

UK Athletics

**Amateur Athletic Association of England
Athletics Association of Wales
Northern Ireland Athletics Federation
Scottish Athletics**

ATHLETICS WELFARE

PROCEDURES

(incorporating Child Protection)

20th April 2004

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ABBREVIATIONS	
AAAE = Amateur Athletic Association of England	NSPCC = National Society for the Prevention of Cruelty to Children
AAW = Athletics Association of Wales	NIAF = Northern Ireland Athletics Federation
ACPC = Area Child protection Committee	SCUK = Sports Coach UK (formerly national Coaching Foundation)
CP = Child Protection	SAL = Scottish Athletics Limited
CPSU = Child Protection in Sport Unit (inside NSPCC, co-funded by Sport England)	UKA = United Kingdom Athletics
CRB = Criminal Records Bureau	

IAAF = International Association of Athletic Federations
HC = Home Country Athletic Associations

UKSI = United Kingdom Sports Institute
WO = Welfare Officer (incorporating Child Protection)

Introduction

It is intended that the Athletics Welfare Policy and Procedures will become living, working documents that coaches, officials, administrators, athletes, parents and other individuals will want to adopt. The policy, procedures and subsequent implementation strategies are a statement of the confidence we have in our sport and in our systems to deliver on such issues. The policies state not only what our core values are but also what we define as acceptable within our sport. The documents serve to demonstrate our accountability as a provider of a service irrespective of the status of the provider, whether they are volunteers or paid people within the sport. The policy and procedures also demonstrate that in line with other voluntary agencies and also in line with other sports in the UK, we are cogniscent of the need to determine what good standards are.

While the content of the welfare policy and procedures are primarily intended to develop a sense of awareness as well as procedural guidance for athletics in relation to child protection, it is essential that the key principles contained in this document are recognised as being founded on key principles of equality and social justice for all in our sport. These principles extend to all who take part in athletics irrespective of age, gender, disability, vulnerable persons, sexual orientation, race, ethnicity religion and political view. The Welfare Policy therefore serves as a template for further action in each and all of these areas. It serves to guide all in the sport and those from outside the sport as to the strength and robust nature of the duty of care that the sport has for all those involved in athletics throughout the UK. The welfare policy document should be both a consultative document and a living document and UK Athletics in conjunction with the four home nations is committed to expanding the remit of the welfare policy so that it is as inclusive as possible. Those reading the document should be mindful therefore that while the central focus currently is the identification of one of the more vulnerable groups in the sport (i.e. children) the document also serves to outline policies and procedures, which could equally apply across a range of issues in that UK Athletics, and the four home nations will be adding to the document as a matter of course.

FOREWORD

In order to meet their duty of care all Athletics agencies will: -

- ↴ provide and enforce procedures to safeguard the well being of all participants and protect them from abuse.
- ↴ respect and promote the rights, wishes and feelings of young people, disabled and/or vulnerable adults
- ↴ recruit, train and supervise its employees and volunteers to adopt best practise to safeguard and protect young people from abuse, and themselves against false allegations
- ↴ require staff/volunteers to adopt and abide by the Athletics Welfare Policy and Procedures (incorporating child protection), Code of Practice / Conduct and the relevant grievance, investigatory and disciplinary procedures.
- ↴ respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

UK Athletics will:

- ↴ Promote adherence to the Welfare policy through providing education, training and information

- ↴↴ Develop good practice guidance in relation to recruitment, selection, training of coaches, officials, volunteers and all individuals within the sport
- ↴↴ Establish welfare officers at National and local level
- ↴↴ Produce information material for those involved in athletics

As a National Governing Body, UK Athletics operates in partnership with other individuals and organisations, including the home country athletics' associations, UK Sports Institute and home country Sports Councils. UK Athletics will meet its moral and legal obligations in respect of child protection, duty of care and standards of welfare for all, and expects its national and local partners and collaborators to do the same.

SCOPE

Athletics stakeholders (see Volume 1: Athletics Welfare Policy) need to respond to four main dimensions of welfare and protection by:

1. **recognising and referring** to the appropriate agency anyone who has been subjected to poor practice, abuse or misconduct by someone else, whether *inside* sport (by another staff member or athlete) or *outside* sport (such as the family or peer group);
2. **observing and encouraging good practice** when working with athletes in order to avoid perpetrating poor practice, abuse or other types of misconduct;
3. **taking precautions to avoid false allegations** against themselves;
4. **safeguarding the good name and integrity of the sport of athletics.**

The procedures adopted in this volume should *assist* with safe practice with respect to all four dimensions of welfare in the sport.

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.

Figure 1 Lines of referral for athletics welfare – quick reference guide

Allegation of Child Abuse or other criminal act.

