



### SAFEGUARDING POLICY

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## References

- A. [UK Athletics Safeguarding Adults Policy and Guidance Procedures \(2020\)](#)
- B. [UK Athletics Safeguarding Children Policy \(2020\)](#)
- C. [UK Athletics Photographic Policy Guidance for Athletics Clubs and Stadiums \(2019\)](#)
- D. [UK Athletics Advice for the Safeguarding and Protecting of Children in Road and Multi-Terrain Races \(2020\)](#)

## Policy Objectives

### Duty of care

All members of Teignbridge Trotters (“Club”) have a duty of care to safeguard children and vulnerable adults when they are participating in training and events organised by the Club. The Safeguarding Policy (“Policy”) highlights what the Club, and all individuals must do to demonstrate and adhere to our duty of care.

Safeguarding is a legal requirement and where a child or vulnerable adult is concerned, **failure to act** is prosecutable and is cause for an investigation if harm occurs.

This Policy is developed in accordance with the documents listed above. It aims to promote the use of good, consistent safeguarding principles and highlights best practice to ensure any vulnerable person joining the Club or participating in any of our events has a safe, positive experience (Guidance on the inclusion of children or vulnerable adults in Trotters races is included at Annex A).

### Policy Statement

Teignbridge Trotters fully accept our legal and moral obligations to maintain our duty of care to all children and vulnerable adults, safeguarding their welfare irrespective of age, disability, ethnicity, gender identity, religion, beliefs, sex or sexual orientation.

The key principles of this Policy are:

- The welfare of the child or vulnerable adult is paramount.
- All children and vulnerable adults have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All children and vulnerable adults who take part in our training or events will do so in a safe environment.
- A child or vulnerable adult may, or may not, recognise or identify themselves as being ‘at risk’.

The Club will:

- Provide and enforce best practice procedures to safeguard the wellbeing of all participants, protect them from abuse and the Club from false allegations.
- Respond to any evidence or allegations of poor practice appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures
- Designate lead persons in the Club who will be responsible for ensuring that:
  - Required persons undertake safeguarding training
  - All appropriate DBS checks are completed
  - Any complaints are dealt with promptly
  - This Policy is reviewed regularly

## Definitions

Abuse	Intended to cover all types of abuse, namely Physical, Emotional, Sexual, Neglect, Self-Neglect, Modern Slavery, Domestic Abuse, Discrimination, Organisational Abuse, Financial/Material Abuse, Cyber Bullying, Forced Marriage, Female Genital Mutilation, Radicalisation and 'Mate Crime' (further information may be found at Reference A and Annex B)
A Child	Anyone who has not yet reached their 18 <sup>th</sup> birthday
Capacity	An individual's ability to make an informed decision. This can vary over time (e.g. when under stress) The starting point is always that an individual has capacity, unless determined otherwise by Law.
CWO	Club Welfare Officer
DBS	Disclosure and Barring Service
Governing Body\ies	UK Athletics (UKA)
Vulnerable Adult	Anyone, aged 18 or over, in need of care or support (they may not be receiving either) who is abused by nature of their protected characteristics or unable to protect themselves against abuse.

## Scope

This Policy covers the duty of care to be demonstrated by:

- All Officers and General Members of the Committee
- Coaches
- Leaders
- Race Directors
- All Marshals, Photographers and Volunteers participating in events organised by the Club (further guidance on photography during Trotter's events can be found at Annex C)

in protecting any child / vulnerable adult and to protect the Coach / Leader / Marshal / Club etc against spurious complaints and false allegations

## Best Practice

Best practice means:

- Being open and conducting all interactions with children/vulnerable adults in a public place and with appropriate consent, avoiding where possible, situations where you are alone with one individual.
- If you must train / travel alone with a child/vulnerable adult, gain appropriate consent, avoid consistently having one child alone with you in the car and never share a room on your own with them.
- Challenging bullying, harassment, foul or provocative language or controlling behaviour that could upset individuals or reduce them to tears.
- Never ignoring claims of bullying by parents, coaches or others. Listen to and support the person being bullied.
- Maintain appropriate relationships with children and vulnerable adults, treating them fairly, with respect and avoiding favouritism.
- Avoiding unnecessary physical contact. In certain circumstances physical contact is perfectly acceptable and appropriate, as long as it is not intrusive or disturbing to the individual, that consent for contact has been given by the individual / appropriate parent.
- Being qualified and insured for the activities you are coaching and ensuring that your qualification to do so remains valid.

