

Abingdon AC Welfare Policies Forms and Information

Introduction

This document collates policies, forms etc that give the club the tools to continue our activities with due regard to welfare. The main texts have been taken from UKA documents and as such may contain some broader content. We have a legal duty regarding our activities that extends to all aspects of what we do. While it may seem onerous these documents need to be in place to give a framework to guide behaviour and actions.

Contents

Introduction	Page 1
Contents	Page 1
Volunteer Application and Self Declaration Form	Page 2
Welfare Policy	Page 4
Referral Form	Page 12
Anti-bullying Policy	Page 14
Photographic Policy	Page 17
Consent form for photographic and recorded images	Page 20

Abingdon AC

Volunteer Application and Self Declaration Form

Name:

Position Applied for:

Address:

Post Code:

Telephone:

(Home)

(Work)

(Mobile)

Email:

Please detail any relevant experience, qualifications or training you have undertaken which are relevant to the position applied for:

Please confirm your coaching and/or officials licence number, level of qualification and date of issue/expiry (coaching positions only). If no licence held yet, please leave blank:

Please provide details of any child protection/vulnerable adult training which you have undertaken:

Have you ever been convicted of a criminal offence or been the subject of a Caution? (please include all offences, however minor, and spent convictions.)

YES		NO	
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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	
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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 have 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: _____ Date: _____

Name in full: _____

Any surnames previously known by (e.g. maiden name): _____

Address including Post Code: _____

Date of birth: _____ Place of birth: _____

You are advised that under the provisions of the Rehabilitation of Offenders Act 1977 (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 procedure for all applicants for posts of this nature, you are advised that we may ask for an Enhanced Criminal Records Bureau check to be completed to verify the information given on this form.

PERSONAL REFERENCES

Please give details of two people (not relatives) who we can approach for references.

	Reference 1	Reference 2
Name		
Occupation		
Address		
Tel No:		
Years Known		
Relationship (i.e. employer/ previous club etc)		

Please note that you will be required to undertake a CRB Check if your application is successful. In the meantime, you should complete a self declaration form and enclose this with your application form.

Please return your application to a Club Welfare Officer.

Welfare Policy

Policy Objectives

Introduction

Everyone who takes part in athletics is entitled to participate in an enjoyable and safe environment. Abingdon AC is committed to establishing and implementing policies and procedures to ensure a safe athletics environment. Best practise in athletics benefits everyone - athletes, coaches and officials, the sport's governing bodies, teachers, parents, carers and, most importantly, it ensures that young people who choose to participate in athletics have a safe and fun experience. Our objective is to build a safer future in athletics for all young people under the age of 18 years.

Vulnerable adults are also at risk from abuse and guidance is contained in the document for those working with vulnerable adults. A "protected adult" is one in receipt of services, health community care or residential care. All young people and vulnerable adults are entitled to a duty of care and to be protected from abuse. Abuse can occur anywhere. Abingdon AC is committed to devising, implementing and updating policies and procedures to promote best practice when working with children and to ensure that everyone in the club understands and accepts their responsibilities to safeguard children from harm and abuse. This means taking action to report any concerns about their welfare. **It is not the responsibility of athletics to determine whether or not abuse has taken place, this is the domain of the child protection professionals.**

1. Policy Statement

Abingdon AC fully accept their legal and moral obligations to provide a duty of care, to protect all children and vulnerable adults and safeguard their welfare, irrespective of age, impairment, gender, racial origin, religious belief and sexual identity.

- 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 and poor practice will be taken seriously and responded to swiftly and appropriately.
- All individuals involved in athletics understand and accept their responsibility to report concerns to the appropriate officer.

In order to meet this obligation the club will:-

- Provide and enforce procedures to safeguard the well being of all participants and protect them from abuse.
- Ensure all young people and vulnerable adults who take part in athletics are able to participate in a safe and fun environment.
- Respect and uphold the rights, wishes and feelings of young people, and/or vulnerable adults.
- Recruit, train and supervise club volunteers to adopt best practise to safeguard and protect young people and vulnerable adults from abuse, and themselves from false allegations.

