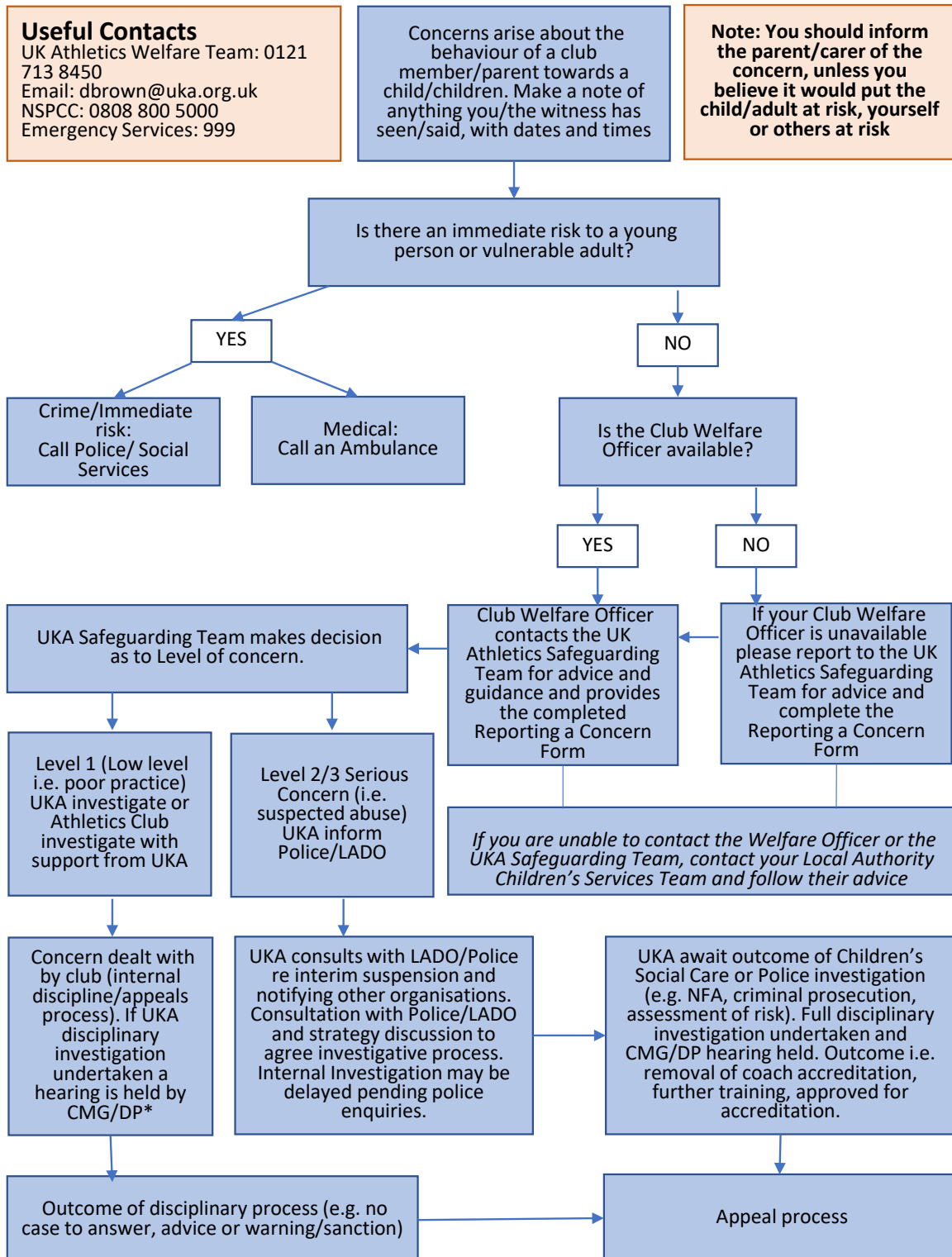


Helping you know what to do in different situations

- The [Athletics Safeguarding Flowchart \(PDF 165kB\)](#) explains how to respond to allegations against a volunteer or another young person within the athletics environment

Reporting a Safeguarding Concern within the Athletics Environment

How to respond to allegations against a volunteer or another young person within the Athletics Environment



*CMG (UKA) – Case Management Group

*DP (EA) – Disciplinary Panel

- The **England Athletics Complaints Flowchart (PDF 129kB)** explains how to report allegations against a volunteer within the athletics environment and, most essentially, who to report to.