## Poor Practice

Examples of poor practice include, but is not limited to:

- Engaging in rough, physical or sexually provocative games (including ‘just fooling around’).
- Anyone shouting at athletes when they are not working / running hard enough or using discriminatory language such as ‘*You run like a girl*’ or ‘*Run harder you big faggot*’. Views differ on this. There are some comments some may find encouraging; the default approach should be to avoid this where possible to avoid harm / offence being caused. Offence may be experienced by anyone in the group, not necessarily those who the comments are targeted at.
- Anyone engaging in a relationship with a child/vulnerable athlete.
- Anyone using profanities.
- Clique-y behaviour which isolates new or vulnerable members of the group such as ignoring or shunning others.
- A coach taking a child to a race / event on their own.

Poor practice may also include inappropriate photography and Teignbridge Trotters aims to ensure that all necessary steps are taken to protect children/young people/vulnerable adults from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. Photographs can also be used as a means of identifying children and young

people making them vulnerable to an individual who may wish to start to "groom" them for abuse. Further guidance on the use of photography is included at Annex C.

### **Signs and symptoms of Abuse**

Abuse can take place in any number of settings and by anyone. Social status is no preventer of abuse. It may be may be inflicted by someone in, or associated with, the Club. You may suspect that an individual is being abused or neglected outside of the Club setting.

There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- An individual has belongings or money going missing.
- An individual is no longer attending, no longer enjoys or appears withdrawn during training.
- An individual has poor hygiene / unkempt appearance.
- A sudden change in behaviour or confidence.
- Self-harm
- An irrational fear of a specific person or
- They may tell you / another person they are being abused – we call this a disclosure.

### **Responding to Disclosures, Allegations and Suspicions**

It is not the remit of Teignbridge Trotters, or any individuals covered by the scope of this Policy, to decide whether a concern is abuse although it is their responsibility to report any concerns about the welfare of a child/vulnerable adult.

These concerns may arise due to:

- A child or vulnerable adult disclosing that they are being abused
- Witnessing inappropriate behaviour by another to a child or vulnerable adult
- Observation of repeated evidence over time

How to respond to a disclosure:

- Don't probe for more information than is offered
- Don't speculate or make assumptions
- Don't show shock or distaste
- Don't make any comments or spread gossip about any person against whom the allegations have been made
- Don't make promises of confidentiality or agree to keep secrets
- Do respond appropriately, reporting the disclosure / evidence to the Club CWO / Safeguarding Lead.
- Be aware that strong emotions can confuse clear thought, particularly in cases of

possible sexual abuse or where there is a misplaced loyalty to a colleague.

Details on how to raise a Safeguarding concern are shown below. If you wish to raise them by way of 'Whistleblowing' or making a formal complaint, further guidance on this included at Annex D.

### **How to Report Disclosures, Allegations and Suspicions**

**If the child or vulnerable adult is in immediate need of medical assistance this takes priority and must be dealt with first. Seek immediate medical assistance from a GP / NHS 111 / Ambulance stating that there are child protection / safeguarding concerns.**

The CWO MUST be informed at the earliest opportunity after any such incident.

If there are no immediate medical concerns, all reports must be made in the first instance to a qualified UKA coach or direct to the Club's Welfare Officer / Safeguarding Lead.

If not witnessed directly, or a disclosure is made, make a note of what the person has said using his or her own words as soon as practicable.

Describe the circumstances in which the disclosure came about.

Take care to distinguish between fact and observation against allegation and opinion. It is important that the information you have is accurate.

Formal reporting will be made by the CWO in accordance with the relevant legislation and Governing Bodies Policy.

### **Responsible Individuals**

The Club will nominate named individuals to carry out specific roles within the club such as DBS Lead, Safeguarding Lead and CWO. Details of these individuals and how to contact them can be found at Annex E.