- Require volunteers to adopt and abide by our Welfare Policy and procedures, Codes of Conduct and disciplinary procedures.
- Respond to any allegations appropriately and implement the appropriate complaints, child protection, disciplinary and appeals procedures.
- Review policies regularly.

2. Terms and Abbreviations

CPLO Child Protection Lead Officer for UK Athletics or the nominated deputy

CWO Club Welfare Officer

LSCB Local Safeguarding Children Board

CRB Criminal Record Bureau

DBS Disclosure and Barring Service

CPSU Child Protection in Sport Unit (NSPCC)

Vulnerable Adult

A vulnerable adult is defined as a person over the age of 18 who is or may be unable to take care of him or herself, or unable to protect him or herself from harm or exploitation.

A vulnerable adult may be a person who

- Is elderly or frail
- Has learning disability
- Suffers from mental illness
- Has a physical disability
- Is a substance abuser
- Is homeless
- Is in an abusive relationship

It should be noted that disability or age alone does not signify that an adult is vulnerable.

3 Best Practice, Poor Practice and Abuse

Introduction

To provide everybody with the best possible experience and opportunities in athletics it is important that everyone operates within an accepted ethical framework and demonstrates exemplary behaviour.

This section will help you identify what is meant by best and poor practice and some of the indications of possible abuse. Guidance on what to do if you are concerned about poor practice or possible abuse is provided in Section 5.

Best Practice

Best practice means: -

- Being open and conducting all interactions with children and young people and vulnerable adults in a public place and with appropriate consent.
- Avoiding situations where you are alone with one athlete, except where this involves an elite athlete and where full consent and emergency contact details have been provided.
- If you have to meet or coach one athlete then ensure that it is conducted in an open environment.
- If you are travelling alone with a young person or vulnerable adult then gain appropriate consent, avoid consistently having one child or vulnerable adult alone with you in the car and never share a room on your own with a child, young athlete, or vulnerable adult.
- Challenging bullying, foul or provocative language or controlling behaviour that could upset individuals or reduce them to tears.
- Never ignoring bullying by parents, coaches or children. Listening to and supporting the person being bullied.
- Maintaining an appropriate relationship with children and vulnerable adults. This means treating people fairly, with respect and avoiding favouritism.
- Being friendly and open and ensuring that relationships are appropriate for someone in a position of power and trust.
- Respecting all athletes and helping them to take responsibility for their own development and decision making.
- 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 athlete and that consent for contact has been given by the individual and appropriate parental consent.
- Being qualified and insured for the activities you are coaching and ensuring that your licence remains valid. Ensure that your practice is appropriate for the age and development stage of each athlete.
- Adopting best practice not only ensures the individuals' welfare, it also protects you from possible wrongful allegations. Children and vulnerable adults very rarely make false allegations. If they do it is usually because they are confused or covering up for someone else's behaviour and hoping their action might scare the real abuser into stopping.

Poor Practice

The following are examples of poor practice and should be avoided:

- Engaging in rough, physical or sexually provocative games including horseplay.
- A coach shouting comments at athletes when they are not working hard enough.

- A coach engaging in an intimate relationship with one of his/her athletes.
- A group of athletes ganging up on a new athlete and refusing to talk to him/her.
- A coach taking a group of young athletes away to a weekend event on their own.

This list is not exhaustive and many other examples exist. If any of the following incidents should occur you should report them immediately to the club welfare officer, make a written note of the event and inform parents and/or appropriate adults of the incident.

- If you accidentally hurt an athlete
- If a child or vulnerable adult appears distressed in any manner
- If a child or vulnerable adult appears to be sexually aroused by your actions
- If a child or vulnerable adult misunderstands or misinterprets something you have done.

