

WITHAM RUNNING CLUB - CHILD PROTECTION POLICY

Policy statement

Witham Running Club has a duty of care to safeguard all children involved in Witham Running Club from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Witham Running Club will ensure the safety and protection of all children involved in Witham Running Club through adherence to the Child Protection guidelines adopted by Witham Running Club. A child is defined as a person under the age of 18 (The Children Act 2004).

1. Policy aims

The aim of the Witham Running Club Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Witham Running Club;
- Allow all the coaching staff to make informed and confident responses to specific child protection issues.

2. Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

A. Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with runners (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process;
- Making sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the Coach. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents should always be consulted and their agreement gained.
- Keeping up to date with technical skills, qualifications and insurance in sport.
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, coaches or officials work in pairs.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if club officials are required to transport young people in their cars.

3. Coaching staff

Witham Running Club recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. All the clubs coaching staff have been CRB checked at an enhanced level. The Club will have two coaches at all training sessions ideally a male and female. All coaches are trained by UK Athletics at Level 2, Level 1 or in fitness in running and walking.

4. Consent forms

A parent or guardian must sign a consent form for each child before that child takes part in any club activity. The form requests, amongst other things, details of who to contact in an emergency and the child's medical requirements e.g. inhalers etc. If an item eg inhaler, is required then the child will not be allowed to participate if he attends without the required item.

The form also has an consent for the use of photographs or filming equipment, Witham Running Club recognize the need to ensure the welfare and safety of all young people in sport. we will not take photographs, video or other images of young people without the consent of the parents/carers and children. Witham Running Club will follow the guidance for the use of photographs. The Club will take all steps to ensure that these images are used solely for the purposes they are intended; i.e. promotional or training purposes. If you become aware that these images are being used inappropriately you should inform Witham Running Club immediately.

5. Data Protection

Data protection any information on club members will be held on the database and will be shared only with club coaches and members of the committee.

6. Guidance for the use of photograph or filming equipment

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions.

Code of conduct for use of photograph or filming equipment

- If a photograph of a athlete under the age of 18 is used, then avoid naming the athlete.
- When naming an athlete under the age of 18, no photograph is to be used which can identify the young athlete.
- No photograph or filming will be published without the consent of the parent/carer.
- Only use images of young people in suitable dress to reduce the risk of inappropriate use

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

Immediately record the facts as you know them and give a copy to the Welfare officer or any the club personal listed below.

Try to ensure that no-one is placed in a position which could cause further compromise. You must report and refer any abuse; you must not investigate.

8. Personnel within Witham Running Club. (As at October 2008)

Chairman	-	chairman@withamrc.org.uk	
Secretary	-	secretary@withamrc.org.uk	
Head Coach	-	coach@withamrc.org.uk	
Junior Head Coach	-	David Smith	- juniors@withamrc.org.uk
Welfare Officer	-	David Jobling	- child.welfare@withamrc.org.uk
Junior Coach	-	Shelley Wray	-
Junior Coach	-	Rachel O'Conner	-

(Names may change however the appointment email address will should not change)

9. Code of conduct

The code of conduct for Witham Running Club Juniors is as follows:

A. Code of conduct for Coaches is:

Coaches should not:

- 1: Leave a child alone with someone else.
- 2: Be alone with the child in the changing room.
- 3: Treat a child for an injury alone and away from others.
- 4: Allow children to use inappropriate language unchallenged.
- 5: Let allegations a child makes go unchallenged or unrecorded.

B. Code of conduct for all members are:

- DO treat everyone with respect.
- DO provide an example you wish to follow.
- DO plan coaching sessions in sight or hearing of others.
- DO respect a young person's right to privacy.
- DO provide access for young people and adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere.
- DO maintain a healthy adult lifestyle.
- DO use common sense in selecting subjects to demonstrate skills on.
- DO remember that someone else might misinterpret your actions, no matter how well intentioned.
- DO recognise that caution is required especially in sensitive moments of counselling such as when dealing with bullying, bereavement or abuse.
- DO have separate sleeping accommodation for coaches and children.
- DO NOT permit abusive youth peer activities (e.g. ridiculing, bullying).
- DO NOT have inappropriate physical or verbal contact with others.
- DO NOT jump to conclusions about others without checking facts.
- DO NOT allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times.
- DO NOT exaggerate or trivialise child abuse issues.
- DO NOT show favouritism to any individual.
- DO NOT make any suggestive remarks or gestures or tell jokes or stories of a smutty' nature to children.
- DO NOT rely on your good name to protect you - it may not be enough!
- DO NOT believe "it can never happen to me" - it can!

Dated – 31 January 2011

Up Dated 30 August 2012