



## HASTINGS ATHLETIC CLUB

### WELCOME PACK

This pack is for all athletes, coaches, parents and officials within the Club. We ask that everyone takes the time to read through and abide by the appropriate codes of conduct. If you feel that the Club is not following the policy in any way, please contact the Club Secretary:

[secretary@hastingsathleticclub.co.uk](mailto:secretary@hastingsathleticclub.co.uk)

For more information about our governance and policies please visit:

[www.hastingsathleticclub.co.uk/club-policies](http://www.hastingsathleticclub.co.uk/club-policies)

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#### **1. HASTINGS ATHLETIC CLUB: CLUB CODE OF CONDUCT**

##### **As a responsible Athletics Club we will:**

- Adopt national welfare policies and procedures, adhere to the codes of conduct and respond to any suspected breaches in accordance with the Welfare Procedures
- Appoint a welfare officer, preferably two, one male and one female, and ensure that they are provided with appropriate training to act as a first point of contact for concerns about welfare issues. Full details of our Welfare Officers can be found on our website
- Ensure that all staff and volunteers operating within the club environment hold the appropriate qualifications and have undertaken the appropriate checks and hold up to date DBS checks.
- Ensure that coaches, technical officials and club officers attend recommended training in welfare and safeguarding and protecting children as appropriate.
- Liaise appropriately with parents/persons with parental responsibility, officials, coaches, sports scientists, national governing bodies and other relevant people/organisations to ensure that good practice is maintained

- Ensure that information is available at the club and to all club officers, team managers, coaches and officials regarding contact details for local social services, the police and the NSPCC or Children First in Scotland
- Ensure that club officers and volunteers always act responsibly and set an example to others including younger members
- Respect the rights, dignity and worth of every club member and others involved in athletics and treat everyone equally
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Challenge inappropriate behaviour and language by others
- Place the welfare and safety of the athlete above other considerations including the development of performance
- Report any suspected misconduct by club officials, coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible.

## **2. HASTINGS ATHLETIC CLUB: CODE OF CONDUCT FOR COACHES AND TEAM MANAGERS**

- Respect the rights, dignity and worth of every athlete and others involved in athletics and treat everyone equally
- Place the welfare and safety of the athlete above the development of performance
- Be appropriately qualified including obtaining DBS/Disclosure Scotland/Access NI clearance, update your licence and education as and when required by UKA and adhere to the terms of the coaching licence
- Ensure that activities you direct or guide are appropriate for the age, maturity, experience and ability of the individual athlete
- At the outset clarify with athletes (and where appropriate, with parents or carers) exactly what is that is expected of them and what athletes are entitled to expect from you
- Never try to recruit, either overtly or covertly, athletes who are already receiving coaching. If approached by an athlete receiving coaching refer immediately to the coach currently providing coaching support
- Try to observe a recommended maximum ratio of 1 coach to 12 athletes at a training session or work in partnership with another coach/coaching assistant
- Cooperate fully with others involved in the sport such as technical officials, team managers, other coaches, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Encourage and guide athletes to accept responsibility for their own performance and behaviour
- Develop appropriate working relationships with athletes based on mutual trust and respect, especially with those athletes under 18 years or vulnerable adults
- Do not exert undue influence to obtain personal benefit or reward
- A coach MUST strictly maintain a clear boundary between friendship and intimacy with athletes and do not conduct inappropriate relationships with athletes. Relationship with athletes can cause significant problems for other team members, raising concerns of favouritism and/or victimisation should the relationship later end
- In particular, you MUST NOT allow an intimate personal relationship to develop between yourself and any athlete aged under 18 years. Any violation of this could result in a coach licence being withdrawn. It may also be a criminal offence to conduct a relationship with an

athlete aged under 16 years. It may also be a violation of your coaching licence to form an intimate personal relationship with a vulnerable adult coached by you

- It is strongly recommended that you do not allow intimate relationships to develop between yourself and athletes coached by you aged over 18 years.