Abuse

Abuse can occur wherever there are young people or vulnerable adults. There are four main types of abuse:

- **Physical abuse.** This includes being hit, kicked, shaken or punched, or given harmful drugs or alcohol.
- **Emotional abuse.** This is the persistent emotional ill treatment of a person such as to cause severe and persistent adverse effects on an individual's emotional development. This includes being called names, being threatened or being made to feel worthless.
- **Sexual abuse.** This is where children and/or vulnerable adults are used by adults or other children to meet their own sexual needs. This includes being touched inappropriately or where the individual feels threatened or uncomfortable, sexual innuendo, being asked or forced to have sex, engage in sexual acts or being exposed to images of a sexual nature.
- **Neglect.** This is when an individual is not looked after properly, including having no place to stay, not having enough food to eat, or not having enough clothes to keep them warm. It also includes when a child's or vulnerable adult's safety is not considered or medical attention is not sought immediately when it is required.

Bullying and racism are also forms of abuse. Bullying is deliberate harmful behaviour, usually repeated over a period of time. It includes hitting, threatening violence, taking property or name calling and deliberately humiliating or ignoring the person. Bullying between children typically takes place when adults are not present, such as in a changing room or on the way to or from a meeting. Racist behaviour may take the form of bullying when references are made to ethnic origin, skin colour or religious belief.

4. Recruitment, selection and training.

All reasonable steps will be taken to ensure unsuitable people are prevented from working in the club. Anyone who has a previous criminal conviction for offences relating to abuse is automatically excluded from working with children and/or vulnerable adults. This would be determined from Disclosure and Barring Service (DBS) checks.

Recruitment

Any Advertising will reflect:

- Safeguarding Children and Vulnerable Adults and welfare policy
- The responsibility of the role
- The level of experience or qualifications required
- A positive stance on all aspects of welfare and safeguarding children and vulnerable adults

Application

All volunteers must complete an application form that includes:

- Name and address
- Relevant experience, qualifications and any training undertaken
- Listing of past involvement in sport (to confirm experience and identify any gaps)
- All applicants who have or are seeking to undertake a role and responsibility in relation to children and young people (regulated position) must complete a DBS (formerly CRB) check
- A reference from someone who has known the individual for at least 5 years may be asked for, where possible, from someone who has knowledge of the applicant's involvement with children or vulnerable adults
- Any former involvement with athletics

Training

All volunteers who work with children and/or vulnerable adults will be expected to undertake relevant training on a three yearly basis in child/vulnerable adult safeguarding procedures, procedures for taking children and young people away and sources of education and training. For all coaches and volunteers with roles in relation to children and young people this should include attendance at a recognised direct delivery safeguarding workshop.

Monitoring and appraisal

All volunteers will be given the opportunity to receive regular feedback through observed practice, appraisal or informal feedback to identify training needs and to set 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.

Complaints Appeals and Disciplinary procedures

The clubs disciplinary and appeals procedures are available in a separate document and are outlined here:

Complaints

Any complaint about the club or members of the club must be made in writing to a committee member and must be signed. The committee must deal with such complaints at the next committee meeting. Where a committee member is involved directly, the committee members not involved would need to meet to ensure impartiality. Such complaints may be treated as confidential, at the discretion of the committee. Where resolution is not possible within the club, individuals have recourse to the England Athletics grievance procedure.

Disciplinary procedure

The process has three stages which usually follow on from each other:

Stage 1: Verbal or written warning - after any background investigation, the committee may issue a verbal or written warning according to circumstance. This will state what is wrong, and what corrective action is necessary.

Stage 2: Final written warning - if a further offence or misconduct is committed, the committee will issue a written warning, stating that if a further offence is committed the member will be suspended or expelled from the club according to circumstance.

Stage 3: Expulsion - if a further offence or misconduct is committed, the member will, after investigation, be expelled from the club.

Appeals may be made at any point during the disciplinary process. These will be heard by an appeals committee, made up of 3 committee members without any direct involvement.