### **Disclosure and Barring Service Checks**

All Coaches and Leaders will be subjected to Disclosure and Barring Service checks. Checks are valid for 3 years and are renewed in line with coaching qualifications.

Any individual who has a current DBS check, must inform the Club of any changes which may impact upon the validity of their current status.

### **Safeguarding Training**

Safeguarding training for those individuals in Teignbridge Trotters who require it will be carried out as follows:



### **Safeguarding Lead**

To carry out UKA / Educare Safeguarding in Athletics training on nomination and every 3 years thereafter (if not already a qualified Coach).

### **Coaches**

To carry out UKA / Educare Safeguarding in Athletics training on qualification / renewal and every 3 years thereafter.

### **Leaders**

To carry out Teignbridge Trotters Safeguarding Awareness Training on nomination, and every 3 years thereafter.

### **Race Directors**

To carry out Teignbridge Trotters Safeguarding Awareness Training on nomination, and every 3 years thereafter.

### **Marshals**

Due to the numbers of persons involved, it is impractical to ensure that all Marshals for Teignbridge Trotters events undertake Safeguarding Training. Therefore, individual Race Directors are to ensure that all Marshals are briefed on the following prior to the start of the event:

- That the Club has a Safeguarding Policy
- To report to the Race Director if they witness any concerns or evidence of abuse
- That the guidelines at Annexes A & C are enforced as to local / race specific requirements

### **Review**

This policy is to be reviewed by the Club Safeguarding Lead for any necessary updates annually following the date of completion.

### **Further Reading**

Further resources or points of contact for further advice are available at Annex F.

W Goldthorp  
Safeguarding Lead  
Club Welfare Officer  
Teignbridge Trotters

G Brooking  
General committee  
Teignbridge Trotters

## **Annex A**

### **Safeguarding during Trotters Races**

#### **Background**

Teignbridge Trotters events may include participants under the age of 18 or receive entries by vulnerable adult athletes. This guidance aims to promote best practice to protect these individuals in Teignbridge Trotter road and multi-terrain races.

#### **Responsibility**

The Club has a duty of care towards any children or vulnerable adults who may take part in a Club event.

Children may be participating directly in an event, or indirectly, where the parent is the participant in a race that has age limits for taking part and the child is not of competitor age range.

As highlighted in the main document, safeguarding is a legal requirement and, where a child is concerned, **failure to act** is prosecutable and cause for an investigation if harm occurs.

#### **Recommendations**

- The carrying of a child, whether in a harness/papoose or manually in any race or fun run, is not permitted under any circumstances.
- Participants pushing a buggy/wheelchair should only be allowed to take part in a race or fun run following a full risk assessment that should take into account the following considerations:

#### **Considerations/Reasons for not allowing Participation**

It must always be borne in mind that the child or disabled adult is not always able to make an informed decision to participate in a race or fun run. Therefore, the parent or carer in such situations is the responsible adult in charge of the child / individual and must abide by any decisions made by the Race Director / CWO regarding the safeguarding of that child.

The following points should be considered when deciding if participation can be allowed: -

- Does the parent/carer have the physical capacity to keep the child / individual safe when running?
- In an adult race, a minor may be required to participate by their parents when they, the child has no independent voice. Is the parent considering the child's welfare?
- The child/ vulnerable adult may come to harm by either being carried or pushed where it is not possible to ensure that they would be kept secure.

- The individual being manually handled at speed on unsuitable terrain (rough/ bumpy surface, speed bumps, gradients, pavements with no dropped kerbs etc.) and potentially exposed to rigorous physical activity.
- The high risk of accidental hurt which may cause the parent/carer to fall into the category of neglect through maltreatment by inflicting or failing to prevent harm for example if they tripped, caught someone else and lost balance etc.
- The risk of a child being smothered, crushed etc. due to impact from an adult.
- It is the Competitors' responsibility to ensure that their equipment is in a safe or roadworthy condition. Unsafe equipment should not be allowed to start the race. Has the buggy / wheelchair been checked for tread and road worthiness?

### **Other Considerations**

- Fair play principles such as the duty to other participants who may be hindered by a buggy / wheelchair being pushed next to / in front of/ behind or in close proximity to them.
- The risk of tripping / injury to other runners from having obstacles or unsafe equipment on the course.