As a responsible coach, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Be aware that your attitude and behaviour directly affects the behaviour of athletes under your supervision
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity in addition, coaches should follow these guidelines on best coaching practice, in particular with young athletes or with vulnerable adults
- Avoid critical language or actions, such as sarcasm which could undermine an athlete's self-esteem
- Avoid spending time alone with young athletes unless clearly in the view of others to protect both yourself and the young athlete. In special circumstances, for example when coaching elite young athletes, one to one coaching session may form part of the required training schedule. In this circumstance, parental/guardian consent must be sought and obtained prior to sessions taking place. The coach must inform the parent/guardian of the venue for training and an emergency contact number should be provided by both the coach and parent/guardian
- Avoid taking young athletes alone in your car
- Never invite a young athlete alone into your home
- Never share a bedroom with a child
- Always explain why and ask for consent before touching an athlete
- Ensure that parents/carers know and have given consent before taking a young athlete away from the usual training venue
- Work in same-sex pairs if supervising changing areas
- Respect the right of young athletes to an independent life outside of athletics
- Report any accidental injury, distress, misunderstanding or misinterpretation to the parents/carers and club Welfare officer as soon as possible
- Report any suspected misconduct by other coaches or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible.

### **3. CODE OF CONDUCT FOR TEAM MANAGERS**

As a responsible Team Manager, you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of the athlete

- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Avoid destructive behaviour and leave athletics venues as you find them
- Never engage in any inappropriate or illegal behaviour
- Not carry or consume alcohol to excess and/or illegal substances.
- Not carry any items that can be dangerous to yourself or to others excluding athletics equipment used in the course of the athletics activity. In addition, Team Managers should follow these guidelines on best practice, in particular with young athletes and vulnerable adults
- Take reasonable care in all circumstances of any athlete under 18 years who is at an event without a parent or person with parental responsibility
- Provide the appropriate ratio of staff for the age and ability for athletes travelling away from home. The recommended ratio is one adult to ten children
- Provide staff of the same sex to undertake chaperoning duties
- Check that all volunteers have been through the appropriate recruitment and selection checks and have attended the appropriate training e.g. DBS/Disclosure Scotland/Access NI and self-declaration, safeguarding awareness training
- Notify all parents/people with parental responsibility/carers of athletes under 18 years of the times and venues of any competitions and the appropriate contact telephone numbers
- Ensure that written consent has been obtained from all persons with parental responsibility for athletes under 18 years prior to the competition
- Liaise with the parents/person with parental responsibility of an athlete under 18 years if the athlete becomes involved in an accident or serious breach of health and safety or discipline whilst under your care
- Comply with welfare policies and procedures and any local authority or school procedures or any other policies and procedures that might apply to a particular venue, group of athletes, or competition
- Report any suspected misconduct by coaches, technical officials or other people involved in athletics to the Club, Regional, National or UKA welfare officer as soon as possible.

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#### **4. HASTINGS ATHLETIC CLUB: CODE OF CONDUCT FOR ATHLETES**

##### **As a responsible athlete you will:**

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in athletics and treat everyone equally
- Uphold the same values of sportsmanship off the field as you do when engaged in athletics
- Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sport scientists and representatives of the governing body in the best interests of yourself and other athletes
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances

- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your coach of any other coaching that you are seeking or receiving
- Always thank the coaches and officials who enable you to participate in athletics

As a responsible Athlete, when participating in or attending any athletics activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave athletics venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances
- Avoid carrying any items that could be dangerous to yourself or others excluding athletics equipment used in the course of your athletics activity.

In addition, athletes, especially young athletes and vulnerable adults, should follow these guidelines on safe participation in athletics:

- Notify a responsible adult if you have to go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to athletics such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible
- Report any suspected misconduct by coaches or other people involved in athletics to the club welfare officer as soon as possible.

## **5. HASTINGS ATHLETIC CLUB: PARENTS CODE OF CONDUCT**

**Parents and Guardians are expected to:**

- Ensure that any changes in the condition of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has the current emergency contact details for you and another responsible adult
- Deliver and collect your child punctually to and from the coaching session/event. Please inform a member of the committee or coaching staff if there is an unavoidable problem. The club is unable to act as a 'babysitting service'
- Siblings and children not taking part in the session should be fully supervised by a responsible adult at all times. Please do not let them play on the athletics track or bring any ball games or roller boots / bikes / scooters etc
- Inform the coach before a session if your child is to be collected early from a coaching session/event and if so, by whom

