



Safeguarding Policy

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Safeguarding Policy

Contents

Introduction

Safeguarding Aims

Welfare Structure

Policy

Reporting Procedures

Appendix 1 – Welfare Structure

1. Introduction

Fitmums and Friends has a responsibility to protect and safeguard the welfare of children, young people & adults they encounter. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity. This policy is relevant for both employees and volunteers.

2. Safeguarding Aims

Fitmums and Friends will aim to protect and safeguard children, young people & adults by:

- having a safeguarding policy and procedure which is regularly reviewed and updated in line with England Athletics (National Governing Body).
- ensuring the safeguarding policy is shared with all members as follows:
Volunteers – on induction
Employees – on induction
Members – by agreeing to the Code of Conduct upon registration as a member
- ensuring that should an incident occur the policy is reviewed at that time to ensure it is robust, comprehensive and fit for purpose for the organisation and its workforce at that time. In the event of amendments all workforce will be informed.
- ensuring that a copy of the up to date policy is maintained on the website.
- ensuring that all relevant roles complete the British Athletics Safeguarding in Athletics online course appropriate to their role.
- maintaining a record of all licence, DBS, safeguarding & applicable mandatory training expiry dates.
- ensuring that Fitmums and Friends has an Overarching Welfare Officer/s and that all staff and volunteers are aware of the named person/s and the process of reporting concerns to them.
- all Fitmums & Friends sessions are risk assessed and written documentation supports this. Risk assessment is completed for all locations/sessions and stored electronically.

3. Welfare Structure

Fitmums and Friends has a welfare structure which includes an “Overarching Welfare Lead”(OWL) role. This role, normally held by two people, is responsible for ensuring welfare across the whole charity. This is in addition to the role of “Club Welfare Leads” which are based in local clubs. As an affiliated

member of England Athletics we adopt the **UK Athletics & The Home Country Athletics Federations** safeguarding policies and procedures. These policies and procedures refer to a Club Welfare Lead only and therefore it is important when reading this to recognise that due to the size of the charity we have an additional level of support via the OWL.

The Club Welfare Lead can be a first point of contact for members. Where a local club does not have a Welfare Lead (for instance in the early development of a Club) then the immediate referral point is to the Overarching Welfare Lead. The Fitmums & Friends Welfare Structure is explained in Appendix 1.

A sampling process is used to provide an extra level of check around the management of welfare concerns. The trustee with responsibility for Safeguarding meets with the Overarching Welfare Leads 2-3 times per year to review a number of welfare incidents. This is to provide an external check on the management of reported issues.

4. Policy

We adhere to the **UK Athletics & The Home Country Athletics Federations** safeguarding policies and procedures. As detailed in the above section the additional role of the Overarching Welfare Lead should be considered when reading both of the following policies:

Adult Safeguarding Policy

<https://www.englandathletics.org/clubhub/resource/adult-safeguarding-policy/>

Child Safeguarding Policy

<https://www.englandathletics.org/clubhub/resource/child-safeguarding-policy/>

5. Reporting procedures

We advise all welfare concerns to be reported in the first instance by the Fitmums and Friends online reporting form <https://forms.gle/cvmh4ChfGN4eKHpUA> Submissions via this link are automatically flagged to the Overarching Welfare Leads who will then determine if the Adult/Child report form needs to be completed. These forms can be found in the links below. If however there is an immediate risk to a child/young person/adult then the action should be to call the police/social services or ambulance as detailed in the following links.

Adult Safeguarding Procedures

<https://www.englandathletics.org/clubhub/resource/adult-safeguarding-procedures/>

Child Safeguarding Procedures

<https://www.englandathletics.org/clubhub/resource/child-safeguarding-procedures/>

Appendix 1

Welfare Structure



Appendix 1