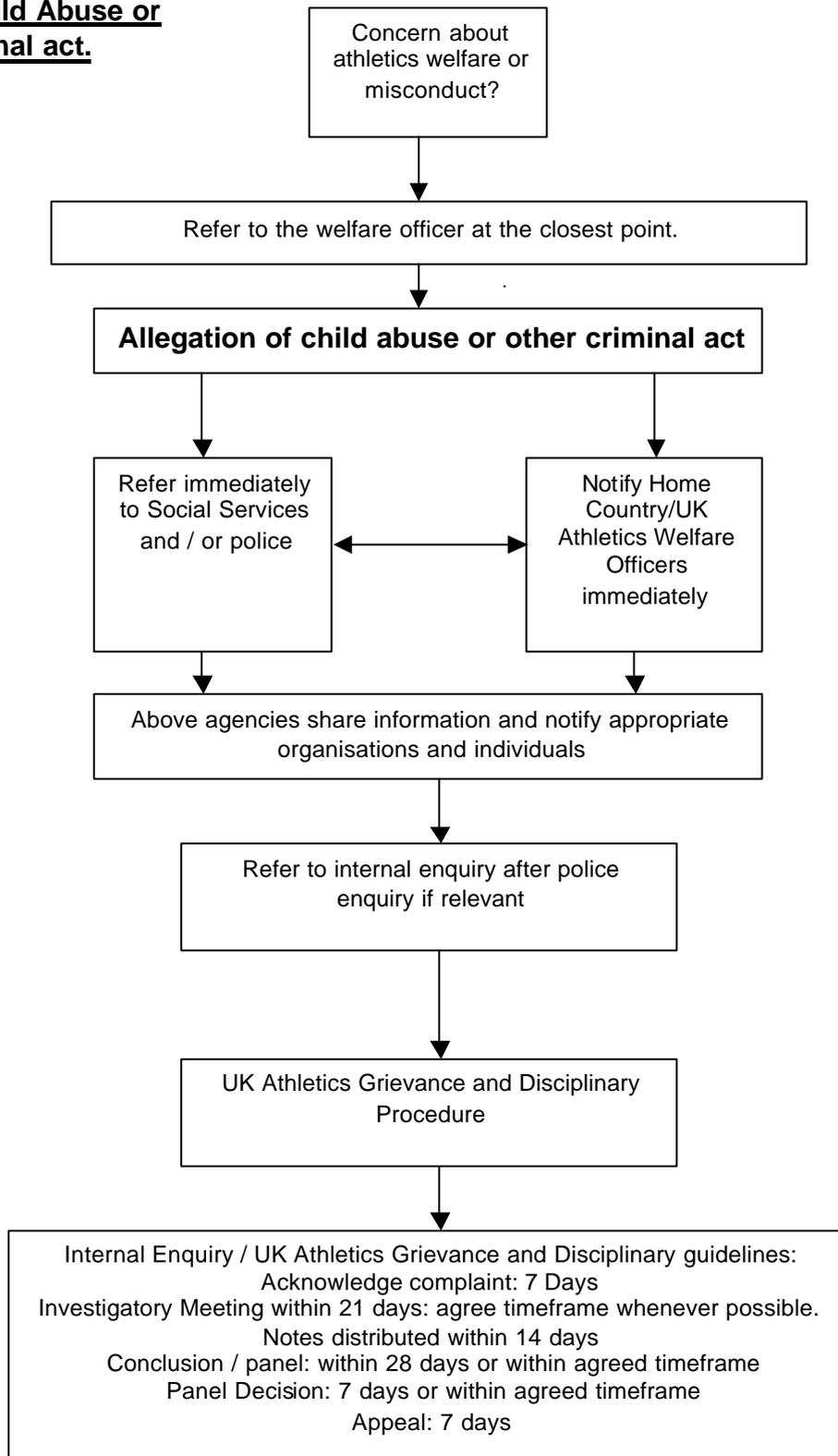
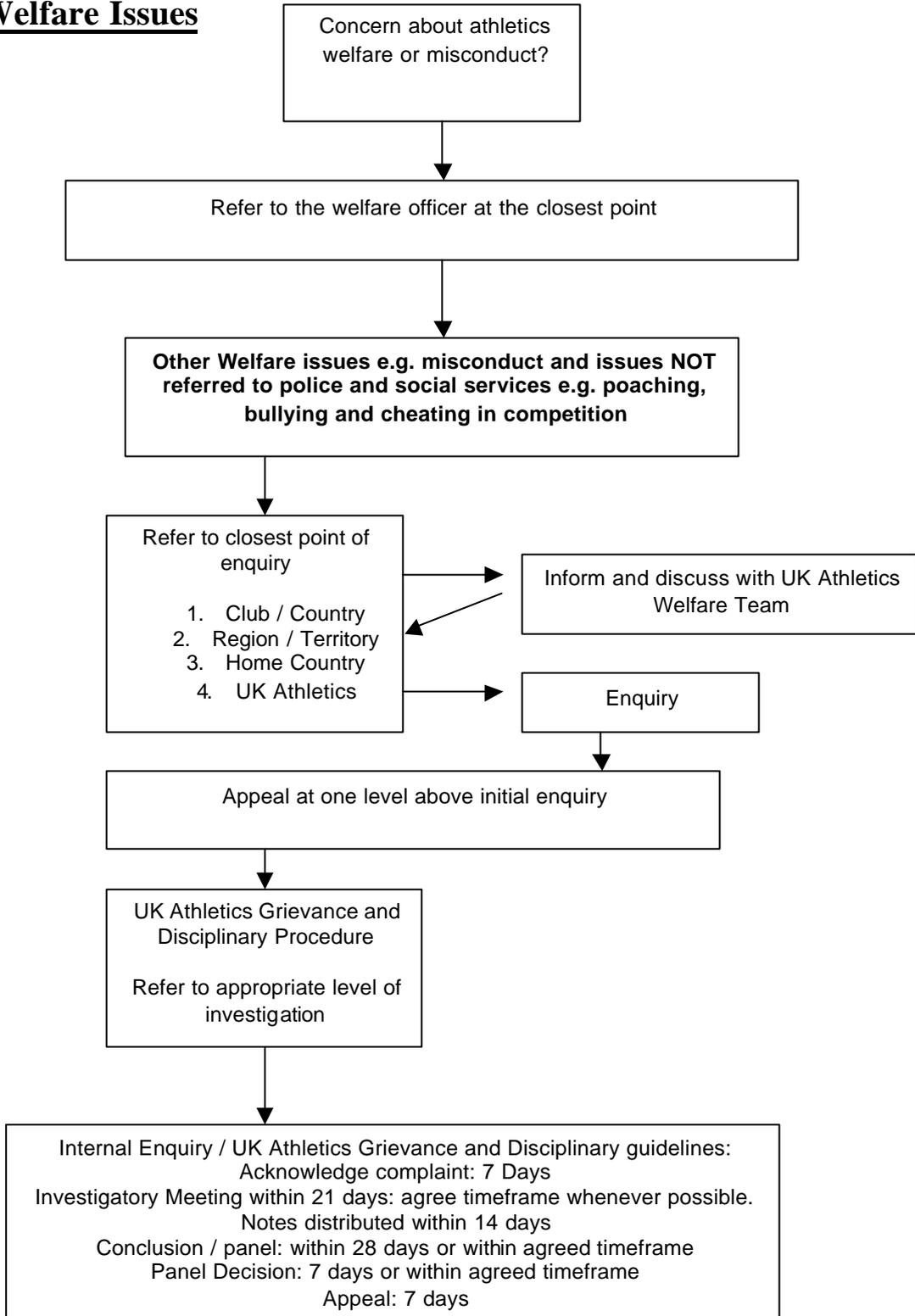


Figure 1a Lines of referral for athletics welfare – quick reference guide

Other Welfare Issues



PROCEDURES

1 Roles in relation to Athletics Welfare

Effective implementation of Athletics Welfare requires all those delivering athletics to work in close partnership. Key roles and responsibilities in this regard are listed below.

The role of the Clubs is to:

- ↴ appoint at least one Child Protection/Welfare Officer (WO), preferably one male and one female and notify Home Country Athletics Associations and Club Services at UK Athletics of their name and contact details
- ↴ accept that all officers and Committee members have responsibilities for upholding the Policy and for responding to any suspected breaches of it
- ↴ amend poor practice (see Codes of Conduct set out below)
- ↴ implement recommendations from UK Athletics and HC relating to welfare and/or child protection
- ↴ through the club WO, inform the social services without delay if a concern about child abuse is identified (If the WO is not available, or the concern is about them, then the person with concerns or being informed of them should immediately contact the local social services or the police) Inform UK Athletics or the HC Welfare Officer.
- ↴ ensure that contact details for social services, the police and NSPCC are made available to all club organisers, coaches and officials
- ↴ maintain confidentiality of the those disclosing, those accused of misconduct and any alleged victims
- ↴ For general misconduct cases (non welfare) -appoint a disciplinary panel, operate this in accordance with the Grievance and Disciplinary Procedures.
- ↴ Refer disciplinary case in relation to athletics welfare to UK Athletics and / or Home Country welfare team.
- ↴ Refer decisions of other disciplinary cases to panel as appropriate.

The role of the Club Welfare Officer is to:

- ↴ ensure that all club helpers/officials/coaches complete a volunteer reference form (see Fit Person Checklist in Appendix)
- ↴ send a copy of any such forms to HC and / or UK Athletics on request
- ↴ receive and advise on reports or disclosures from club members
- ↴ initiate action, ensuring that all appropriate persons have been contacted
- ↴ inform the UK Athletics / HC WO of any cases of misconduct that involve child abuse
- ↴ maintain up to date knowledge of welfare and child protection issues with support from HC and UK Athletics
- ↴ refer all media enquiries about suspected or reported abuse or poor practice to the HC or UK Athletics.

The role of the County/ Regional /Territorial /Area Welfare Officer is to:

- ↴ receive and advise on reports or disclosures at county level or about child protection issues at club, county or area level
- ↴ put in place procedures for a disciplinary enquiry where necessary
- ↴ maintain up to date knowledge welfare and child protection issues
- ↴ initiate action, ensuring that all appropriate persons have been contacted
- ↴ inform the UK Athletics / HC WO of any cases of misconduct that involve child abuse or athletics welfare issues (see Fig 1)

- ↳ refer all media enquiries about suspected or reported abuse or poor practice to UK Athletics / HC WO

The role of the Home County Athletics Association (HC) i.e. Amateur Athletics Association of England, Athletics Association of Wales, Northern Ireland Athletics Federation, Scottish Athletic Limited and UK Athletics is to:

- ↳ appoint a Welfare Officer or identify a welfare team
- ↳ appoint a Disciplinary Panel when necessary
- ↳ provide training, support and guidance for club / county / regional / territorial and area WOs
- ↳ **to be aware that** UK Athletics maintains and updates regularly a national record of all suspended and disqualified persons **and act accordingly**
- ↳ liaise closely with partners over disciplinary matters related to welfare and misconduct and over the identification of training needs in this area
- ↳ inform all appropriate individuals and bodies of disciplinary enquiries on a need to know basis
- ↳ handle all media enquiries about suspected or reported abuse or poor practice
- ↳ monitor the effectiveness of the Athletics Welfare Policy

2 Recruitment, selection and induction of paid staff

All reasonable steps will be taken to ensure unsuitable people are prevented from working in athletics, especially with young people and disabled or vulnerable adults.

