

ADULT SAFEGUARDING POLICY

INTRODUCTION
These procedures apply to the following governing bodies in athletics:

- UK Athletics (UKA)
- England Athletics (EA)
- Guernsey Athletics

We are committed to providing a safe environment for everyone to participate in athletics. These procedures should be implemented with reference to the Adult Safeguarding Policy and supporting information. These procedures detail the steps to be taken when a concern is raised that an adult involved in athletics and related activities is at risk of, or is experiencing, harm.

REPORTING A CONCERN ABOUT YOURSELF

If you are in immediate danger or need immediate medical assistance, contact the emergency services on 999.
To raise a concern about yourself, please contact your Club Welfare Officer. If you would prefer, you can contact another member of staff who will help you raise the concern. Alternatively, you can report a safeguarding concern about yourself directly to the UKA Safeguarding Team by submitting the Online Safeguarding Concern Form available on the UKA website, or by emailing the team on safeguarding@uka.org.uk.
You can also contact the Police, Social Services, your doctor or other organisations that can provide information and give help and support.
Everyone in athletics will follow the procedures in this document. If you do not think your concerns are being addressed in the way that they should be, please contact the Safeguarding Team at UK Athletics. At all stages you are welcome to have someone who you trust to support

you and help you to explain what happened and what you want to happen. It is of utmost importance to UK Athletics and your club that you can take part in our activities.

RECOGNISING A CONCERN ABOUT AN ADULT

You may be concerned about harm to another 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 an adult has been harmed or abused. It is, however, everyone's responsibility to respond to and report concerns they have.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

- unexplained bruises or injuries – or lack of medical attention when an injury is present
- person has belongings or money going missing
- person is not attending/no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches
- someone losing or gaining weight/an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene
- a change in the behaviour or confidence of a person. For example, a participant may be quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile
- selfharm
- a fear of a particular group of people or individual
- a parent/carer always speaks for the person and doesn't allow them to make their own choices
- they may tell you/another person they are being abused (i.e. a disclosure).

RESPONDING TO A DISCLOSURE OR CONCERN ABOUT AN ADULT If an adult indicates to you that they are being harmed or abused, or information is received which gives rise to a concern, you should follow the guidance below.

- If it will not put them or you at further risk, discuss your safeguarding concerns with the adult and ask them what they would like to happen next. Inform them that you need to pass on your concerns to a Safeguarding officer at UKA or a club welfare officer.
- Do not contact the adult before talking to a Safeguarding Lead or Welfare Officer if the person allegedly causing the harm is likely to find out.
- Take their concern seriously.
- Stay calm.

- Listen carefully to what is said, allowing the adult to continue at their own pace.
- Be sensitive.
- Keep questions to a minimum – only ask questions if you need to identify/clarify what the person is telling you.
- Reassure the person that they have done the right thing in revealing the information.
- Explain what you would like to do next.
- Explain that you will have to share the information with the Club Welfare Officer.
- Ask for their consent for the information to be shared with other agencies.
- Make arrangements for how you/the welfare officer can contact them safely.
- Help them to contact other organisations for advice and support (e.g. Police, Domestic Abuse Helpline, Victim Support).
- Act swiftly to report and carry out any relevant actions (see below).
- Do not confront the person thought to be causing the harm.

It is important not to:

- dismiss or ignore the concern
- panic or allow shock or distaste to show
- make negative comments about the alleged perpetrator
- make assumptions or speculate
- come to your own conclusions
- probe for more information than is offered
- promise to keep the information secret • make promises that cannot be kept
- conduct your own investigation of the case
- confront the person thought to be causing harm
- take sole responsibility
- tell everyone (the information is confidential).

If someone has a need for immediate medical attention, call an ambulance on 999. If you are concerned someone is in immediate danger or a serious crime is being committed, contact the Police on 999 straight away. Where you suspect that a crime is being committed, you must involve the Police.

RECORDING A CONCERN

- Make a note of what the person has said, using his or her own words, as soon as practicable. • Completing the Adult Safeguarding Report Form (Appendix 2) may assist in the recording of information.

- Ensure you describe the circumstances in which the concern came about and what action you took/advice you gave.
- It is important to distinguish between things that are fact and things that have been observed or overheard, in order to ensure that information is as accurate as possible.
- If someone has told you about the 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.

REPORTING A CONCERN

- Submit a copy of the Adult 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 person safe whilst waiting for action to be taken.
- Alternatively, if the concern is about someone not connected to Guernsey athletics or our local community (for example at a UK event), 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

CASE MANAGEMENT

a. The Role of the Club Welfare Officer On receipt of a referral, the Club Welfare Officer will take the following action:

1. Ensure any immediate actions necessary to safeguard anyone at risk are taken. If the adult is at risk of immediate harm or a crime has been committed this should include contacting the police and the HSC adult safeguarding team. Further guidance is available here: Adult Safeguarding - States of Guernsey

If the risk or concern is believed to be due to the behaviour of a club member, then consider the relevant procedures (e.g. interim suspension from the club) to prevent that person making contact with the adult being harmed.

2. If you have been sent an Adult Safeguarding Report Form, check that you understand the content and that all the necessary parts have been completed. If you are being contacted directly by a club member, or a member of the public, ensure that they provide enough information for you to complete the Adult Safeguarding Report Form.

3. Reassure, and advise the person making the report. Explain what will happen next. Reinforce the need for confidentiality.

4. Decide if you need to contact the adult to get more information, determine their capacity, wishes, or explain what actions you need to take. Only do this if you have a known safe way of contacting them.
5. In all situations the Club Welfare Officer should ensure those in the club/organisation who can act (within their remit) to prevent further harm have the information to do so. Depending on the situation you may need to pass information to, and work with, other organisations such as the Police or the Local Authority Adult Safeguarding Team, more information here Adult Safeguarding - States of Guernsey.

6. The Club Welfare Officer must refer the case to their Home Country or to the UKA Safeguarding Team as soon as possible. This can be done by sending the Adult Safeguarding Report Form to safeguarding@uka.org.uk, or by submitting an Online Safeguarding Concern Form using the link on your Home Country governing body website. This will be sent directly to the UKA Safeguarding Team

Adult Safeguarding - States of Guernsey