



Child safeguarding procedures

These procedures detail the steps to be taken when a concern is raised that a child or young person involved in athletics and related activities, is at risk of or is experiencing harm. They should be implemented with reference to the Child Safeguarding Policy and supporting information.

For the purposes of these procedures, a child means a person who has not attained the age of 18 years.

RECOGNISING A CONCERN ABOUT A CHILD OR YOUNG PERSON

You may be concerned about a child or young person because of something you have seen or heard, information you have been told by others, or because someone has confided in you about things that are happening or have happened to them.

It is not your responsibility to prove or decide whether a child or young person has been harmed or abused. It is, however, everyone's responsibility to respond to and report any concerns they have.

The signs of child abuse are not always obvious, and a child or young person might not feel able to tell anyone about what is happening to them. Sometimes, children may not realise that what is happening to them is abuse.

There are different types of child abuse and the signs that a child or young person is being abused may depend on the type. For example, the signs that a child is being neglected may be different from the signs that a child is being abused sexually.

Detailed guidance and advice on recognising child abuse can be found in the document titled "recognising child abuse"

. However, there are certain key indicators to look out for:

- A change in the child's behaviour – e.g., becoming disruptive or unreasonable during sessions.
 - They become anxious, lack confidence or are withdrawn and stop communicating.
 - They begin bullying other children.
- They display sexual behaviour or language inappropriate for their age.
- They are often hungry, may steal food, or are always tired.
- They have inadequate clothing or have poor personal hygiene.
- They have unexplained cuts and bruises or bite marks.
- They display signs of self-harming or of having an eating disorder.
- They are reluctant to change clothes for sport/activity or receive medical treatment such as physio.
- They seem afraid of parents or carers, or don't want to go home.
- They suddenly stop attending training without explanation.

Remember: If you have an immediate and serious concern about the safety or health of a child or young person, contact the emergency services on 999.

RESPONDING TO A DISCLOSURE OR CONCERN ABOUT A CHILD OR YOUNG PERSON

Club members, coaches, volunteers, and staff may be informed in different ways about a concern regarding a child or young person. This may be:

- a direct disclosure by the child or young person
- through observation of a child or young person, or a change in their behaviour, appearance, or demeanour
- information that is shared from another individual or organisation. If a child tells you about a concern, or that they or someone else is being, or has been, abused or you witness or become concerned about a child, you should follow the guidance below:
 - Take their concern seriously.
 - React calmly and in a manner that does not alarm the child.
 - Listen to what they say and don't show surprise or shock.
 - Reassure them they are not to blame and were right to tell you.
 - Allow them the space and time to talk.
 - Keep questions to a minimum – only ask questions if you need to identify/clarify what the child is telling you.
 - Explain that you will have to share the information with the Club Welfare Officer.
 - Act swiftly to report and carry out any relevant actions (see below).

It is important NOT to:

- make assumptions or speculate
- come to your own conclusions
- probe for more information than is offered
- give personal viewpoints or opinion
- conduct your own investigation of the case
- dismiss or ridicule the disclosure
- promise to keep it a secret. You must be clear that this is important and you will have to tell someone who can help

- make negative comments about the alleged abuser
- approach an alleged abuser to discuss the concern
- discuss the allegations with anyone who does not need to know. Disclosures are confidential
- delay in reporting the concerns to the Club Welfare Officer, or in an emergency to the Police
- ignore what has been disclosed – you have a duty to act.

Remember: If the child or young person has a need for immediate medical attention, call an ambulance on 999. If you are concerned the child or young person is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away.