- Ensure your child is properly and adequately attired for the training session/event, including all required equipment, appropriate clothing for possible weather changes and all relevant training kit
- Encourage your child to obey rules and teach them that they can only do their best. Do not force your child to participate in any session/event
- Behave responsibly as a spectator at training/events and treat coaches, officials, team managers; committee members and spectators of yours and other clubs with due respect, meeting the UKA commitment to equality, diversity and inclusion
- Ensure that you do not use language that could be interpreted as offensive to others within the club/competition environment
- Ensure your child's nutritional needs are met, listen to the advice offered by the coach in relation to what food and hydration is required
- Raise any concerns you have in an appropriate manner; details of the clubs Welfare Officer can be found on the club website and at the end of this document. Please refrain from posting concerns or complaints on the Hastings Athletic Club Facebook, Instagram or Twitter accounts. These are public forums and not the place for these matters to be raised
- Not enter the competition area unless requested to do so
- Arrange a suitable time with the coach if you wish to have a discussion. When dealing with your child's coach, treat the coach with respect and in the same manner, as you would wish to be treated
- Most of all help your child enjoy the sport to the best of their ability, ultimately, be Safe and have Fun!

N.B. Sanctions for the breach of the code by a parent/guardian may include a verbal/written warning or suspension from attending club activities.

**For a copy of the Club Disciplinary and Complaints Policy please contact:**  
[secretary@hastingsathleticclub.co.uk](mailto:secretary@hastingsathleticclub.co.uk)

## **6. HASTINGS ATHLETIC CLUB: WELFARE OFFICERS AND POLICY:**

### **Introduction**

All members of our club have a duty of care to one another. This is reflected in our Club Constitution and Codes of Conduct. Our aim is to create a welcoming and supportive setting for our members to enjoy being part of the club and most of all feel safe. We want members to know that there is a safe space to talk to us, if they have any concerns about their own Welfare within the club. We also want to ensure that members feel confident in knowing how to raise any concerns they may have about the Welfare of a member and how this will be dealt with.

As an England Athletics affiliated club we adopt the follow policies for Club Welfare:

- UKA Safeguarding Children Policy
- UKA Safeguarding Adults Policy and Guidance Procedures

These can be found on the UKA Website or through the England Athletics Resource Library.

This process provides details on how we as a club, implement these policies within the Club environment.

## **Welfare Concerns**

There are three types of Welfare Concerns that can be raised at the Club:

- A Welfare Concern that requires immediate action
- A Welfare Concern regarding a situation outside of the Athletics Environment
- A Welfare Concern regarding a situation within the Athletics Environment

There are different ways in which you may become aware of a concern:

- A member may confide in you about a concern they have about themselves
- You may witness something that causes you concern
- A member or parent may confide in you about a concern they have about another member

When you become aware of a concern it is important that you do not:

- 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

## **Reporting a Concern**

All members have a duty to raise the concern with a Club Welfare officer to ensure that matters are appropriately managed and recorded by the club. It is not the members responsibility to investigate concerns. If the concern does not require immediate action, it should be reported in writing to the Club Welfare Officer so that an accurate record is logged which may be required at a later time.

In the case of an Adult Welfare concern, it is important that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert.

## **Our Club Welfare Officers are:**

Shelley Clark: [safeguarding-hac@outlook.com](mailto:safeguarding-hac@outlook.com)

Katie Arnold: [safeguarding-hac@outlook.com](mailto:safeguarding-hac@outlook.com) 07802232745

## **When a concern is raised that requires immediate action**

If there is an immediate risk to the safety of an individual, you need to contact the Police immediately and report your concerns. Please consider your own safety as well as that of the individual at this time.

When it is appropriate to do so, you should inform a Club Welfare Officer of the action taken for official club records and will use this to consider what, if any further action is required by the club.

### **When a concern is raised regarding a setting outside the Athletics Environment**

If you become aware of a Welfare concern that is not directly related to the club environment, you still have a duty of care to share this information. If the concern does not require immediate action, you should report the matter to a Club Welfare Officer, in writing as previously described.

The Club Welfare Officer will refer to the flow charts located in the appropriate policy (UKA Safeguarding Children / UKA Safeguarding Adults) and take the appropriate action.

The Club Welfare Officer may be required to make contact with local services to report this concern.