5. Responding to Disclosure, Suspicions and Allegations

Introduction

While it is not the responsibility of the club, volunteers, coaches and members to decide whether a concern constitutes abuse, it is their responsibility to report any concerns about the welfare of a child and/or vulnerable adult. These concerns may arise due to:

- An individual disclosing that they are being abused.
- The behaviour of an adult towards a child or vulnerable adult.
- A number of indicators observed in a child or vulnerable adult over a period of time.

How to respond to a disclosure

Don't

- Probe for more information than is offered
- Speculate or make assumptions
- Show shock or distaste
- Make comments about the person against whom the allegations have been made
- Make promises or agree to keep secrets

- Give a guarantee of confidentiality

All suspicions and disclosures must be reported appropriately. It is acknowledged that strong emotions can be aroused particularly in cases of possible sexual abuse or where there is a misplaced loyalty to a colleague.

Reporting Procedures

To ensure that appropriate action is taken if there is a disclosure, statutory referral from the police, children's services, adult services or suspicions, Abingdon AC has trained and appointed a designated member to act as the Club Welfare Officer (CWO). The CWO can be contacted by email at abingdonacwelfare@gmail.com.

Any person with information of a disclosure, allegation or concern about the welfare of a child or vulnerable adult must immediately report this by informing the CWO, who will refer the matter to UKA's CPLO or Home Country lead welfare officer. Where there is no CWO, the CPLO should be contacted directly (0161 223 4246).

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

- Criminal: in which case the police are immediately involved.
- Child protection & Safeguarding Vulnerable Adults: in which case the social care services (and possibly the police) will be involved.
- Disciplinary or misconduct: where it relates to coaches and officials UKA will be involved, in other matters it will rest with the Home Counties associations.

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

In circumstances where UKA does not have jurisdiction to deal with the individual, the UKA CPLO will act as the link person between the sport and the social care services and/or the police, and will pass on all the information to the relevant governing body/organisation with disciplinary jurisdiction.

Poor Practice

If the allegations are against a club member or volunteer and after consideration are clearly about poor practice, the allegation will be dealt with by the club under our disciplinary procedures as a misconduct issue.

Dealing with Bullying

The same procedures should be adopted when dealing with allegations of bullying. For specific actions to prevent and deal with bullying please refer to the separate section (below) on bullying.

Records and Confidentiality

Guidelines for written records are set out and these can be made by anyone recording an incident etc.; in practice this may be done in conjunction with the CWO. A referral form (below) will assist us to collect and collate the required information. Your reports should be factual and include where possible:

- The referrer's and/or the child's/vulnerable adult's name, address and date of birth
- The date and time of the incident
- The facts about the allegation or observation.
- Your factual observations e.g. describe the behaviour and emotional state of the alleged victim, and note any marks, bruising or other injuries.
- The child's/vulnerable adult's account, if it can be given, of what happened using the exact words if possible.
- Details of any witnesses
- Any times, dates or other relevant information.
- Any action that was taken as a result of the concerns.
- A clear distinction between what is fact, opinion or hearsay.
- A copy of this information must be sent to the UKA CPLO.

Confidentiality will be maintained as far as possible. Information will be handled and disseminated on a need to know basis only and be kept in secure space.

Support for Victim, Accused and Reporter

Abingdon AC acknowledges the difficulty in reporting concerns and will fully support and protect anyone who in good faith (without malicious intent), reports his or her concern about a colleague's practice or concerns about the welfare of a child and/or vulnerable adult.

We will take appropriate steps to ensure that the victim (and parents, appropriate adults) is provided with appropriate professional support e.g. Help lines, support groups and the Counselling Directory.

They will also ensure through the appropriate allegation, disciplinary and appeals procedures that the accused is offered appropriate support.