RECORDING THE CONCERN

- Make a note of what the child or young person has said using his or her own words as soon as practicable.
 - Completing the Child Safeguarding Report Form (Appendix 2) will assist in the recording of information.
- Ensure you describe the circumstances in which the concern was raised and what action you took.
- It is important to distinguish between things that are fact and things that have been observed or overheard, as this will ensure that information is as accurate as possible.
- If someone else has told you about a concern they have about a child or young person, or have witnessed harm or abuse, use the words the person used. If someone has written to you (including by email or social media), include a copy with the form. If you do not have access to a form, make notes and try to be accurate and factual, and write down the following detail:
 - The child's name and date of birth (if known)
 - How the disclosure was made (in person, second hand by someone else, observation)
 - Where the disclosure took place (date/time/location)
 - Use the child's own words – do not try to edit or make it sound polite or less concerning
 - What the concern is
 - Description of any visible injuries or behaviours (do not examine the child)
 - Details of any witnesses
- What the child's view is – bear in mind the abuse may be something the child is not conscious of; it could be normal to them.

REPORTING THE CONCERN

- Submit a copy of the Child Safeguarding Report Form to the Club Welfare Officer without delay.
- This information is confidential and must only be shared with your Club Welfare Officer and others that have a need to know, in order to keep the child safe whilst waiting for action to be taken.
 - Alternatively, you can send the form to your HCAF Welfare Officer or you can complete and submit the Online Safeguarding Concern Form available on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team.

Reporting a Concern About the Conduct of a Coach

Any concerns for the wellbeing and safety of a child arising from the conduct or practice of a member of staff/volunteer must be reported to the Club Welfare Officer on the day the concern arises, or as soon as practically possible.

The Club Welfare Officer must report the concern to the UKA Safeguarding Team immediately but within 48 hours. If the coach or individual is not attached to a club, or you would prefer to speak to someone independent from a club, then please report your concern directly to the UKA Safeguarding team by emailing: Safeguarding@uka.org.uk.

