is being abused:

1. Immediately tell the Welfare Advisor or Welfare Officer
2. Record the facts as you know them on a Welfare Report form and give a copy to your Welfare Advisor.
3. Ensure that the young athlete has access to an independent adult.
4. Ensure that no other situation arises which could cause any further concern.

If a young athlete discloses to you abuse by someone else:

5. Allow the young athlete to speak without interruption, accepting what is said.
6. Alleviate feelings of guilt and isolation, while passing no judgement.
7. Advise that you will try to offer support, but that you must pass the information on.
8. Same steps as 1-4 as in suspecting a young athlete is being abused.

If you receive an allegation about any adult or about yourself:

Immediately tell your Welfare Adviser.

Record the facts as you know them on a Welfare report form and give a copy to your Welfare Advisor or Welfare Officer. Try to ensure that no-one is placed in a position which could cause further compromise.



WELFARE REPORT PROTOCOL SHEET TWO

RECORDING ALLEGATIONS OR SUSPICIONS OF ABUSE

In all cases where an allegation of abuse is made against a member of the club, a record of the incident must be made, using the Welfare Report form. Copies of this form are available from either Welfare Officer or the Welfare Advisor. Once completed it should be returned to that person who will record it in the Incident Record Book. Further investigation will be the responsibility of the club's Welfare Advisor.

This report contains:

Name of person making report

Date of the report

Name of the young athlete

The age of the young athlete

A parent's or carer's name

The young athlete's home address and telephone number

Nature of the concern:

- Is the person making the report expressing their own concerns or passing on those of some else?
- What has prompted the concerns? Give dates and times of specific incidents. Any physical signs? Behavioural signs? Indirect signs?
- Has the young athlete been spoken to? If so, what WO said?
- Have the parents/carers been contacted? If so, what WO said?
- Has anybody been alleged to be the abuser? If so record details.
- Has anyone else been consulted? If so, record details.

The Welfare Advisor will assess all allegations promptly and decide on an appropriate action.

If it is a concern by a helper as to the possible abuse of a young athlete then they will report the concerns to the Welfare Advisor on the Welfare Report form. The WA will investigate and after consultation report the concerns to the appropriate agency such as Social Services.

Full documentation will be kept. All information will be treated as confidential and held securely by the Welfare Advisor



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WELFARE REPORT FORM

Name of Person making report	Date
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Name of Young athlete	Age
Parent's/Carer's Name	Tel No.
Young athlete's Home Address	

Nature of Concern

Is the person making the report expressing their own concerns or passing on concerns of someone else?

What has prompted the concerns? Are signs physical, behavioural, indirect or a mixture?

Details of incident/s, giving dates and times. *(Use reverse side if necessary)*

Has the young athlete been spoken to? If so, what WO said.



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Dear Parent / Carer,

The Club has a Welfare Policy in operation.

The Club has Welfare Adviser , Mr. Allen Knott who is available for advice on any concerns you may have regarding welfare and a Welfare Officer, Mrs Pam Hamblin, who deals with the administrative side of the Policy and ensures that proper records are kept. The Club expects parents/carers to make arrangements with their own young athlete for travelling to and from the Club on training nights. Young athletes will be asked to verify an emergency contact number when attending the club or when travelling to competitions. Please make sure your child is completely aware of these arrangements. We also require your consent for your child, if under 16 years, to travel by coach to and from fixtures. For some activities it is necessary to use private transport. When the transport belongs to or is driven by a club helper, you will be asked to sign a consent form specifically for that occasion, or for a series of stated events. A fixture list with travel arrangements is distributed at the beginning of every season and also to all new members. Please ask the Coaching Co-ordinator if you have not seen one.

Please complete the slip below and return it to me as soon as possible. Without your permission in writing, on the return slip below, your young athlete may not be able to join in club activities..

Yours sincerely,

Membership Secretary

I/We(parent/carer), give permission for

to train with Dorchester Athletic Club and to travel with other Club members by coach/shared transport to official club activities requiring booked transport.

(Signed).....Date:

Please give a telephone number that can be used to contact you in an emergency
:..... :..... :..... :.....

To assist us in taking care of your child please let us know of any medical conditions (e.g. asthma) of which trip organisers/coaches should be aware. We will treat this information as confidential.

Medical Condition:

Medication:

If any of the above information should change, please advise the Membership Secretary.



Parental permission for young athlete (aged under 16 yrs) to travel in private transport provided by club helpers.

This form must be used for any journeys where a club helper has agreed to accompany young athletes. Please remember that the helper is acting on behalf of the club and that status overrides any personal relationship that the helper may have with the young athlete's family. It is not necessary to use this form when private arrangements have been made between parents and do not involve a club helper.

- If the lift is arranged on a regular weekly basis e.g. to or from a training session, please record the day of the week and the specific club activity on one line.***
- If the permission is for a series of events/fixtures, e.g. sportshall, the helper should record all the dates and venues before distributing the permission letter to athletes.***

I(parent/carer), give permission for

to travel with(name of Club helper(s))

in private transport owned or driven by that helper on the following dates:

Day/Date

Venue

(Signed).....Date:

Emergency contact telephone no.....

To assist us in taking care of your child please state overleaf any medical conditions (e.g. asthma) and required medication of which the helper should be aware. This information will be treated confidentially.

Completed forms should be returned to: Pam Hamblin, Welfare Officer.



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Athletes' Code of Conduct

- Make sure your name is on the register for each session you attend.
- Listen to your coach and do as you are asked.
- Allow other athletes to have the training they need.
- Respect other athletes' feelings and be tolerant of different abilities.
- Club members should look after each other.
- Speak out immediately if anything makes you concerned or uncomfortable.
- Offensive language will not be tolerated.
- Tell your coach about any medical or other problem that might affect your training.
- Tell your coach about any other coaching you are receiving
- Leave valuables at home.
- Make sure all litter is placed in the waste bins.
- Remember, coaches give up their own time to train you, help them enjoy training too.



Disciplinary Procedure for athletes

In the event that a Club helper considers the behaviour of an athlete to be causing disruption to coaching sessions, putting fellow athletes at risk or generally behaving in a manner contrary to Club standards, the following disciplinary procedure will be enforced:

1. Club helper will issue a discreet verbal warning when they consider an athlete to be misbehaving.
2. If the behaviour continues the club will issue a formal warning (yellow card) to the athlete and this will be followed by a letter of explanation to the parent/carer'.
3. In the event of further misbehaviour, the athlete will be suspended from training and competition for 4 weeks from the date of the incident. (Red card). At the end of this period the athlete will be invited back but any further problems may lead to expulsion from the Club.