Reporting a Serious Misconduct Concern within the Athletics Environment

How to report allegations against a volunteer within the Athletics Environment

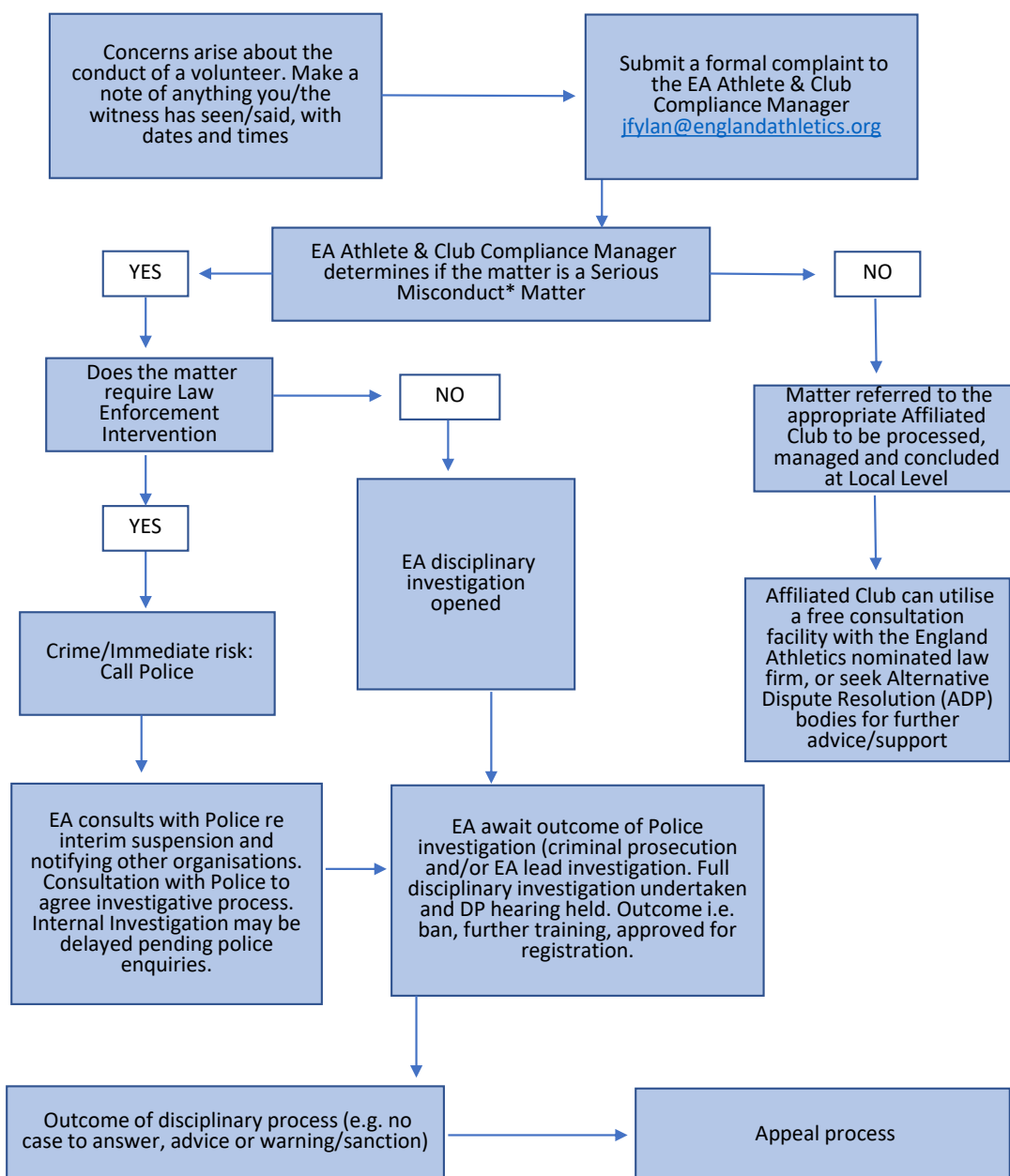


Useful Contacts

EA Compliance Team: 0121 713 8450 (option 3)