Advertising will reflect:

- ↳ the Athletics Welfare Policy
- ↳ the responsibilities of the role
- ↳ the level of experience or qualifications required
- ↳ a positive stance on all aspects of welfare and child protection

Pre-application information will be sent to interested or potential applicants and will include:

- ↳ a job description including roles and responsibilities
- ↳ a person specification (e.g. stating qualifications or experience required)
- ↳ an application form

Applications will be required for all positions, whether paid or voluntary, full- or part-time positions. The application form will ask for:

- ↳ name, address and National Insurance Number (to confirm identity and right to work)
- ↳ relevant experience, qualifications and training undertaken.
- ↳ listing of past career or involvement in sport (to confirm experience and identify any gaps)
- ↳ whether the applicants are known to any social services department as being an actual or potential risk to children or young people, a self-declaration question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence
- ↳ the names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer)
- ↳ any former involvement with athletics
- ↳ the applicant's consent to criminal record checks (CRB) being undertaken if necessary and willingness to provide a self declaration form

The application form will state that should the post being applied for require it, short listed candidates would have to demonstrate suitability to be appointed to that post, including the disclosure of any criminal records.

A system will exist within UK Athletics and partner organisations that results in any disclosure of criminal records being held and seen only by designated staff at regional / national level **and not at local level.**

The application form will also state that submission of false information, failure to disclose information or subsequent failure to conform to the Welfare Policy or its Codes of Conduct will result in disciplinary action and may result in dismissal from the sport. (See sample Application Form in Appendices.)

Recruitment, selection and induction of volunteers

UK Athletics / HC's recognise that this procedure will not be practicable for many volunteer roles in the sport, in particular at club level. However, it does represent best practice and should be followed wherever possible. The items in the self declaration form must be included. A Volunteer Action Plan is under development that will set out appropriate procedures for the recruitment and management of volunteers.

3 Checks and references

All employees in regulated positions (including significant access to children) will be required to undergo a CRB check. Clubs and individuals will be informed of CRB procedures in due course.

A minimum of two written references will be taken up. Where the applicant is to work with children at least one reference will be associated with former work with children/young people. If an applicant has no experience of working with children then they will be given appropriate training. Written references will be followed up and confirmed by telephone.

4 Interviews

Where formal interviews are used they will be conducted according to accepted good practice in human resource management. All paid staff will have their qualifications substantiated.

For unpaid volunteers the use of a Fit Person Checklist is recommended (see Appendix) in order to assess their appropriateness for the role.

5 Induction, education and training

All staff, paid or voluntary, will undergo a formal or informal induction in which:

- ↯ they complete a profile to identify training needs/aspirations
- ↯ they sign up to the Welfare Policy and relevant codes of practice
- ↯ the expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal-setting exercise)
- ↯ the child protection/welfare procedures in this booklet are explained and training needs established.

UKA / HC's will, in partnership, develop and deliver appropriate training.

All staff whose work involves access to children and vulnerable adults will be expected to be up to date, or to receive training in:

- ↯ child protection awareness and procedures
- ↯ relationships between staff, volunteers and athletes, in particular Home Office guidance on those in positions of trust working with young people (see below). For further guidance please refer to the Athletics Disciplinary procedures

- ↯↯ first aid, health and safety
- ↯↯ how to work effectively with children
- ↯↯ child-centred coaching styles
- ↯↯ restraint
- ↯↯ procedures for taking children and young people away (see ASA/NSPCC *SafeSportAway* booklet, 2001)
- ↯↯ sources of education and training

6 Monitoring and appraisal

All staff will be given the opportunity to receive periodic formal (e.g. through an appraisal) or informal feedback, to identify training needs and set new goals. Concerns about misconduct, poor practice or abuse, however, will be acted on as they arise. Appropriate support will be offered to those who report concerns/incidents or complaints.

7 Complaints procedures

Relevant organisations' complaints, grievance and appeals procedures will be used to deal with any formal complaints and/or appeals. Where children or young people are involved, the relevant organisation should ensure that parents/carers are aware of the existence of these procedures.

8 Responding to disclosures, concerns, suspicions and allegations

All staff will be encouraged to discuss any welfare or child protection concerns they may have immediately with UKA or HC WO or their designated deputy. This should happen in cases of concern about any aspect of misconduct, whether perpetrated from inside or outside sport, by another child or an adult (including UKA / HC staff), and whether current or relating to someone's past experiences.

Wherever suspicions arise, careful, factual notes should be made to record all descriptive information (dates, places, events etc.)

If anyone reports alleged abuse, either to themselves or to a friend, then follow these steps

STEP 1 – LISTEN AND REASSURE

DO...

DO Stay calm – do not rush into inappropriate action

DO Reassure the person – tell them you know how difficult it is to confide in someone and tell them that you may have to tell someone else in order to stop what is happening

DO Listen – to what they say and show them that you take them seriously, recognising the difficulties inherent in interpreting what is said by a child or someone who has a speech disability and/or differences in language

DO Avoid involving any other adult - in talking to them, avoid discrepancies in statements

DO Keep questions to a minimum – avoid 'leading' questions and closed questions (i.e. those that give only yes/no answers). The law is very strict and abuse cases have been dismissed if it appears that a child disclosing has been led or words and ideas have been suggested to them

DO Ensure that you understand clearly what has been said – so that you can pass it on to the appropriate agencies

DO Consult - with the relevant WO if appropriate (see Figure 1)

DON'T ...

DON'T Panic

DON'T Make the discloser keep repeating their concerns unnecessarily

DON'T Delay – contact the relevant WO immediately (see Figure 1)

DON'T Make promises you cannot keep – explain that you may have to tell other people in order to stop what is happening

DON'T Take sole responsibility for further action

If you are unsure what to do the NSPCC can help you via their 24 hour telephone helpline on 0800 800 500

STEP 2 - RECORD

Record what the discloser has said/and or your concerns legibly and accurately and give a copy of the report to the appropriate WO. The WO should use the sample incident report form outlined in the Appendix. The report should be factual only and should include:

- ↯↯ the discloser's and/or child's name, address and date of birth
- ↯↯ the date and time of the incident(s) and /or the nature of the allegations
- ↯↯ your observations e.g. describe the behaviour and emotional state of the alleged victim child and/or bruising or other marks or injuries
- ↯↯ the discloser's/child's account– if it can be given - of what happened
- ↯↯ details of any witnesses to the incident(s)
- ↯↯ attach any relevant evidence
- ↯↯ any action that you took as a result of your concerns e.g. comments made to the discloser/child, whether the parents/carers have been contacted
- ↯↯ whether the person writing the report is expressing their own concerns or those of others
- ↯↯ a clear distinction between what is fact, opinion or hearsay
- ↯↯ your signature and the date of the record

Note: Should this incident give rise to a legal case then the written information may be required to be presented in a court of law. Your report may have to be given to the police so ensure that you have a copy for your record. These notes will form the basis of your evidence if you have to be a witness in any proceedings.

Record only the facts – what you saw and what was said. Do not record opinions or your thoughts / impressions.

STEP 3 – INVOLVE THE APPROPRIATE PEOPLE

Notify the appropriate WO as soon as possible (see Figure 1). They will contact the appropriate organisations at the appropriate level and UKA / HC WO who will investigate whether further action is required.