Contact details of these services can be found here:

- <https://www.eastsussex.gov.uk/childrenandfamilies/>

In an emergency call 999 otherwise contact the Single Point of Advice (SPOA) team: Phone: 01323 464222

- <https://www.eastsussex.gov.uk/socialcare/>

### **Managing a Concern within the Athletics Environment**

Report your concern to a Club Welfare Officer in writing. The Club Welfare Officer will then refer to the flowcharts located in the appropriate policy (UKA Safeguarding Children / UKA Safeguarding Adults) to decide if the concern meets the threshold of being reported to UKA

**If the threshold is met for reporting the matter to UKA**, the Welfare Officer is required to follow this process:

- Email [dbrown@uka.org.uk](mailto:dbrown@uka.org.uk) or call the UKA Welfare Department on 0121 713 8450 (selecting option 2).
- UKA Welfare Staff will talk you through the process that will subsequently follow and are on hand to answer any questions/concerns you may have.
- UKA Welfare Staff will also offer you advice in relation to reporting back to club officials and managing your club environment appropriately.

If as a Welfare Officer, you are unsure if the concern meets the threshold you should contact UKA using the means above to check.

### **Managing a Concern that does not meet the threshold for reporting to UKA but still requires intervention at club level.**

If the concern does not meet the threshold for being reported to UKA, it does not mean that the concern will be dismissed. It is possible that this concern is still causing distress to a member or members and requires intervention at a club level.

In this instance the Club Welfare Officer may need to speak to another member of the committee. In the first instance this should be another Welfare Officer or if this is not appropriate the Chair or other senior Committee member. An agreement will then be formed on what action should be taken. It may be the case that some mediation is required. If as part of the concern, a formal complaint has been raised, the club will use its Disciplinary Process to manage the complaint.

If there is uncertainty regarding what action to take the Club Welfare Officer may sense check the proposed action with the England Athletics Club and Compliance Manager or their local Club Support Manager.



## **7. HASTINGS ATHLETIC CLUB: PHOTOGRAPHIC AND VIDEO POLICY**

In accordance with the UK Athletics Child Protection 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. Hastings Athletic Club 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/County Welfare Officer immediately.

The Club may on occasion hire a professional photographer to capture images at events and training sessions for use on the website and social media. Images may also be shared with the local media. Images may be used unless you have informed us that you do not consent to this by emailing: [safeguarding-hac@outlook.com](mailto:safeguarding-hac@outlook.com)

## **8. HASTINGS ATHLETIC CLUB: PRIVACY POLICY**

Hastings Athletic Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Hastings Athletic Club is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

### What personal data we hold on you:

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, or participate in discussion boards on our social media and website. The information you give us may include your name, date of birth, address, e-mail address, phone number, name of the EA affiliated Clubs with which you are registered and gender (Athletics Data). We may also ask for relevant health information, other data which is classed as special category personal data.

### Why we need your personal data:

The reason we need your Athletics Data is to be able to administer your membership, and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

### Reasons we need to process your data include:

- For training and competition entry
- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with facility providers to manage access to the track or check delivery standards; and
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

### For funding and reporting purposes

- sharing anonymised data with a funding partner as condition of grant funding e.g. Local Authority;
- analysing anonymised data to monitor club trends; and
- sending an annual club survey to improve your experience as a club member

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results

Any special category health data we hold on you is only processed for the purpose(s) of fitness/ health checks or passing health data to coaches to allow the safe running of training sessions. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages – Facebook, Twitter and Instagram. All members are free to join these pages. If you join one of the social media pages or affiliated pages, please note that the provider of the social media platforms has their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages. A Google email group also exists ([hastingsathleticclub@googlegroups.com](mailto:hastingsathleticclub@googlegroups.com)). While the club runs and moderates this group it does not accept any responsibility or liability for individual members posts and views, however it will work to ensure that action is taken to remove people who break the rules of the group.

Who we share your personal data with:

When you become a member of the Club, you will also automatically be registered as a member of England Athletics Limited. We will provide England Athletics Limited with your Athletics Data which they will use to enable access to the MyAthletics portal. England Athletics Limited will contact you to invite you to sign into and update your MyAthletics portal. You can set and amend your privacy settings from the MyAthletics portal. If you have any questions about the continuing privacy of your personal data when it is shared with England Athletics Limited, please contact [dataprotection@englandathletics.org](mailto:dataprotection@englandathletics.org)

For non-competing volunteers / family members:

All of our members are required to also be a member of England Athletics Limited as part of their membership, however this is not a requirement for non-competing volunteers and those listed as additional members in a family membership as non-competing. In this situation we will not share your data with England Athletics Limited. Please be aware that should you ever wish to compete in your sport you will have to register with England Athletics Limited at that time.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK.

