

# **Tring Running Club Safeguarding Policy and Procedures**

## **Introduction**

These policies and procedures outline what safeguarding is and what to do if you have a concern. These policies and procedures apply to all Tring Running Club activities including its own activities aimed at adults and events which may also be open to children.

We all have a responsibility to safeguard adults who are experiencing, or are at risk of, abuse and neglect; and to safeguard children.

### **1. Policy statement**

Tring Running Club is committed to creating and maintaining a safe and positive environment for all people involved in running. It accepts its responsibility to assist in the welfare of all people and to safeguard them from poor practice, abuse and bullying.

All individuals within the organisation - members/volunteers/coaches/officers - have a role and responsibility to help ensure the safety and welfare of members and guests.

The club accepts that we are required to fulfil our duty of care, which means that we must do everything that can be reasonably expected of us to help safeguard and protect people from harm, and to act when we suspect that someone is being harmed, or is at risk of harm.

### **2. Safeguarding of Adults**

These policies and procedures apply to any adult who is experiencing, or is at risk of, abuse or neglect, or who is unable to protect themselves from such risk.

Safeguarding adults is underpinned by the Care Act 2014 and the Mental Capacity Act 2005. Types of abuse suffered by adults identified in the Care Act 2014 are: Physical; Sexual; Psychological/Emotional/Mental; Financial and material; Neglect and act of omission; Discriminatory; Organisational; Modern Day Slavery; Domestic Violence; and Self Neglect. Other types of harm that adults may experience include: Cyber Bullying; Forced Marriage; Female Genital Mutilation; Mate Crime; and Radicalisation.

### **3. Safeguarding of Children**

Tring Running Club is a club for adults, admitting children only where they are part of a family membership which includes at least one adult member. There is no child or junior membership category. The student membership is intended for adults in full time education.

Child members are permitted to run with the club where an associated adult member either runs in the same group or delegates their authority and responsibility for the safeguarding and well-being of that child to another adult at the time of the run.

Tring Running Club organises events from time to time, and some of these are open to children. For some – the annual Tring Fun Run for example – we actively encourage children to enter. Tring Running Club is committed to providing a safe environment for children and young people to participate in.

Working Together to Safeguard Children (2017) identifies four main types of child abuse

- Physical abuse - hitting, shaking, throwing, or otherwise causing physical harm to a child
- Emotional abuse - causing severe and persistent adverse effects on the child's emotional development, conveying to a child or children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It also includes bullying, cyber-bullying, frightening, exploitation or corruption of children.
- Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This may include a wide range of contact or non contact activities, encouraging children to behave in sexually inappropriate ways, or grooming and may be perpetrated by males or females including other children.

- Neglect - the persistent failure to meet a child's basic physical and/or psychological needs.

#### **4. Training and communication**

We want to make sure that all of our volunteers and officers have the right skills and qualities to create a safe environment. The club will review the safeguarding policy annually and ensure that it is updated with any relevant legislation, policies and procedural changes.

All club officers (committee members and those who frequently lead running groups) will be required to read these policies and procedures and undertake basic safeguarding training.

The club will make its Safeguarding Policy and Procedures available to all officers, volunteers, members and partner organisations.

#### **5. Use of Photography**

There is no legal power to prevent photography or filming in a public place. However, certain individuals may use published photographs or visit sporting events to take inappropriate photographs or video footage of adults and this could include children or adults at risk.

During club events, such as the annual fun run, an official photographer may be present. In these circumstances, Tring Running Club will:

- Inform athletes and parents that a photographer will be in attendance, and inform them of the intended publication of films or photographs
- Provide suitable opportunity to record requests not to publish images, and ensure as far as reasonably practicable that published images do not include any person who is the subject of such a request
- Obtain assurance from the photographer that any photographic images taken and used will be stored securely, and destroyed when no longer required for the purpose or timeframe agreed
- Obtain assurance from the photographer that images of people are not taken other than when they are in suitable dress
- Operate system for the discreet identification of children in photographs
- Not allow unsupervised access to children or adults at risk or one to one photo sessions
- Inform athletes and parents how to act on any safeguarding concerns at the event, and act on any such concern.

Whether or not an official photographer is present, it is difficult for the club to prevent casual photography from taking place. People attending such events will be advised that family members and their friends are welcome to take photos at the event for their own family records only and these should not be published or shared on any social media.

Publishing data and images:

- Where we seek to publish an image not subject to the general restrictions above, we will ask for the explicit permission of children and their carers to take and use their image.
- If a child is named, we will avoid using their photograph.
- If a photograph is used, we will avoid naming the child.
- Where results including children's results are published, we will include only the child entrant's name, school and result.
- Race numbers will be omitted from results so there is no direct link between any child athlete's name and any published image in which the race number may be seen.
- We will never publish personal details (email addresses, telephone numbers, addresses etc) of a child, young person or adult at risk.

Photographs taken on club activities will be subject to the same requirements. It will be assumed that club members have consented to the use and publication of their image unless there is reason to believe they would refuse consent or lack the capacity to give it.

## **6. What to do if you have concerns**

Club members, committee members and run leaders are not expected to be an expert in recognition of a safeguarding concern; however, all adults working, volunteering and participating have a duty of care to be vigilant and respond appropriately to suspicions of poor practice, abuse or bullying. They should also respond to any indication of abuse that may be occurring outside of the club setting.

This does not mean that it is your responsibility to decide whether a concern constitutes poor practice, abuse or bullying but it is your responsibility to report your concerns to the club Welfare Officer or committee Chairman. These concerns may arise due to:

- An individual disclosing that they are being abused
- The behaviour of someone towards a child or an adult at risk
- A number of behavioural indicators observed over a period of time

The Welfare Officer or Chairman will take advice as appropriate on the need to refer the matter to the relevant authorities. This may include advice from England Athletics or the local safeguarding authorities. If in doubt, their default position must be to report the concern.

If you cannot contact someone within the club or feel that your concerns are not being dealt with properly you can contact:

Adults at Risk	Children
Hertfordshire safeguarding adults team 0300 123 4042	Hertfordshire safeguarding children team 0300 123 4043
Or the UK Athletics Welfare Team on 0121 713 8450	
option 3, currently Jane Fylan	option 2, currently David Brown

For concerns regarding a child another option is to contact the NSPCC on 0808 800 5000