If you are unhappy with the way someone has handled an incident, or if they are the cause of the allegations, you should again contact the UKA / HC WO and make a written record of what you have done and why. UKA / HC will contact the Social Services and/or Police.

Remember - speed is of the essence when reporting child abuse or criminal acts – if you are unable to locate the appropriate WO then you must contact the Social Services and/Police or directly.

Figure 2 Identifying Misconduct, Poor Practice, Abuse and Bullying

Remember that anyone can perpetrate misconduct or abuse – an adult on a child, a child on another child or an adult upon another adult. Dealing with breaches of welfare is rarely straightforward and often difficult. Some cases are clear-cut but often decisions about what action to take can be difficult.

Possible signs of welfare problems in athletics include:

- ↯↯ uncharacteristic changes in someone's behaviour, attitude or commitment e.g. becoming quiet and withdrawn or displaying sudden outbursts of temper
- ↯↯ trackside gossip
- ↯↯ unusual secretiveness or withdrawal from normal social contact
- ↯↯ sudden or unexplained evidence of material wealth
- ↯↯ unusual eating habits
- ↯↯ sudden or unexplained changes in performance standard

In the case of possible child abuse, additional signs include:

- ↯↯ bruises or unusual injuries untypical of the athlete's event or for which the proffered explanation seems inconsistent or unlikely
- ↯↯ signs of discomfort or pain
- ↯↯ reluctance to remove tracksuit or to change or shower in view of others
- ↯↯ increasing dirtiness or unkempt appearance
- ↯↯ unexplained loss of weight
- ↯↯ nervousness when approached or touched
- ↯↯ fear of particular people, especially those with whom a close relationship would normally be expected
- ↯↯ requests to switch coach or training group without a reasonable explanation
- ↯↯ inappropriate sexual awareness or awareness unusual for age
- ↯↯ children who are always alone and unaccompanied and/or prevented from socialising with other children
- ↯↯ children who appear reluctant to go home after training or events

Athletes with disabilities may be at greater risk of abuse because of:

- ↯↯ communication difficulties
- ↯↯ sensory disabilities
- ↯↯ vulnerability due to isolation
- ↯↯ dependence on the goodwill of carers
- ↯↯ power differences
- ↯↯ limited assertiveness
- ↯↯ limited ability to recognise inappropriate sexual behaviour
- ↯↯ need for intimate care
- ↯↯ need for attention, friendship or affection
- ↯↯ limited sense of danger and/or inability to see warning signs
- ↯↯ fear of not being believed

These examples are not exhaustive: nor are they necessarily proof that misconduct or abuse is actually taking place.

9 Guidance for the designated Welfare Officer (including Child Protection Officers)

Your first action upon receiving allegations or reports of misconduct is to report this to the County / National WO who in consultation with the relevant body will decide whether these concern child abuse or some other breach of welfare policy, such as poor practice (see Figure 2).

If the concern is about CHILD ABUSE then:

- ↴ make a full report of the allegations or suspicions (see Step 2 above) using an Incident Report Form (see sample in Appendices)
- ↴ notify local Social Services and/or Police as soon as possible, make a record of this and send the report of the allegations to them within 24 hours, keeping a copy. If you have not heard anything back from Social Services within 3 working days, make contact again.
- ↴ note down the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed
- ↴ inform UKA and the HC and keep them informed of subsequent local developments (see Figure 1). They will liaise over any decision about the accused in the period prior to the meeting of a Disciplinary Panel
- ↴ maintain confidentiality

If the allegation relates to any other breach of Welfare Policy:

- ↴ make a record of the allegations
- ↴ inform the WO at the closest point (see Figure 1). They will decide whether an enquiry should be held and make the necessary arrangements
- ↴ maintain confidentiality

UKA /HC 's are committed to working in partnership with clubs and parents/carers in relation to its events and programmes. If there are concerns about the welfare or protection of a young person, the WO or their designated deputy should take advice from the County / National WO or local social services to determine if it is appropriate to talk to parents or carers to help clarify any initial concerns. However, there are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, the WO or their designated deputy will decide what course of action should be followed for example, direct referral to police / social services

Information will be stored in a secure place with access limited to the UKA or HC WO or welfare team, his or her designated deputy and the Chief Executive / Directors only, in line with the Data Protection Act (i.e. that information is accurate, regularly updated, relevant and secure). **No information about disclosures will be discussed by HC or UKA staff except with designated individuals.**

10 Bullying

The UK Athletics Welfare policy is designed to prevent bullying of all types. UKA / HC staff will:

- ↴ take all signs of bullying very seriously
- ↴ encourage all athletes, especially children, to speak and share their concerns
- ↴ help victims of bullying to speak out and tell the person in charge or someone in authority
- ↴ create an open environment
- ↴ investigate all allegations and take action to ensure the victim is safe
- ↴ speak with the victim and the bully(ies) separately
- ↴ provide support for the victim and reassure them that they can be trusted and will help, although they cannot promise not to tell others what is said
- ↴ keep records of what is said (what happened, by whom, when)
- ↴ report any concerns to the appropriate authorities (see section above and Figure 1)

↯ keep a written record of action taken.

Where bullying involves children as perpetrators the WO or their designated deputy will also:

- ↯ talk with the bully(ies), explain the situation, try to get the bully(ies) to understand the consequences of their behaviour and to give an apology to the victim(s)
- ↯ inform the bully/bullies' parents/carers
- ↯ encourage and support the bully(ies) to change their behaviour
- ↯ be aware that bullies are frequently themselves victims of bullying

11 Substance abuse

Regardless of age, the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity. Therefore, athletics personnel should:

- ↯ not drink alcohol or take drugs prior to taking charge of athletes and never smoke when doing so
- ↯ ensure that social gatherings and organised receptions take place in an environment that is age-appropriate
- ↯ promote fair competition through sound training practices and actively discourage the use of any substance that is perceived to offer short cuts to improved athletic performance
- ↯ educate and inform those in their care of the short and long-term effects of substance taken to enhance performance
- ↯ ensure that those in their care are fully aware of the illegality of proscribed drugs or other banned performance-enhancing substances
- ↯ refrain from seeking sponsorship from the alcohol or tobacco industries

Any individual within the sport of athletics found to be guilty of a doping offence will not be accepted or allowed to be involved in the UK Athletics and HC programmes, coaching or other, for the duration of the ban and will have their accreditation, pass and licence removed.

UKA reserve the right NOT to qualify (recognise qualification of) or licence / relicence coaches unless they can demonstrate satisfactory reasons as to why they should be licensed, display the qualities and values demanded in the role of a UKA coach and agree to operate within the rules and guidelines set out in the UK Athletics and Home Country Welfare Policy and Procedures.

12 Psychological stress and burnout

Burnout may occur with anyone in athletics, adult or child, volunteer or athlete. It reduces an activity that was once a source of fun and personal satisfaction to one associated with progressive physical and/or psychological stress. It may be manifested as intense fatigue despite commitment, feelings of judgement and exhaustion, irritability and reduced ability to eat sensibly or to sleep. Often, those suffering from burnout do not recognise their own symptoms. Athletics personnel in any role can help to prevent burnout and stress occurring by:

- ↯ being alert to the symptoms
- ↯ warning someone that they are suffering from signs of burnout
- ↯ offering to put this person in touch with professional sources of support
- ↯ intervening if they witness someone else placing undue expectations on an athlete or putting them repeatedly under strain

13 Expert advice

In case of any uncertainty about welfare concerns, any member of HC staff can obtain advice from UKA. Where concerns relate to children then additional help is available by telephoning:

- ↯↯ the local social services department and speaking to the duty worker
- ↯↯ the NSPCC 24-hour free phone Helpline on 0800 800 500
- ↯↯ the CPSU
- ↯↯ the police (who have specially trained child protection teams that will give guidance and support and deal with out-of-office-hours enquiries when social services are not available)
- ↯↯ contacting UKA or AAAE WO

14 Support for the reporter of suspected abuse or misconduct

It is recognised that blowing the whistle on a colleague is a difficult and painful process. However, shared ownership of and commitment to the Athletics Welfare Policy means that, on occasion, this will be necessary. All staff will be fully supported and protected if, in good faith (without malicious intent), they report concerns about suspected misconduct or the possibility that someone may be being abused. Support will be given by the UKA / HC Welfare teams or through the relevant HR Departments.