Email: jfylan@englandathletics.org

Emergency Services: 999



*DP (EA) – England Athletics Disciplinary Panel

* Serious Misconduct – Defined as matters of criminality for the purpose of EA National Disciplinary Policy

- The [UKA / England Athletics / Club Jurisdiction chart \(PDF 115kB\)](#) details who to direct your concerns/complaints to appropriately, if you require any further guidance please contact a member of the England Athletics Compliance & Wellbeing Team or UKA Welfare Team for advice.

Jurisdiction Guidance for Affiliated Clubs

Utilise the charts below to direct your concerns/complaints appropriately, if you require any further guidance please contact a member of the EA Compliance & Wellbeing Team



- The [UKA and England Athletics Whistleblowing Policy flowchart \(PDF 106kB\)](#) outlines the whistleblowing policy as adopted by UKA and England Athletics.

Whistleblowing within the Athletics Environment

The Welfare Team is a UKA/EA shared service, the Whistleblowing process is strategically managed by UK Athletics

Anyone approaching UK Athletics, in good faith, with information regarding matters of wrongdoing, such as fraud, misappropriation, bad practice in child (and/or vulnerable adult) protection or safety, discrimination or breach of codes of conduct, by staff (including contractors) or volunteers working for UK Athletics & England Athletics, will have the matter dealt with in an appropriate manner with a duty of care to all those involved.

Whistleblowing Contacts (secure & confidential reporting)

Email: whistleblowing@uka.org.uk

Telephone: 0121 713 8440 - secure, recorded service.

Post: UK Athletics – Welfare & Compliance Officer
Athletics House, Alexander Stadium, Walsall Road, Perry Barr, Birmingham, B42 2BE.

Whistleblowing Policy: <https://www.uka.org.uk/governance/policies/>

It is in the interests of the sport and its membership that individuals with genuine concerns are able to raise them in a confidential and effective way.

You will receive a written receipt, usually within 48 hours (if received during business hours), which will outline the proposed next steps and timeline. Should you raise your concerns via telephone message service, a member of our compliance team will call you back to discuss the complaint in person, usually with 48 hours of receipt.

Any investigation will not, at any stage, be carried out by any person against whom allegations are made, and details will only be shared with those individuals who are considered vital to the effective functioning of any investigation.

For adoption by affiliated clubs

- The [Club Discipline and Appeals Process \(PDF 152kB\)](#) can be adopted by Clubs to implement a clear, user friendly process to follow whilst dealing with misconduct complaints within the Club environment.



Club Discipline and Appeals Process

This document has been produced to assist Clubs to implement a clear process to follow whilst dealing with misconduct complaints within the Club environment.

Step 1:

All complaints regarding the misconduct of club members should be submitted in writing to the Club Secretary, where the matter relates to the Club Secretary, submit your complaint to the Club Welfare Officer. The content of a complaint will include specific details and evidence in relation to the infringement of Club Rules or any other offence or misconduct carried out during or in association with athletics activities which might reasonably be considered as bringing or having the potential to bring the Club into disrepute.

Step 2:

Upon receipt of a formal complaint, the Club Secretary shall, having taken, and subject to, such advice as he or she considers it prudent to take in the circumstances, write to the Member or Members concerned to inform them of the complaint and to invite them to comment in writing within fourteen days upon the relevant allegations.

Step 3:

On completion of step 2, the Club Secretary will determine if the complaint has sufficient grounds and is capable of being pursued based on the evidence/statements provided and will dismiss any frivolous complaints at this stage.

If the matter is sufficiently evidence and a process will be pursued, the Club Secretary will appoint 3 club members to sit on the Disciplinary Panel, none of whom have had any direct interest or involvement in the matter.