How long we hold your personal data:

We will hold your personal data on file for as long as you are a member with us. Athlete data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after four years of inactivity on that member's account, in line with England Athletics Limited's retention policy. Your data is not processed for any further purposes other than those detailed in this policy. Your details will remain on our club records and statistics if you have won a title at any point during your membership.

Your rights regarding your personal data:

As a data subject you have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us, we may not be able to register or administer your membership.

If you have any questions please get in touch with Katie Arnold, Club Secretary  
[secretary@hastingsathleticclub.co.uk](mailto:secretary@hastingsathleticclub.co.uk)

**9. HASTINGS ATHLETIC CLUB: ANTI-BULLYING POLICY**

Hastings Athletic Club 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 and parents are encouraged 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 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 have 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/she 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.

### **Recommended club action**

If the club decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below.

- 1) Reconciliation by getting the parties together. It may be a genuine apology solves the problem
- 2) If this fails/not appropriate a small panel (Made up from chairman, Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account
- 3) The same 3 persons should meet with the alleged child who has instigated bullying 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 while referring to the anti-bullying policy.
- 4) If bullying has in their view taken place the athletes should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time
- 5) In some cases the parent of the child who has instigated bullying or bullied athletes can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated
- 6) All coaches involved with both athletes should 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 should always be informed and will advise 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 will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part
- All athletes and parents will sign to accept the constitution upon joining the club
- 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.

Any questions please contact [secretary@hastingsathleticclub.co.uk](mailto:secretary@hastingsathleticclub.co.uk)

**10. HASTINGS ATHLETIC CLUB: HEALTH AND SAFETY POLICY**

Hastings Athletic Club is strongly committed to encouraging our members to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability, and expect our junior athletes to participate within these boundaries.

To support our Health and Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
- Create a safe environment by putting health and safety measures in place as identified by the assessment
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health and safety policy
- Appoint a competent club member to assist with health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

**AS A CLUB MEMBER YOU HAVE A DUTY TO:**

- Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do
- Co-operate with the club on health and safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.

**AS A PARENT OR GUARDIAN YOU HAVE A DUTY TO:**

- Ensure that any changes in the condition of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has the current emergency contact details for you and another responsible adult
- Ensure your child is properly and adequately attired for the training session/event, including all required equipment, appropriate clothing for possible weather changes and all relevant training kit
- Supervise children who are not taking part in training sessions at all times. No roller boots, bikes scooters etc are permitted at the athletics track. No ball games. Please do not let your children play on the track at any time.

**CLUB HEALTH AND SAFETY OFFICER:**

Katie Arnold 07802232745 [katieainsworth@hotmail.co.uk](mailto:katieainsworth@hotmail.co.uk)

**FIRST AID:** Location of first aid facilities:

Hastings Athletic Club **Clubhouse**

Ark Alexandra Athletic Arena (William Parker Campus), Parkstone Road, Hastings, East Sussex, TN342NT

A **Defibrillator** is on site and located on the outside wall of the clubhouse.

The code is C159

**Location of telephones:**

Mobile phone of the on-site Coach.

**QUALIFIED FIRST AIDERS:**

1. Jules Lovell (U11 Coach and athlete)
2. Katie Arnold (Committee member, coach and athlete)
3. Steve Baldock (Track Coach and athlete)
4. Chris Brandt (athlete)

**11. HASTINGS ATHLETIC CLUB CHILD PROTECTION POLICY STATEMENT**

Hastings Athletic Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and England Athletics requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience of sport at Hastings Athletic Club in a safe and child centred environment
- are protected from abuse whilst participating in Hastings Athletic Club or outside of the activity.

Hastings Athletic Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Hastings Athletic Club will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Hastings Athletic Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

### **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and England Athletics
- as a result of any other significant change or event.

## **12. HASTINGS ATHLETIC CLUB EQUALITY POLICY**

- Hastings Athletic Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- Hastings Athletic Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:  
*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.*
- Hastings Athletic Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.