15 Types of investigation

Where there is a complaint of abuse there may be three types of investigation:

- ↯↯ Criminal
- ↯↯ Child protection (in the case of a child abuse allegation)
- ↯↯ Internal disciplinary or misconduct (see also UKA / HC Grievance and Disciplinary Procedures)

Civil proceedings may also be initiated by the alleged victim of misconduct or abuse, or their family, or by persons wrongly accused.

Guidelines for retention of records relating to possible future investigations may be found from local authority sources, however, records should be securely kept for up to three years at least.

The results of the police and social services investigation may well influence the disciplinary investigation, but not necessarily. Investigations by the UKA / HC will be conducted within the rules of Natural Justice and relevant legal statutes.

(In relation to child abuse enquiries, further information on the potential actions of social services etc. may be found in guidelines of the appropriate local Area Child Protection Committee.)

16 Internal enquiries, suspension and reinstatement (See relevant Investigatory, Grievance and Disciplinary Procedures)

The investigating body (see Figure 1) will make an immediate decision about whether any individual accused of misconduct or abuse should be temporarily suspended from athletics, in line with constitutional powers and the relevant Grievance and Disciplinary Procedures, pending further police and social services inquiries and/or enquiries within the sport. This suspension is to facilitate the investigation and is without prejudice to the outcome of the investigation.

Irrespective of the findings of the social services or police inquiries, UKA / HC will assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or individual concerned can be reinstated and how this can be sensitively handled with other staff. Where this is in doubt, UKA / HC will reach a decision based on the

available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children and young people will always remain paramount.

Any staff or individual found guilty of child abuse, bullying, harassment or serious misconduct, or against whom substantial evidence is available short of a criminal conviction, may be dismissed and may not be permitted to operate in athletics again in any capacity.

UK Athletics will hold a confidential list of offenders who have been barred, restricted or warned. All affiliated clubs, counties, territories and other associated bodies may consult this list by written request, at the discretion of UK Athletics and within the terms of the Data Protection Act.

17 Following an allegation

UKA / HC's will provide or seek appropriate support for children, parents/carers and members of staff during the aftermath of any disclosure or concern about misconduct in line with the recommendations of the statutory agents e.g. police and social services. This may involve:

- ↯↯ the use of the CPSU or generic telephone help lines
- ↯↯ professional counselling groups
- ↯↯ open meetings where relevant

The WO will decide what support should be offered to the alleged perpetrator of the abuse or misconduct, again in line with the recommendations of the statutory agents. In cases where this person is suspended as a result of allegations they should not attempt to communicate with the alleged victim during this time.

Home Country's may have their own support lines for use following the outcome of any welfare investigation and you may wish to speak with your relevant Home Country WO.

Other key contacts in the area of child protection are NSPCC Child Protection Helpline 0808 800 5000 or Childline 08001111 for confidential advice.

18 Use of photographic filming equipment at athletics events

It is recommended that the guidelines on photography that have been developed by the Amateur Swimming Association (see Appendix) are followed. These were introduced following recognition of increased misuse of sports photography and video recording within the sporting arena. To reduce the risk of abuse to children anyone wishing to use cameras and video recorders should declare their interest in writing. This procedure is not intended to prevent the bona fide use of this equipment for family or coaching purposes but may deter inappropriate use of photographic material. Managers of all athletic events are encouraged to adopt this practice.

19 Trips away from home

Implicit within the Athletics Welfare Policy is the Duty of Care that a Team Manager and/or Club has to its young athletes when travelling to events. UKA and HC deems the guidelines in *SafeSportAway* (ASA/NSPCC, 2001) appropriate to adopt for such athletics events. As minimum standards, Clubs should travel with a full address list and the permission of parents/carers for each child (noting special dietary, medical or allergy instructions). Emergency contact details should be available at all times. Team Managers should take the necessary action to prevent the misuse of alcohol (from hotel minibars etc.) and access to adult video/film channels.

Regardless of the ages of athletes on trips away, Team Managers should ensure that teams observe respectful behaviour regarding other hotel residents, local communities and cultural norms.

Event organisers and promoters must ensure that the safety of and welfare of all competitors, officials and spectators is paramount. The NSPCC publication Safe Sports Events Guide should be used as a template to be adopted in all events. UK Athletics health and Safety and Risk Assessment procedures should be followed at all times

20 Sexual activity

Within sport, as within other activities, sexual relationships do occur. All sports organisations should therefore be aware of the law relating to sexual behaviour and should develop and promote guidelines relating to sexual activity. These guidelines should address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in sport should be prohibited during team events, in sports facilities or social activities organised by the club/organisation. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with the sports governing body guidance.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with the sports governing body guidance.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it.

21 Monitoring the policy

It is the responsibility of UK Athletics and the Home Countries to monitor the Athletics Welfare Policy and Procedures. This will be done by:

- ↯ keeping records of cases brought and their outcomes
- ↯ consulting with athletics clubs and WOs on a regular basis about the ease of implementation, the effects of the policy and ideas for improvements
- ↯ taking legal advice to ensure that the policy and procedures conform to statutory guidance
- ↯ establishing an expert panel to provide guidance on policy implementation.

CODES OF CONDUCT

The Responsible Athletics Club Code of Conduct

As a responsible club you will:

- ↴ ensure that all staff operating within the club environment hold the appropriate qualifications.
- ↴ adopt national policies and codes of good practice in relation to athlete welfare
- ↴ ensure that club officers and volunteers always act responsibly and set an example to younger members
- ↴ appoint a designated Welfare Officer, who is provided with appropriate training and periodic updating, to act as a first port of call in cases of concern about athlete welfare
- ↴ liaise appropriately with other key persons, including parents/carers, officials, coaches and sport scientists, to ensure that good practice is followed in maintaining athletes' welfare
- ↴ carry out their duty of care within relevant legislation and government guidance
- ↴ operate within the guidelines of the clubs:future manual

The responsible Athletics Coach Code of Conduct

As a responsible coach you will:

- ↴ respect the rights, dignity and worth of every athlete and treat everyone equally, regardless of background or ability
- ↴ place the welfare and safety of the athlete above the development of performance
- ↴ strictly maintain a clear boundary between friendship and intimacy with athletes
- ↴ develop appropriate working relationships with athletes (especially under 18s), based on mutual trust and respect
- ↴ not exert undue influence to obtain personal benefit or reward
- ↴ encourage and guide athletes to accept and take responsibility for their own behaviour and performance and give them as much autonomy as possible
- ↴ 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.)
- ↴ avoid critical language or actions, such as sarcasm, that undermine an athlete's self-esteem
- ↴ not spend time alone with a young athlete unless clearly in view of others
- ↴ avoid taking a young athlete alone in your car
- ↴ never invite a young athlete alone to your home
- ↴ never engage in physical or sexually provocative games, including horseplay, or share a bedroom with a child
- ↴ always explain why and ask for consent before touching an athlete
- ↴ work in same-sex pairs when supervising changing areas
- ↴ ensure that parents/carers know about and have approved in advance if taking a young athlete away from the usual training venue
- ↴ respect the right of young athletes to an independent life outside athletics
- ↴ make sure you are appropriately qualified for activities that you coach and update your licence and education as and when required by UK Athletics
- ↴ adopt safe training regimes appropriate to the age, stage of development and capacity of the athlete
- ↴ at the outset, clarify with athletes (and where appropriate their parents or carers) exactly what is expected of them and what performers are entitled to expect from you
- ↴ never try to recruit, either overtly or covertly, athletes who are already receiving coaching
- ↴ 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
- ↴ consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited or age-inappropriate substances
- ↴ challenge inappropriate behaviour or language by others