CHILD PROTECTION REFERRAL FORM

Your Name: _____

Your position: _____

Your Knowledge of and relationship to the child/young person/vulnerable adult: _____

Child's/young person's/vulnerable adult's name: _____

Child's/young person's/vulnerable adult's address: _____

Child's/young person's/vulnerable adult's date of birth: _____

Date(s), time(s) and location(s) of incident(s): _____

Nature of the concern/allegation: _____

Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's or vulnerable adult's emotional state etc):

NB Make a clear distinction between what is fact, opinion or hearsay

Exactly what the child/young person/vulnerable adult said and what you said (Remember, do not lead the child or young person – record actual details. Continue on a separate sheet if necessary):

Actions Taken so far: _____

External agencies contacted:

Police Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Social Services Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

UK: Athletics Yes No If yes, which department: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Local Authority Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Other (e.g. NSPCC) Yes No If yes, which: _____

Date and time: _____

Name and Contact number: _____

Details of advice received: _____

Print name: _____

Signed: _____ Date: _____

If the incident is reported to Social Services, a copy of this form must be sent to them within 24 hours of the telephone report. Remember to maintain confidentiality (on a need to know basis) - only share if it will protect the child. Do not discuss the incident with anyone other than those who need to know. A copy of this form must be sent to Athletics Welfare PO Box 332 Sale Manchester M33 6XL

Abingdon AC **Anti-Bullying Policy**

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can participate in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all athletes or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a **TELLING** club. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding spikes/clothing, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focussing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Athletes who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All committee members, coaches, athletes, parents and club members should have an understanding of what bullying is.
- All committee members and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All athletes and parents should know what the club policy is on bullying and what they should do if bullying arises.
- As a club we take bullying seriously. Athletes and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- says he is being bullied
- is unwilling to go to club sessions

- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or athletics equipment damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases:

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee.
2. In cases of serious bullying, the incidents will be referred to UKA for advice.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour, or threats of bullying, must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (bullies) change their behaviour.
7. If mediation fails and the bullying is seen to continue, the club will initiate disciplinary action under the club constitution.

If the club decides it is appropriate for them to deal with the situation we will follow the procedure outlined below.

- 1) Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- 2) If this fails or is not appropriate, a small panel (made up from chairman, Welfare Officer, Secretary, committee members) will meet with the parent and child alleging bullying to get details of the allegation. Minutes will be taken for clarity, which should be agreed by all as a true account.
- 3) The same 3 persons will meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
- 4) If bullying has, in their view, taken place the athletes will be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration will be given as to whether a reconciliation meeting between parties is appropriate at this time.
- 5) In some cases the parent of the bully or bullied athletes will be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee will monitor the situation for a given period to ensure the bullying is not being repeated.

6) All coaches involved with both athletes will be made aware of the concerns and outcome of the process i.e. the warning.

In the case of adults reported to be bullying athletes under 18

1. UKA will be informed and will advise the club on action to be taken.
2. It is anticipated that in most cases where the allegation is made regarding a coach, child protection awareness training may be recommended.
3. More serious cases may be referred to the police, social services or judicial complaints procedure.

Prevention:

- The club has a written code of conduct, which includes what is acceptable and proper behaviour for all members, which the anti-bullying policy backs up.
- The club welfare officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with athletes to discuss the issue openly and constructively.

Abingdon AC Photographic Policy

Introduction

Abingdon AC is committed to providing a safe environment for children and young people under the age of 18. Essential to this commitment, is the need to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources, internet and media publications.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on athletics web sites. Identification of children by potential abusers who could 'groom' children and/or potentially misuse images is the main area of concern.

By adopting this Photographic Policy, Abingdon AC aims to put into place the best possible practice to protect children and young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines adopt the following key principles:

- The interests and welfare of children taking part in athletics are paramount
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- Parents/carers and children must provide written consent for children's images to be taken and used wherever practicable. It should be accepted that children may appear in the background of general pictures taken at events and that it may not be practical or reasonable to seek consent in all circumstances.
- Images should convey the best principles and aspects of athletics' fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event
- All images of children should be securely stored.
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser, such as details beyond the child's club and coach, without the consent of the parents or carers.