Written by: Chloe Saunders

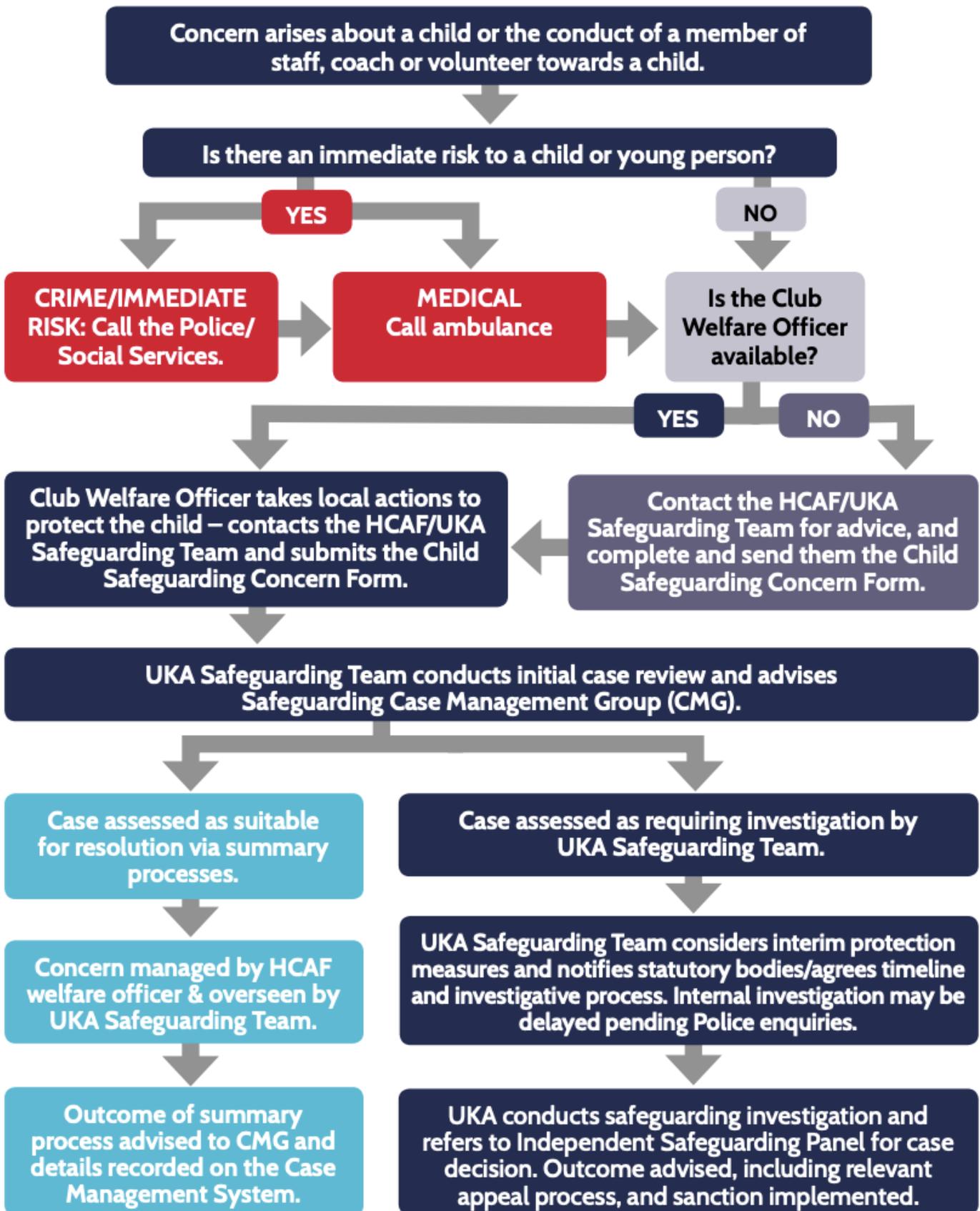
Date: November 2021

Reviewed by: TBN

Date: By October 2022

APPENDIX 1: PROCESS MAP

REPORTING A CONCERN ABOUT A CHILD



APPENDIX 2: CHILD SAFEGUARDING REPORT FORM

Section 1 – Details of person reporting

Name	<input type="text"/>	
Club	<input type="text"/>	
Position/role	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	Postcode <input type="text"/>
Telephone number	<input type="text"/>	
Mobile number	<input type="text"/>	
Email address	<input type="text"/>	

Section 2 – Child's details

Name	<input type="text"/>	
Date of birth	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	Postcode <input type="text"/>
School (if relevant)	<input type="text"/>	
Telephone number	<input type="text"/>	
Preferred language	<input type="text"/>	Is an interpreter required? Y <input type="checkbox"/> N <input type="checkbox"/>
Any additional details?	<input type="text"/>	
Name of parent/carer	<input type="text"/>	
Parent/carer telephone	<input type="text"/>	

Section 3 – Details of person about whom the concern/allegation relates

Name	<input type="text"/>	
Relationship to child*	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	Postcode <input type="text"/>
Telephone number	<input type="text"/>	
Position within club**	<input type="text"/>	

*e.g. coach/coach assistant/helper/parent or carer etc. **e.g. coach/parent/ helper/official etc

Section 4 – Nature of harm or concern

Please indicate type of concern and include date, time, location, details of harm/concern, who, what, where, when and how.

Section 5 – Has the child been physically injured?

Has the child been physically injured? Yes No

Do not examine the child – include details of visible or reported injuries, location of injury, and any first aid administered where relevant.

Section 6 – Child's view of the circumstances

If expressed, where possible use their own words. If they have not been made aware that a concern has been raised, explain why not.

Section 7 – Initial actions taken

Section 8 – Witnesses

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
Telephone number	<input type="text"/>

Name	<input type="text"/>
Address	<input type="text"/>
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Telephone number	<input type="text"/>

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/> Postcode <input type="text"/>
Telephone number	<input type="text"/>

Section 9 – Other persons/agencies contacted

Date/time

Name of contact/agency

Advice received

Date/time

Name of contact/agency

Advice received

Name of contact/agency

Date/time

Advice received

Date/time

Name of contact/agency

Advice received

Date/time

Name of contact/agency

Advice received

Section 10 – Have the parents or carers been informed?

Yes No Please explain decision.

Send this form to your Club Welfare Officer and/or to the UKA Safeguarding Team - safeguarding@uka.org.uk