- ↴↴ 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 WO as soon as possible, and parents/carers notified. (See sample Incident Report Form in Appendices)
- ↴↴ report any suspected misconduct by other coaches or athletics personnel (see Figure 1)
- ↴↴ consistently display high standards of behaviour and appearance

The responsible athletics Technical Official Code of Conduct

As a responsible athletics technical official you will:

Welfare General

- ↴↴ treat everyone involved with athletics with dignity and respect regardless of their background or sporting ability
- ↴↴ ensure that the welfare, and health and safety of all is the primary consideration in everything you do
- ↴↴ develop appropriate working relationships with all athletes based on mutual trust and respect
- ↴↴ do not exert undue influence to obtain personal benefit or reward
- ↴↴ strictly maintain a clear boundary between friendship and intimacy with athletes
- ↴↴ avoid critical language or actions, such as sarcasm, that undermine the self-esteem of others. Criticize only in a constructive manner and only at an appropriate time and directly to the person concerned
- ↴↴ consistently display high standards of behaviour and appearance, challenge inappropriate behaviour or language by others
- ↴↴ respect the dignity of everybody, verbal or physical behaviour that constitute harassment or abuse are unacceptable
- ↴↴ show integrity and professionalism in your dealings with other adults
- ↴↴ do not spend time alone with a young athlete unless clearly in view of others
- ↴↴ avoid taking a young athlete alone in your car
- ↴↴ never invite a young athlete alone to your home
- ↴↴ never engage in physical or sexually provocative games, including horseplay, or share a bedroom with a child
- ↴↴ make sure you are appropriately qualified for activities, hold a recognised UK Athletics qualification and update your licence and education as and when required by UK Athletics or as appropriate in your development
- ↴↴ co-operate fully with other colleagues (e.g. coaches, other officials, team managers, sport scientists, doctors, physiotherapists, governing body staff) in the best interests of all athletes
- ↴↴ ensure that governing body risk assessment procedures are complied with
- ↴↴ never advocate or condone the use of drugs or other banned performance enhancing substances, classes or methods
- ↴↴ never provide under age athletes with alcohol
- ↴↴ never do something for others 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 (if available) should be sought and the individual's autonomy and dignity should be respected.)
- ↴↴ encourage and guide athletes to accept and take responsibility for their own behaviour and performance and give them as much autonomy as possible
- ↴↴ 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 WO as soon as possible, and parents/carers notified. (See sample Incident Report Form in Appendices)
- ↴↴ Always explain why and ask for consent before touching an athlete

General

In registering as a Technical Official of UK Athletics and/or accepting the responsibility of a position at an athletics competition (all disciplines and types) you shall at all times be expected to:

- ↴↴ co-operate with other officials in the provision of fair and equitable conditions for the conduct of Athletic events under the relevant rules of competition, thereby offering all participants every opportunity to achieve their own personal goals and aspirations
- ↴↴ act in a decisive, but friendly, manner in their interaction with other officials, competitors, coaches and spectators, respecting the rights of others
- ↴↴ keep up to date with any changes in the relevant competition rules and should not hesitate to seek the advice of others if the need arises
- ↴↴ never smoke whilst officiating, nor consume alcoholic beverages so soon before competition that it affects their competence or prior to the end of officiating duties for the day. Tobacco products should only be used in the designated area if such an area is provided
- ↴↴ dress appropriately, to the standard and nature of the competition, as outlined by the relevant Officials Committee

Competition

- ↴↴ be fully prepared for any task that is assigned to you.
- ↴↴ arrive in good time for the competition and report immediately to the officials in charge.
- ↴↴ conduct the event according to the rules with the welfare of the athlete in mind and carry out your assignments in an efficient and non-abrasive manner
- ↴↴ work in a spirit of co-operation with other officials and do not interfere in any way with their responsibilities.
- ↴↴ extend the benefit of your experience to the less experienced officials whenever the opportunity arises.
- ↴↴ give evaluations, when requested, in an objective way and without friendships in mind.
- ↴↴ act in a manner that will bring credit to the Athletics Community and yourself, both within and outside the competition arena and/or area.
- ↴↴ refrain from the use of profane, insulting, harassing or otherwise of offensive language in the conduct of the tasks assigned to you.
- ↴↴ never condone rule violations

The responsible athlete Code of Conduct

As a responsible athlete you will:

- ↴↴ treat others with the same respect and fairness that you wish to receive
- ↴↴ uphold the same values off the field as you do when engaged in athletics
- ↴↴ anticipate your own needs, be organised and on time
- ↴↴ thank those who help you participate in athletics
- ↴↴ inform your coach of any other coaching you are receiving
- ↴↴ show patience with and respect diversity in others
- ↴↴ act with dignity at all times
- ↴↴ notify a responsible adult if you have to go somewhere (why, where and when you will return)
- ↴↴ not respond if someone seeks private information, unrelated to athletics e.g. home life

- ↴↴ strictly maintain a clear boundary between friendship and intimacy with a coach, official or other person with whom you work
- ↴↴ never accept lifts in cars or invitations into homes on your own or without the prior knowledge and consent of your parent / carer
- ↴↴ use safe transport or travel arrangements
- ↴↴ avoid destructive behaviour and leave athletics venues as you find them
- ↴↴ never engage in any illegal or irresponsible behaviour
- ↴↴ challenge anyone whose behaviour falls below the expected standards of 'Athletics Welfare'
- ↴↴ speak out immediately if anything makes you concerned or uncomfortable (telling your parents/carers and or the Club WO) or if you suspect a club mate has suffered from misconduct by someone else

The responsible parent / carer Code of Conduct

As a responsible parent/carers you will:

- ↴↴ check out the people who are coaching or managing your child
- ↴↴ take an active interest in your child's participation
- ↴↴ attend training and competitions whenever possible
- ↴↴ ensure that your child does not take unnecessary valuable items to training or competition
- ↴↴ know exactly where your child will be at all times and who they are with
- ↴↴ return a written informed consent form to the Club/Team Manager/Chaperone, including next of kin details, health and medical requirements, before your child goes to any 'away' events (see sample Consent Form in Appendices)
- ↴↴ inform your child's coach of any illness or disability that needs to be taken into consideration for athletic performance
- ↴↴ provide any necessary medication that your child needs for the duration of any trips
- ↴↴ report any concerns you have about your child's welfare / treatment to the club / regional / national welfare officer (this does not affect your rights to notify the social services department or police if you feel a crime has been committed)
- ↴↴ never make assumptions about your child's safety

The responsible athletics Team Manager or chaperone Code of Conduct

As a responsible athletics team manager or chaperone you will:

- ↴↴ take reasonable care in all circumstances of any athlete below the age of 18 who is at an event without someone with parental responsibility
- ↴↴ look after young athletes' personal safety at event venues
- ↴↴ provide the appropriate ratio of staff for the age and ability of the athletes e.g. a minimum of one adult member of staff for every ten children who may be travelling away from the home venue
- ↴↴ provide staff of the same sex as the athletes i.e. avoid cross-sex chaperoning
- ↴↴ Upon completion of the volunteer action plan for the sport, guarantee that all volunteers for an athletics team have been through the appointments process, including self-declaration and Subject Access police check
- ↴↴ collect written evidence that *all* staff and volunteers with responsibility for young athletes from your team have completed appropriate child protection training
- ↴↴ comply with any local Duty of Care and/or Child Protection policies and procedures that might be in place e.g. Local Authority or school procedures that cover particular venues or athlete groups (see Appendix Reading and Resources - DfES web site)
- ↴↴ notify all parents/carers of athletes under 18 of the times and venues of any competitions and of appropriate contact telephone numbers
- ↴↴ ensure that written, informed consent has been collected from all persons with parental responsibility for the participant in advance of a competition including next of kin and contact details, medical conditions such as allergies, and ensure medication is available for the child

for the duration of the event. Medication should be administered by the person with parental responsibility

