



WELFARE POLICY

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1	31.10.22	Name of welfare officer	Morven Hurding	Committee
2	21.10.25	No updates required	Chris Gardiner	

WELFARE POLICY

As a UKA affiliated club, the welfare of our members is important to us. Welfare is essential to contribute to good practice within athletics and ensure the safety and enjoyment of club members, coaches and volunteers.

Welfare covers a range of issues such as safeguarding, anti-bullying, poor practice in coaching and disciplinary matters.

It is everyone's responsibility to protect each other's welfare. However, please contact the welfare officer if you have a related concern or issue. They are here to listen and be responsive.

Welfare Officers

The Welfare Officers are Jodie Wells and Chris Gardiner, who can be contacted at training sessions or via the club contact page.

The role of Welfare Officer is to:

- Advise and support implementation of welfare policies & procedures in relation to conduct and good practice
- Ensure coaches / helpers / volunteers have completed a volunteer recruitment process, including self-declaration forms or DBS checks (where required)
- Ensure UKA licences of coaches, self-declarations or DBS checks (where required) are maintained and audited annually
- Monitor and support welfare training & awareness of policies where required
- Respond to suspected breaches of welfare policies or procedures, advising & supporting the committee on appropriate action
- Safeguarding children and vulnerable adults and promptly reporting any concerns in accordance with procedures.

Welfare policies and procedures

The club has the following local policies related to welfare

- Code of Conduct
- Social media policy
- Membership policy

We adopt the UKA and England Athletics published policies and procedures in relation to safeguarding, codes of conduct, suspected breaches and disciplinary processes. These include:

- Adult Safeguarding Policy
- Adult Safeguarding Procedures
- Photographic Policy Guidance for Athletics Clubs and Venues

- Code of Conduct for Parents
- Safeguarding Children Policy
- Club Discipline and Appeals Process
- Guidance for Disciplinary/appeal hearings

Route for providing feedback or making a complaint, including escalation procedure

- Feedback and complaints should be constructive and provided for the well-being of members, in keeping with the club ethos of 'be safe, be kind and give back'.
- When providing feedback, possible solutions are presented.
- If members wish to provide feedback or make a complaint, they should speak to the committee or run leader team member who has responsibility for the issue, e.g., the coaching co-ordinator or group leader if training related.
- Informal feedback will be redirected to the most appropriate volunteer if sent directly to the chair or club secretary and the member will be notified accordingly.
- The volunteer will work to understand the issue and, if possible, act to resolve the matter immediately without need to initiate a formal process.
- If the matter is not dealt with to the member's satisfaction, they should escalate this to a welfare officer to support a resolution.
- Formal complaints should be submitted in writing and marked as a 'complaint' for the attention of the Club Secretary. Where the matter relates to the Secretary, the complaint must be submitted to the Welfare Officer.
- Any communication should provide details of the complaint, supporting information and what action or response would help to resolve the situation.
- Misconduct complaints will be managed according to the EA Club Discipline and Appeals Process.

Reporting a Safeguarding Concern

You may want to report a concern if you:

- are worried about the safety or wellbeing of a child or vulnerable adult
- suspect neglect or abuse
- would like to report an incident.

How clubs and England Athletics respond to allegations is shown in the [Reporting a safeguarding concern flowchart](#)

If your concern is urgent, please contact the police by dialling 999 or 101 as well as notifying the welfare officer.

Signposting and useful Links

In line with UKA Code of Practice we provide the following contact details for coaches and athletes as they may be required:

Essex Police – Dial 999 in an emergency or 101 for a non-emergency

Children's Social Care – 0345 603 7627, out of hours 0345 606 1212

Adult Social Care – 0345 603 7630, out of hours 0345 758 5592

NSPCC Helpline – 0808 800 5000 – 24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

These additional resources provide information on different organisations that you can contact for help and support in relation to mental health and wellbeing, bereavement and domestic violence.



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Resources.docx

With this policy, Tiptree Road Runners aims to ensure the safety and enjoyment of its athletes and volunteers to create an environment where everyone involved in the club feels safe and welcome to enable them to be the best they can be, in line with England Athletics standards and the club ethos of 'be safe, be kind and give back'.