Publication of Images

Wherever possible Abingdon AC will aim to follow these key guidelines:

- Ask for written permission from the athlete and parent/carers to take and use their image wherever practicable. This ensures that they are aware of the way the image is intended to be used to represent the sport.
- The Consent Form should be used wherever possible. It should be accepted that children may appear in the background of general pictures taken at events and that it may not be practical or reasonable to seek consent in all circumstances.
- If the athlete is named, consider if it is necessary and appropriate to use their photograph and if possible seek parental consent.

- If a photograph is used, avoid captioning the name of the athlete directly. **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child or young person.
- Only use images of young athletes in suitable dress (tracksuit, or competition clothing) to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular child where appropriate and, where possible, use photographs that represent the broad range of children and young people taking part in athletics. This might include both boys and girls, children from ethnic minority communities and children and young people with disabilities.
- Ensure that images reflect positive aspects of children's involvement in athletics (enjoyment/competition etc.).

Use of Photographic Filming Equipment at Athletic Events

Abingdon AC does not want to prevent parents, carers or spectators from taking legitimate photos of competitors. However there is evidence that certain individuals may visit sporting events to take inappropriate photos of Children and young people. Any concerns during an event should be reported to the Match Referee, Competition Organiser, Club Welfare Officer or England Athletics Head of Welfare.

Race and Event Organisers should consider making participants and spectators aware at the point of entry to the event (such as on the entry form, at the point of entry to the venue or in the event programme) that photographs may be taken by spectators (and event photographers if applicable) and enable them to choose whether to participate or attend the event in these circumstances.

Athletics events organisers should:

- Inform athletes and carers if a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Ensure that a system is introduced to ensure that press photographers are made aware of those children and young people without consent for images to be taken.
- Provide a clear brief to any official photographers about what is considered appropriate in terms of content and behaviour.
- Issue any official photographer with identification which must be worn at all times.
- Do not allow unsupervised access to young athletes or one to one photo sessions at events without an appropriate chaperone.
- Do not approve or allow photo sessions outside the events or at an athletes home

If parents, carers or other spectators are intending to photograph or video at an event they should also be made aware of our expectations by setting them out at the point of entry to the event or in the event programme. Such expectations should include:

- The interests and welfare of children taking part in athletics are paramount
- Images should convey the best principles and aspects of athletics fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse
- In the case of images used on web-sites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser such as details beyond the child's club and coach without the consent of the parents or carers

- If a photograph is used on line, avoid captioning the name of the athlete directly. **NEVER** publish personal details (email addresses, telephone numbers, addresses etc) of a child or young person on line
- Only use images of young athletes in suitable dress (tracksuit, or competition clothing) to reduce the risk of inappropriate use

Competitors and spectators should be informed that if they have concerns regarding any photography or video recording at any athletics event they can report these to the event organiser. Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or Match Referee, and recorded in the same manner as any other child protection concern

Videoing as a coaching aid

Video can be a legitimate coaching aid for coaches. However, if it is to be used make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the films are then stored safely and destroyed when they are no longer required for use.

For further information on welfare please visit www.englandathletics.org or contact Head of Welfare.

Consent Form for Photography and Recorded Images

Abingdon AC recognises the need to ensure the welfare and safety of all young people in athletics.

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

Abingdon AC will follow the guidance for the use of photographs a copy of which is available from England Athletics Head of Welfare or www.englandathletics.org

Abingdon AC will take all possible 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 the Club Welfare Officer immediately.

Details of athletic activity:

Dates of activity From: _____ To: _____

INSERT NAME (parent/carer) _____
consent to (INSERT club/organisation or a photographer appointed by Club or organisation)

photographing or videoing my child's involvement in athletics for the period of time shown on this form for the purposes of publicising and promoting the club or sport, or as a coaching aid (INSERT IF REQUIRED or for – INSERT DESCRIPTION OF INTENDED USE OF PHOTOGRAPHS)

Signed: _____ Date: _____

(INSERT NAME OF CHILD) _____ consent to the photographing or videoing my involvement in athletics for the period of time shown on this form, and agree to them being published to promote the club or sport.

Signed: _____ Date: _____