## Annex B

### TYPES OF ABUSE AND NEGLECT –

#### (Source material at Reference A and The Care Act 2014)

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern:

- **Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. In athletics this could be a player whose appearance becomes unkempt, does not wear suitable sports kit and deterioration in hygiene.
- **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In athletics you may notice that a participant has been missing from training sessions and is not responding to reminders from team members or coaches.
- **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example, a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender.
- **Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In athletics this could be training without a necessary break.
- **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions. This could be a coach intentionally striking an athlete.
- **Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subsection to

pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting. This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning-disabled adult they are training alongside.

- **Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. This could be someone taking equipment from an athlete with dementia.
- **Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. This could be a coach not ensuring athletes have access to water.
- **Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks. This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

Not included in the Care Act 2014 but also relevant:

- **Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- **Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-Social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.
- **Mate Crime** - a ‘mate crime’ as defined by the Safety Net Project is ‘when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.’ Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

- **Radicalisation** - the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

## **Annex C**

### **Safeguarding and Photography at Events**

#### **Background**

Teignbridge Trotters events include race photography both sanctioned or official photographers, and by members of the general public, families of participants etc.

Where these events include participants who are children or vulnerable adults, extra care must be taken to ensure that their rights are protected. The following are guidelines as to how these may be protected.

Best practice suggests that parental consent should be sought before taking pictures of children, and, as most children from the age of 12 are deemed legally capable of making decisions about their own privacy, the child's approval is also likely to be necessary.

While it impractical to brief or govern the actions of the general public, spectators should be encouraged to not take photos of children other than their own child except as part of a group or activity shot (except where explicit permission has been given).

Official photographers (from the Club or approved members of the Press) should be clearly identifiable by the wearing of Hi-Vis bibs.

Race entry forms should state that photography will be taking place so that any athletes are able to make an informed decision on whether to take part. Should any individuals wish to take part, but NOT have their photos taken, they should inform the Race Director and provide their race number. The RD will then brief official photographers of the individuals race numbers to allow the deletion of any photos of that individual.

No photographs or filming of any sort should be authorised or tolerated in any changing area or other area where athletes will have an expectation of privacy, and this is particularly important where athletes include children or vulnerable adults.

#### **What the Law says:**

A lot of Teignbridge Trotters events take place in public places although some events include the use of specific venues for start / finish administration, changing rooms etc. Such venues may be public places but are also private property and may well have their own photography policy to be aware of. Any rights exerted by the owners of the private venue will supersede any intent of the Club.

The use of private property for all or part of an event allows the Club to impose reasonable requirements, suitably notified, on members of the press or public as a condition of entry. However, any images taken will be owned by the person taking them, unless they are acting as an employee or under a specific commission (e.g Press, Sponsors).

Neither data protection nor privacy law prevents the taking of photographs or video in public places (including images of people such as athletes, coaches, officials or members of the public) for private or personal use. However, this does not override an individual's right to be free of harassment.

Where images are taken in public places, unless there is something unusually intrusive in the material, there will be only limited restrictions in how such images may subsequently be used: for example, if it wrongly suggests official endorsement by the athlete. There are also particular protections for children (those under 18) in terms of how their image may be reused and published if this might be unwelcome. That goes especially where the child and/or their parents were unaware of the photograph or footage being taken.

In such cases, the legal issue is likely to fall on the publisher or the photographer – not the Club or venue – but these are nonetheless factors to consider when allowing race photography to take place. Where venues do have legal responsibility is in their general duty of care to protect participants and members of the public from foreseeable or preventable crime, harassment or safeguarding concerns that may arise from certain activity.



## **Annex D**

### **WHISTLEBLOWING AND COMPLAINTS**

#### **WHISTLEBLOWING**

‘Whistleblowing’ is a term commonly used to describe the process of alerting an Authority to acts of wrongdoing within an organisation, usually by someone from within the organisation.

Whistleblowers are protected by Law and Teignbridge Trotters adopts a blame free culture and encourages an open, honest environment for raising concerns. This allows the safety of its members and public reputation of the Club to be maintained.

