



# City of Portsmouth Athletic Club Safeguarding & Welfare Policy

## Introduction

City of Portsmouth Athletics Club (CoPAC) is committed to ensuring that all members, as well as those invited to participate alongside our members, can enjoy athletics in a safe and supportive environment. All individuals are entitled to a duty of care and must be protected from all forms of harm, abuse, or neglect.

This policy adopts the principles, policies, and procedures set out by England Athletics, ensuring our club operates in alignment with best practices and legal requirements.

## England Athletics Safeguarding Policy and Procedures

CoPAC has adopted the following England Athletics policies and procedures in their entirety:

- [UKA/HCAF Child Safeguarding Policy](#)
- [UKA/HCAF Child Safeguarding Procedures](#)
- [UKA/HCAF Adult Safeguarding Policy](#)
- [UKA/HCAF Adult Safeguarding Procedures](#)

These policies cover safeguarding responsibilities for both children and adults at risk and provide detailed guidance on recognising and responding to safeguarding concerns.

## Welfare Officers

CoPAC has appointed two Welfare Officers, one male and one female, who are responsible for implementing and overseeing all safeguarding matters. Their names and contact details are displayed in the club's facilities and on the club's website.

## Role of the Welfare Officers

The Welfare Officers are responsible for:

- Managing safeguarding incidents and concerns raised within the club.
- Ensuring the implementation of all club safeguarding policies and procedures.
- Advising the Committee on safe recruitment processes for volunteers and staff working with children and adults at risk.
- Keeping up-to-date records of safeguarding training attended by club personnel.
- Maintaining a register of Disclosure and Barring Service (DBS) checks and ensuring all relevant roles meet DBS requirements.
- Acting as the main point of contact between the club, England Athletics, and external safeguarding agencies.

## Welfare Officer Requirements

Each Welfare Officer must:

- Hold a current DBS clearance from UK Athletics (renewed every three years).
- Be registered as the club's Welfare Officer on the myAthletics portal.
- Complete the online Safeguarding in Athletics module.
- Attend the Time to Listen training course.

CoPAC Welfare Officer role description can be found [here](#). (Link to be added)

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# City of Portsmouth Athletic Club Safeguarding & Welfare Policy

## Recruitment and Retention of Club Personnel

### DBS Checks

It is a requirement that all club personnel working closely with children or adults at risk undergo a DBS check. This includes:

- Coaches
- Technical Officials
- Guide Runners Welfare Officers
- Team Managers

Initial applications and renewals are managed via the myAthletics portal, with reminders issued through the system.

Additional roles, such as parent helpers and volunteers without supervisory Responsibilities, are required to complete a self-certification form, which will be lodged with the Welfare Officer.

### Induction and Training

- All new personnel, including coaches, committee members, volunteers, and parent helpers, will be provided with this Safeguarding and Welfare Policy as part of their induction.
- Coaches, Welfare Officers, and Team Managers must attend the *Safeguarding in Athletics* module upon starting their role and complete refresher training every three years. The cost of training will be reimbursed by the club.

### Qualification and Licences

All coaches and technical officials must hold appropriate qualifications and licences. These will be recorded and maintained by the Coaching Coordinator on the club's membership database. No individual may commence their role until their qualifications or DBS clearance has been verified.

### Codes of Conduct

CoPAC requires all members, staff, and volunteers to adhere to the UK Athletics and HCAF Codes of Conduct. These codes set out the standards of behaviour expected within the sport and include:

- Coaches
- Senior Athletes
- Children and Young People (under 18)
- Parents/Carers
- Technical Officials
- Club Welfare Officers
- Volunteers

The full codes of conduct are available [here](#) (add link)

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# City of Portsmouth Athletic Club Safeguarding & Welfare Policy

## Dealing with Safeguarding Concerns

### Reporting a Concern

All members, parents, volunteers, and staff have a responsibility to report any safeguarding concerns.

### Steps to report a concern:

1. If there is immediate danger, contact emergency services on 999.
2. Report concerns to the club's Welfare Officers.
3. The Welfare Officers will manage the concern in line with England Athletics' reporting procedures, which can be found [here](#).

### Whistleblowing

UK Athletics operates a whistleblowing policy to allow individuals to raise concerns about safeguarding or poor practice. This policy can be found [here](#).

### Breaches of Policy

Any breaches of this Safeguarding and Welfare Policy, or associated Codes of Conduct, will be taken seriously and managed as follows:

- Initial discussion with the Club Welfare Officer(s).
- Further action if required, including escalation to England Athletics or external agencies.

### Review and Monitoring

This policy will be reviewed annually, or earlier if required, to ensure it remains compliant with changes in legislation and best practice guidance.

**Last Reviewed:** March 2025

**Next Review Date:** March 2026

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