- ↯↯ liaise with young athletes' parents/carers if they become involved in an accident or a serious breach of safety or discipline while under your care

The responsible contractor, employee, volunteer or track manager Code of Conduct

As a responsible contractor, employee, volunteer or track manager you will:

- ↯↯ ensure that governing body risk assessment procedures are complied with
- ↯↯ put the safety of athletes first
- ↯↯ offer an encouraging and positive environment
- ↯↯ use appropriate language and behaviour
- ↯↯ show integrity and professionalism in your dealings with other adults
- ↯↯ give equal treatment and respect to all
- ↯↯ comply with the above whenever in the vicinity of athletics events, whether on or off duty

The responsible medical officer, physiotherapist, masseur Code of Conduct

As a responsible medical officer, physiotherapist, masseur you will:

- ↯↯ Hold a relevant and up to date qualification
- ↯↯ Work with the ethical and moral guidelines of your qualifying body
- ↯↯ Share your Code of Conduct with the Club or athlete involved

SAMPLE FORMS

Application Form

For office use only

Applicant No: _____

Position: _____

Date of application: _____

PERSONAL DETAILS

(please complete in BLOCK capitals)

Name in full _____ Date of birth _____

Address _____

_____ Tel No: _____

National insurance number _____

Marital status (please tick) Married Divorced Separated Single

Do you have any physical condition which could limit your ability to perform the particular job for which you are applying? Yes No

Are you registered as a disabled person? Yes No

If yes, please give registration number _____

Have you had any serious illness, operation or accident? Yes No

If yes, please give details _____

PERSONAL REFERENCES

Please give the details of two people (not relatives) who we could approach for references:

	Reference 1	Reference 2
Name		
Occupation		
Address		
Tel No:		
e.mail		

EDUCATION HISTORY

Please list schools, colleges etc in date order with details of any qualifications or special courses

SCHOOLS	FROM	TO	EXAMINATIONS AND RESULTS

COLLEGE/UNIVERSITY	FROM	TO	COURSE AND RESULTS

--	--	--

FORMAL TRAINING/ COURSES	FROM	TO	COURSES AND RESULTS

ADDITIONAL INFORMATION

<p>Please list any additional relevant information. Include interests, activities, hobbies and details of any public service or voluntary work. Make particular note of any previous involvement in the sport of athletics.</p>

EMPLOYMENT HISTORY

EMPLOYER	FROM	TO	JOB TITLE AND TASKS CARRIED OUT
Name and address Tel no: Type of work			Reason for leaving: Line manager: Salary:

Name and address Tel no: Type of work		Reason for leaving: Line manager: Salary:
Name and address Tel no: Type of work		Reason for leaving: Line manager: Salary:

(Continue on separate sheet if necessary)

DECLARATION

Please note that if you do not agree to all three terms under the declaration we cannot accept your application.

1. I hereby give permission for the employers and personal referees listed above to be contacted concerning my prior work experience.
2. I confirm that I have read, understood, and agree to abide by the policies, procedures and codes of practice of Athletics Welfare and child protection.
3. I have completed and enclose a self declaration form with this application

Signed: _____ Date: _____

Self-Declaration Form

Personal Declaration form for all staff working or in regulated positions (contact with children, young people, and vulnerable adults and people with access to personal data)

Confidential

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order? (Please include **all** offences, however minor, and 'spent' convictions.)

YES NO

If 'YES', please state the nature and date(s) of the offence(s):

Have you ever been subject to any disciplinary action or sanctions relating to child abuse?

YES NO

If 'YES', please give details:

You are required to self-certify that you are not known to ANY social services department as being an actual or potential risk to children; have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority; or have not had a child ordered to be removed from your care.

Signed: _____ Dated: _____

Name: _____

Any surnames previously known by: _____

Address: _____

Date of birth: _____ Place of birth: _____

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Amendment) 1986, you should declare all convictions (including spent convictions).

As part of the checking procedures for all applicants for posts of this nature, you are also advised that we reserve the right to make reference to the Criminal Records Bureau to verify the information given on this form.

Sample Consent Form for people with parental responsibility

My child is in good health and I consider him/her capable of taking part in athletics. I consent that, in the event of any illness/accident, any necessary treatment can be administered to my child, which may include the use of anaesthetics. I also understand that, whilst Club/Team personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child.

Person with parental responsibility

Name: _____ (Please print)

Signature _____

CHILD'S DETAILS

Surname: _____

Child's first name: _____ Date of Birth: _____

Address: _____

_____ Postcode: _____

Contact telephone nos: _____ (Daytime) _____ (Evenings) _____ (mobile)

Medical information: _____

Any other relevant information (e.g. medical, dietary or sleeping requirements): _____

Doctor's Name: _____

Doctor's Telephone Number: _____

This form should be completed and returned to
(Club Child Protection or Welfare Officer)

Sample 'Fit Person' Checklist

(adapted from BAA Millennium Youth Games Welfare Plan, with permission)

When interviewing candidates for a position of coach/leader or volunteer certain criteria should be checked to determine whether the person is a 'fit' person for the post they will be undertaking:

- ↳↳ Knowledge of child protection issues
- ↳↳ Relevant sports qualifications/training
- ↳↳ Willingness to update skills
- ↳↳ Previous experience of working with children
- ↳↳ Knowledge of and positive attitudes to equal opportunities
- ↳↳ Commitment to treat all children as individuals and with equal concern
- ↳↳ Physical health
- ↳↳ Mental stability, integrity and flexibility
- ↳↳ No known involvement in criminal cases involving abuse to children
- ↳↳ No disqualifying previous criminal records

If any person is considered not to be a 'fit' person to work with children his/her application should be refused.

Sample Incident Report Form (please use additional sheets and attach and evidence if necessary)

Person reporting the incident:	Person recording the incident:
Name	
Role in athletics	
Address and telephone number(s)	

Location of incident (if relevant)	Date of incident
Name of any individual(s) who dealt with the incident at the time	
Nature of incident	

Details leading up to and immediately following the incident

Signed: _____ (Person reporting incident)
(Print name)

Signed: _____ (CP/Welfare Officer or equivalent)
(Print name)

Date: _____

ACTION TAKEN AS A RESULT OF THE INCIDENT

[Office use only]

Date: _____

UK Athletics Guidance on photographing of children

The following document offers guidance and best practice on the procedures to be following in relation to photography of children either at athletic events or photographs for use in promotional or advertising material.

The document has been produced as recognition that today's modern digital camera, often with video, and now the new generation of mobile phones presents the opportunity for misuse.

The magnification and manipulation that is possible with today's digital pictures and the fact there is no need for a third party to develop and print images is causing concern. Images taken with a mobile phone can, in seconds, be transmitted on to the World Wide Web. There are reports of unauthorised children's images taken whilst using sports facilities being posted on the web and allegations of persons suspected of taking such images prompting some operators to have already taken action in banning all unauthorised photography and the use of mobile phones on their premises.

The protocol set out below is accepted best practice in sport governing bodies. However the challenges that it presents in open areas where there is unrestricted access by the public are recognised.

At Competitions

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least 5 working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographers/film/video **equipment with a telescopic or zoom lens should register their intent with the promoter of the event.**

Accreditation procedure: a system should be established. Professionals should register prior to the event and their identification details be recorded. Ideally they should be:

- ↯↯ name and address of the person using the camera
- ↯↯ names of subjects (if specific)
- ↯↯ the reason or use the images are being or intended to be put to
- ↯↯ signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Ideally, identification details should be checked with the issuing authority prior to the event. On registering, promoters of events could consider issuing a coloured identification label on the day which can serve to highlight those who have accreditation but they must ensure that where events occur regularly, the colour and or type of identifying label is changed to prevent unofficial replication.

