

Procedure:

Safeguarding Adoption and Local Arrangements

1. Purpose and adoption

Kingfisher Harriers is committed to a safe, inclusive and supportive environment for all athletes, including children (under 18) and adults who may be at risk. Safeguarding is everyone's responsibility.

This document explains how the club implements the UK Athletics (UKA) and Home Country Athletics Federations (HCAF), including England Athletics (EA), safeguarding framework.

Kingfisher Harriers formally adopts the current UKA/HCAF Child Safeguarding Policy and Procedures, Adult Safeguarding Policy and Procedures, together with the applicable UKA/HCAF codes of conduct. The governing-body documents take precedence where a local arrangement conflicts with them.

2. Adopted documents and access

- Child Safeguarding Policy (uploaded edition approved 26 March 2024) and Child Safeguarding Procedures (approved 26 March 2024).
- Adult Safeguarding Policy (uploaded edition approved 24 October 2023) and Adult Safeguarding Procedures (approved 24 October 2023).
- Current UKA/HCAF Club Safeguarding Code of Conduct and the codes applicable to coaches, leaders, officials, athletes, parents and volunteers.

Official source for the currently published versions:

Policies: <https://www.englandathletics.org/clubhub/resource/safeguarding-policy-and-procedures/>

Codes: <https://www.englandathletics.org/clubhub/resource/codes-of-conduct/> .

The club will use the versions currently made available by EA and check periodically for replacements.

3. Responsibility and welfare contacts

The committee has collective responsibility for safeguarding governance and for making sure suitable arrangements are implemented. Kelly Higgs is the Lead Welfare Officer and primary safeguarding contact.

Kelly Higgs and Richard Ellis are the club's named DBS verifiers; verification is carried out in accordance with the relevant EA/UKA requirements. DBS verification does not replace safer recruitment or suitability checks.

Confidential club welfare email: welfare@kingfisherharriers.com — delivered directly to Kelly Higgs alone. Members may also report directly to the EA/UKA safeguarding teams if the concern involves the Welfare Officer, reporting within the club is inappropriate, or the response is unsatisfactory. Emergency: 999.

4. Reporting a safeguarding concern

- In immediate danger or where urgent medical or police help is required, call 999.
- Listen carefully, take concerns seriously, do not investigate, do not confront the person alleged to have caused harm or do not promise confidentiality.
- Record factual details promptly, including the individual's own words where possible; handle records confidentially and securely.
- Report without delay to the Lead Welfare Officer, or directly to the relevant governing-body safeguarding team where appropriate, and follow the applicable child or adult safeguarding procedures.

5. Recruitment, training and conduct

The club will follow applicable EA/UKA safer recruitment, DBS, safeguarding learning and licence requirements for coaches, leaders, welfare officers and volunteers.

The committee will ensure the appropriate codes of conduct are communicated and accepted, and that any concerns about conduct or poor practice are addressed through the governing-body framework.

6. Junior bookings, attendance and supervision

ConnectMyClub is used to manage session bookings and limit places so that appropriate numbers of coaches and volunteers are available relative to junior attendance.

At the start of every session the coach or leader takes an actual attendance register in ConnectMyClub, marking who is physically present; a booking alone is not treated as confirmation of attendance. The app holds relevant participant details, including next-of-kin and medical information where supplied, for appropriate use by authorised individuals.

Parents and guardians are encouraged to remain nearby and contactable during junior sessions in case assistance is needed. This is an expectation communicated to families, not a requirement that the club currently checks or enforces. Session leaders remain responsible for the supervision arrangements applicable to the session.

7. Arrival, collection and late collection

The club does not operate a formal handover or sign-out process. At the end of sessions, coaches or leaders check that junior athletes are collected by a parent, guardian or other appropriate adult; juniors are not simply allowed to leave unaccompanied.

Parents or guardians should inform the relevant coach or session leader in advance of a session if an alternative adult will drop off or collect the junior, or if usual arrangements change.

A collecting adult need not be a relative. If there is uncertainty about whether a person is authorised to collect, the coach or leader should seek confirmation from the parent or guardian before releasing the junior.

If collection is delayed, the coach or leader will keep the junior appropriately supervised and try to contact the parent or guardian using the details in ConnectMyClub. The junior must not be left unattended or released to someone whose authority cannot reasonably be established. Unresolved difficulties or welfare concerns should be escalated to the Lead Welfare Officer and, where necessary, emergency services.

8. Guardian PIN and digital access

Each junior's ConnectMyClub profile is protected by a Guardian PIN, shared only with persons authorised to manage that profile. It allows those persons to manage the junior's information, book sessions and send messages through the app.

Parents and guardians should keep the PIN restricted to appropriate individuals and notify the club secretary when access needs to change. Possession of a Guardian PIN does not, by itself, establish authority to collect a junior in person.

9. Events, missing children and records

For club-organised events, the club will maintain a separate missing child/vulnerable person procedure.

At routine sessions, any missing or unaccounted-for junior must be acted on promptly, with immediate assessment of risk, appropriate searches and contact with parents, the Welfare Officer and emergency services as circumstances require; no fixed waiting period should delay an urgent response.

Safeguarding records will be limited to those with a legitimate need to know, stored securely and handled in accordance with applicable data protection requirements. The club will make the adopted documents, welfare contact details and local arrangements available to members and families.

10. Review and committee approval

These arrangements will be reviewed at least annually, after a significant safeguarding incident or change in club practice, and when the governing-body framework changes. Website content will be reviewed separately.