Step 4:

The Club Disciplinary Panel/Hearing will consider the matter on receipt of the initial complaint and formal responses from the member/s involved.

The Club Disciplinary Panel will have the power to suspend temporarily from membership any Member accused of an offence or misconduct, pending further investigations or enquiries. This suspension shall be to facilitate the investigation and be without prejudice to the outcome of the investigation.

The Disciplinary Panel/Hearing will make such further enquiries as it thinks fit and will offer a reasonable opportunity to any Member concerned, who may be accompanied by a supporter, if so desired, to meet with it and answer the allegations and the Disciplinary Panel/Hearing will hear such witnesses as are reasonably produced. The Disciplinary Panel/Hearing will make such procedural provisions as necessary for the just and efficient disposal of the case.

If the Disciplinary Panel/Hearing is satisfied that an offence of misconduct has been committed by a Member, then it may impose one or more of the following actions:

- i. note the offence or misconduct but take no further action;

- [Guidance for Disciplinary/Appeal Hearings \(PDF 133kB\)](#) is designed to assist the Club Disciplinary/Appeal Panel Chair to conduct hearings appropriately and to provide guidance to the possible outcomes and panel decisions.



Guidance for Disciplinary/Appeal Hearings

This guidance is designed to assist the Club Disciplinary/Appeal Panel Chair to conduct hearings appropriately and to provide guidance to the possible outcomes and panel decisions.

Process of the Hearing

1. Chair of Panel introduces fellow Panel members and confirms identity and status of all other persons present;
2. Chair reminds all parties of the confidentiality of the Hearing and that Hearing will be held in private.
3. Chair informs all parties that a Hearing conducted under these procedures is not a judicial Hearing and so evidence given will not be delivered under oath. The Panel adjudicating the Hearing will, however, apply the rules of Natural Justice. For example, the duty to give a fair hearing to everyone with a concern in the case, the duty to explain the reasoning behind any decision and the obligation for any decision-makers to be impartial.
4. Chair informs the parties that the Panel will make its decisions on whether the accused is guilty of misconduct, based on a balance of probabilities. This means that it must be demonstrated that it is "more probable than not" that the accused is guilty of misconduct. The panel will consider whether or not on the balance of probabilities the allegations are substantiated by the facts of the case.
5. Chair confirms that all parties and Panel members have previously received copies of all relevant documentation. In the event that documents have not been exchanged as required, the Chair may consider an adjournment.
6. The Panel must consider any written and or oral submission made by the Accused and any written and or oral evidence provided by witnesses called on his or her behalf.
7. The Panel will then consider their decision in private. The Panel shall decide any matter based on a simple majority and may reject the complaint or may partially or fully uphold the complaint.
8. If the Panel upholds the complaint they must then consider the most appropriate manner to resolve the case and in so doing may take account of all relevant information disclosed during the Hearing, including any submission made by or on behalf of the Accused.

- The [Club Parents Code of Conduct \(PDF 102kB\)](#) can be adopted by clubs to help ensure that both parents and the club have clarity on a parent's responsibilities regarding their child within the athletics environment.

Parents' Code of Conduct

Parents'/Guardians' are expected to:

1. Ensure that any changes in the condition of the 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.
2. Deliver and collect your child punctually to and from the coaching sessions/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'.
3. Inform the coach before a session if your child is to be collected early from a coaching session/competition and if so, by whom.
4. Ensure your child is properly and adequately attired for the training session/event, including all required equipment; appropriate clothing for possible weather changes, all relevant training kit.
5. 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/competition.
6. 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.
7. Ensure that **YOU** do not use language that could be interpreted as offensive to others within the club/competition environment.
8. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the Coach in relation what food and hydration is required.
9. Raise any concerns you have in an appropriate manner (Welfare Officer). Details of the clubs Welfare Officer can be found on your club website.
10. Not enter the competition area unless requested to do so.
11. 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.
12. 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 club activities. The club may also have the right under its constitution to suspend or expel a junior athlete for breaches by the relevant parent.