- All Hastings Athletic Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.
- Hastings Athletic Club will deal with any incidence of discriminatory behaviour seriously, according to our disciplinary procedures.

### **13. HASTINGS ATHLETIC CLUB INCLUSION POLICY**

#### **Introduction**

For the purposes of this policy 'inclusion' means access for all. It means recognising differences between individuals / groups and providing opportunities for them to participate in Athletics and Running regardless of those differences, whether this is as a participant, coach, leader, official, volunteer or member of staff.

Hastings Athletic Club embraces diversity and difference and is committed to providing opportunities that are safe, inclusive, accessible and equitable. We want our club to be equally accessible to all members of society, whatever their age, disability, gender, race, ethnicity, sexuality or social/economic status.

We will develop a focus on inclusion, not exclusion, and ensure that we provide appropriate advice to members and volunteers to ensure that everyone can participate as fully as possible.

The Inclusion Policy is intended to promote a change in attitudes and perceptions and to improve opportunities for everyone to participate at our club.

We will seek to ensure that we comply with the Equality Act 2010 and the characteristics protected by it ( age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity) and encourage our members to do so. We will seek to include everyone regardless of whether they have a protected characteristic or not.

Our aim is to provide an environment where everyone feels:

- Welcome
- Represented
- Included in decision making
- Able to participate
- Safe and free from discrimination, bullying, harassment and vilification.

#### **Aims**

The aims of the Inclusion Policy are:

- To promote the development of knowledge and understanding of disability, equity and inclusion amongst our participants, leaders/coaches, officials, volunteers and competition/event organisers by the provision of appropriate guidance and training. To guide and support the integration of inclusive practice into our core club/group programmes and activities.
- To contribute towards growing and sustaining numbers of people from under-represented groups participating within our club.
- To promote inclusion within Athletics and Running wherever possible and in accordance with the provisions of the Equality Act.
- To adopt inclusive practice within our competition and events.
- To promote close working partnerships with relevant groups and organisations to support the development of inclusive practice within our club.

### **Commitment**

We will;

- Not tolerate discrimination, harassment, bullying or victimisation.
- Actively identify and reduce barriers to participation for under-represented groups.
- Consult with expert partners and other organisations to facilitate inclusive practices and remove barriers to participation.
- Ensure under-represented groups are given the opportunity to participate in all aspects of our club.
- Provide opportunities for all in coaching, officiating and leadership positions.

There are a number of measures that we will take to ensure that we are working under the guidance of the Policy and within the requirements of the Equality Act (2010).

### **We will provide a welcoming environment**

- We will think positively about how we can include people rather than focusing on potential barriers to participation.
- We will consider how our club/group is promoted. For example, by providing information in formats which are accessible and by using appropriate imagery.
- We will encourage people to contact us to discuss their needs and requirements to facilitate inclusion and we will ensure we consider what reasonable adjustments could be made to enable them to participate.
- We will develop the knowledge and understanding of key officials, coaches, leaders and other volunteers, of disability, equity and inclusive practice by providing appropriate guidance and training.

### **We will talk to people**

- We will, so far as is reasonably possible, consult with relevant groups and with prospective individuals about their needs and requirements.
- We will not make assumptions and will try to speak to people about the reasonable adjustments they believe might be made to enable them to participate and to discuss how these could be made. We will make reasonable adjustments.
- We will demonstrate that every effort has been made to enable everyone to participate and that inclusion not exclusion has been the priority.
- If reasonable adjustments are required to make an event/activity accessible, then we will make those reasonable adjustments.

## **14. HASTINGS ATHLETIC CLUB SOCIAL MEDIA POLICY**

Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and Instagram; video-sharing sites such as YouTube) are a common means of communication and self-expression.

It's essential that volunteers and members make informed decisions about how they use the internet, mobile phone and email communications to protect our club and our people.

Everyone involved in our club has the responsibility to safeguard both on and off the track / road, including communications

**It is the responsibility of all members to:-**

- Refrain from publishing comments about other clubs, athletes, coaches, volunteers or any controversial or potentially inflammatory subjects.
- Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person`s race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.
- Clubs should identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.
- The club will be responsible for reviewing responses to online posts and resolving any concerns before they are posted.