Anyone who wishes to raise any concerns may do so directly to any member of the Committee where such concerns will be dealt with confidentially. Where a concerned individual does not wish to raise issues internally, then the guidance contained at Reference \*\* should be consulted to allow reporting to a Governing Body.

#### **COMPLAINTS**

Teignbridge Trotters strives to ensure that all Club Members and race participants have a high quality experience.

It is not always possible, however, to foresee every eventuality or ensure optimal satisfaction. In this instance then an individual may wish to make a complaint.

The Club values the learning opportunity presented by complaints to allow us the opportunity to put things right and improve our service to all users in the future.

#### **How to make a complaint**

Complaints must be made, in writing, and submitted by hand, post or email to any Officer of the Committee.

Complaint must be made within **14 days** of:

- The date of the event being complained about; **or**
- From when the complainant became aware of the issue.
- Exceptions may be made where there are justifiable reasons which prevented the complaint being made earlier.

To ensure that each complaint is dealt with most effectively, all complaints should include the following factual information where possible:

- The nature of the complaint
- Date of the event
- Any witnesses to the event
- Any evidence regarding the complaint
- Contact details of the complainant if a follow up is required. Anonymous complaints will be addressed as best as possible but generally carry less credibility.

### Principles

- Complaints will be investigated seriously, objectively and promptly.
- The Club will endeavour to resolve complaints without the need for external intervention.
- Complaints will be investigated at each stage by the Committee. Individuals about whom complaints have been made will not participate in complaints about their own actions.
- Complainants will be treated fairly; Teignbridge Trotters will not discriminate against anyone because they have complained.
- The Club will aim to resolve any complaints at the lowest possible level to prevent it escalating.
- The complaints procedure will not be used while legal action regarding the same issue or closely related matter is being undertaken, as the legal process takes precedence.
- Follow up and results of any investigation will be made to the complainant in writing once the investigation is complete.

## **Annex E**

### **Responsible Individuals**

#### **Disclosure and Barring Service Checks**

The nominated lead for carrying out DBS checks for all required individuals is:

Name	Ryan Anthony / Wendy Goldthorp
Email	<a href="mailto:welfare@teignbridgetrotters.co.uk">welfare@teignbridgetrotters.co.uk</a>

#### **Safeguarding Lead**

The nominated lead for Safeguarding within the Club is:

Name	Wendy Goldthorp
Email	<a href="mailto:childprotection@teignbridgetrotters.co.uk">childprotection@teignbridgetrotters.co.uk</a>

#### **Club Welfare Officer**

The Club Welfare Officer (CWO) is:

Name	Wendy Goldthorp
Email	<a href="mailto:welfare@teignbridgetrotters.co.uk">welfare@teignbridgetrotters.co.uk</a>

The CWO will be the lead point of contact for coaches, leaders, athletes, children and parents in respect of child / vulnerable adult welfare issues, and reports of poor practice or potential / alleged abuse.

## **Annex F**

### **Guiding Documents**

The practices and procedures within this policy are based on the principles contained within UK Legislation, Government Guidance and guidance issued by relevant Governing Bodies and takes the following into consideration:

- The Care Act (2014)
- The Children Act (1989) (2004)
- Working Together to Safeguard Children (2018)
- The Protection Of Freedoms Act (2012)
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act (2010)
- The Safeguarding Vulnerable Groups Act (2006)
- Mental Capacity Act (2005)
- Sexual Offences Act (2003)
- The Human Rights Act (1998)
- The Data Protection Act (1994)(1998) and
- The General Data Protection Regulations 2018

### **Useful Contacts**

More UK Athletics Governance Policies can be found at:

<https://www.uka.org.uk/governance/>

Further advice and support can be found from the following (hyperlinked where available):

[Action for Children](#)

[Care Quality Commission](#) 03000 616161

[Child Exploitation and Online Protection](#)

[Childline](#) 0800 1111

[Devon Safeguarding Adults Partnership](#) 0345 155 1007

[MASH \(Devon County Council Child Protection\)](#) 0345 155 1071

[MENCAP](#) 0808 808 1111

[NSPCC Child Protection in Sport](#) 01163665580

[UK Sport](#) 020 7211 5100

[Sport England](#) 0345 8508 508