A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment including mobile phones is forbidden under all circumstances (e.g. changing rooms, toilet areas). Unsupervised access to athletes or one to one photo sessions at event or photo sessions outside the events or at an athlete's home should not be approved/allowed.

Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.

The recommended wording is:

In line with the recommendation in the Athletics Welfare Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator desk before carrying out any such photography.

The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.

At club sessions

There is no intention to prevent club coaches and teachers using videoing as a legitimate coaching aid. However, athletes and their parents should be aware that this is part of the coaching programme and care should be taken in the storing of such films. If clubs are concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact the track management

* Adapted with permission from the Amateur Swimming Association (1999) *Child Protection in Swimming Procedures and Guidelines* pp.14-15.

The Child Protection in Sport Unit has issued the following advice in relation to photographs and images of children used for promoting and advertising

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports websites and other publications.

Photographs can be used as a means of identifying children when they are accompanied with personal information – this is X who lives at X is a member of the X athletics club and who likes Westlife. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. Secondly the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto child pornography sites.

Organisations should develop a policy in relation to the use of images of athletes on their websites and in other publications. Organisations need to make decisions about the type of images they consider suitable and that appropriately represent the sport, without putting children at increased risk. They will want to ensure that parents support their policy. When assessing the potential risks in the use of images of athletes, the most important factor is the potential of inappropriate use of images of children.

If sporting organisations are aware of the potential risks and take appropriate steps the potential for misuse of images can be reduced.

The CPSU would advise sporting bodies to

- ↴ Consider using models or illustrations if you are promoting an activity.
- ↴ Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.

Easy rules to remember are:

- ↴ If the athlete is named, avoid using their photograph.
- ↴ If a photograph is used, avoid naming the athlete.
- ↴ Ask for the athlete’s permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. An athlete’s permission form is one way of achieving this.
- ↴ Ask for parental permission to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. A parental permission form is one way of achieving this (see end of document for example). Under the Protection of Children Act, a child is any person under the age of 18. It is sensible to make sure that the forms of people under 18 are signed (or counter-signed) by a parent/ legal guardian.
- ↴ Only use images of athletes in suitable dress to reduce the risk of inappropriate use. With regard to the actual content it is difficult to specify exactly what is appropriate given the wide diversity of sports. However, there are clearly some sports activities – swimming, gymnastics and athletics for example when the risk of potential misuse is much greater than for other sports. With these sports the content of the photograph should focus on the activity not on a particular child and should avoid full face and body shots. So for example shots of children in a pool would be appropriate or if on poolside from the waist or shoulder up.
- ↴ Create recognised procedure for reporting the use of inappropriate images to reduce the risks to athletes. Follow your child protection procedures, ensuring both your sports child protection officer and the social service and/or police are informed.

First steps and things to think about...

Establish the type of images that appropriately represent the sport for the web and other media.

Think about the level of consideration you give to the use of the images of athletes in other publications, for example, the processes involved in choosing appropriate images for the newsletter or magazine. Apply an increased level of consideration to images of children and young people used in the website.

REFERENCES

- Child Protection in Sport Unit - www.sportprotects.org.uk
- Child Protection Policy & Implementation Procedures – ISRM
- “Fit and Safe” Child Protection in a Sport and Leisure Environment – ISRM

**Sample consent form for the use of photographs or video.
(Parents and children)**

(Club or organisation) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The *(Club or organisation)* will follow the guidance for the use of photographs a copy of which is available from *(insert name)*

The *(Club or organisation)* will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform *(Club or organisation)* immediately.

I (*parent/carer*) consent to (*club/organisation*) photographing or videoing (*insert name*)

Date:

I (*insert name of child*) consent to (*Club or organisation*) photographing or videoing my involvement in (*sport*)

Date:

Sources of Help

UK Athletics Welfare Contacts:

Individual Services Director, UK Athletics, 10 Harborne Road, Edgbaston, Birmingham B15 3AA
0121 456 8703
individualservices@ukathletics.org.uk

Home Country Contacts:

AAAoE: 0121 452 1500
Welfare Officer 0191 4779136
AAW: 01633 416633
NIAF: 02890 602 707
SAL: 0131 539 7320

Help Lines

Careline	0181 514 1177
ChildLine	0800 1111 (24hrs)
Kidscape	0171 730 3300 (10am-4pm)
NSPCC	0800 800 500 (24 hours)
Parent Line	01702 559900 (9am-9pm Mon-Fri, 12-6pm Sat) 0808 800 2222
Samaritans	0345 90 90 90 (24 hours)
Victim Support	0845 30 30 900

Groups

Action Against Child Sexual Abuse (AACSA). Pressure group for those working with sexual abuse issues. Contact c/o PO Box 9502, London N17 7BW or tel: 0181-365-9382.

National Association for People Abused in Childhood (NAPAC), c/o 42 Curtain Road, London EC2A 3NH. (Registered charity 1069802).

Kidscape, 2 Grosvenor Gardens, London SW1W 0DH.

Reading and resources

ASA/NSPCC (2001) *SafeSportAway: A Guide to Good Planning*. ASA/NSPCC

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Useful web sites

<http://www.advocateweb.org/hope>

...information and resources for people who have been sexually exploited/abused by trusted professionals, and for victim-advocates and professionals. Its original fields included mental health professionals, doctors, clergy, lawyers, teachers and law enforcement officers but it has since expanded to encompass sports coaches and authority figures.

<http://www.cces.ca>

The Canadian Centre for Ethics in Sport (formerly the Canadian Centre for Drug Free Sport. This is arguably the leading sports ethics agency in the world.

<http://www.childline.org.uk>

Children's charity with national 24 hour telephone helpline, founded in 1985. Offers children the opportunity to talk in confidence.

<http://www.childsafe.co.uk>

Promotes safety of children travelling abroad and in sports and voluntary groups in the UK. See also www.ache.org.uk who helped to develop the Child-Safe pack.

<http://www.get.to/kids-in-crisis>

An online resource for children and teenagers who are having difficult life problems and do not know where to turn for help.

<http://www.kidscape.org.uk/kidscape>

Charity for children that runs a helpline and training events and has collaborated on many child protection initiatives.

<http://www.harassmentinsport.com/handbook.html>

The leading advocacy group in the world on harassment prevention in sport. A collective of government and not-for-profit interests in Canada.

<http://www.nspcc.org.uk>

Britain's largest children's charity and a prime mover in the development of child protection services for sport. Runs a 24 hour telephone helpline. This is the base for a staffed Child Protection in Sport Unit, with multi-agency backing.

<http://www.playlab.uconn.edu/frl.htm>

This site gives access to free reference databases on sport and sport-related issues, including sport violence/aggression, sport counselling, youth and sport, gender issues, sport and education, and deviance in sport.

<http://www.samaritans.org.uk>

Help for those with any kind of personal problem. Backed up by an e.mail group, Befrienders International via www.befrienders.org

<http://www.self-help.org.uk>

A general list of over 1,000 self-help organisations in the UK.

<http://www.silent-edge.org>

This website focusses on sexual abuse and harassment awareness for the sport of figure skating but also includes resources relevant to all sports.

<http://www.soccerparent.com>

Advice for parents of young soccer players including Dos' and Don'ts.

<http://www.sportsmanship.org>

The web page for the Citizenship Through Sports Alliance. This organisation promotes the values of citizenship that may be realised through sportsmanship and ethical play in sports competitions.

<http://www.stopitnow.com>

A public health/public education campaign of the American Association for the Treatment of Sexual Abusers which aims to help end the sexual abuse of children within our generation.

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Note: UK Athletics and Home Country Associations are happy for the contents of this document to be shared by other organisations, provided its origins are acknowledged but accepts no liability for the advice provided.