

Oxford City Athletic Club



Child Welfare Policy

Oxford City Athletic Club is committed to creating and maintaining the safest possible environment for children and young persons, particularly those under the age of 18, to practice all forms of athletics. We do this by:

- Recognising that the child's welfare is paramount and that their participation in athletics should be in an enjoyable and safe environment whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity
- Recognising that adults involved at the club have a duty of care to young athletes to protect them from bullying and undue pressure in training and competition whether it be from coaches, managers, other athletes or parents
- Ensuring that all our officials, coaches and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care
- Responding swiftly to all allegations of abuse in consultation with the appropriate agency where required and providing parents and children with the opportunity to voice any concerns they may have
- Appointing Child Welfare Officers who will take the responsibility for child safety and act as the main point of contact for parents, children and outside agencies
- Adopting National Policies and Codes of Conduct for all officials, coaches, volunteers and parents/guardians of young athletes
- Ensuring that access to confidential information is restricted to the child welfare officers or the appropriate external authorities in line with the Data Protection Acts 1984 and 1998 and the common law of confidentiality
- Reviewing the effectiveness of the policy each year at the Annual General Meeting

The name and contact details of the Child Welfare Officer will be placed on the club website. For 2006 it is Tracy Hussey

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Equity Policy

Oxford City AC is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

In meeting this commitment to equity:

- The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.
- The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

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Code of conduct for athletes

As a member of OCAC you are expected to abide by the following rules:

- All members must respect coaches, officials, volunteers and their decisions
- All members must respect opponents and each other
- Members should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Members must pay their membership fees promptly
- Members must wear suitable kit for training and match sessions
- Members are expected to compete for the club if selected
- Junior members are not allowed to smoke on club premises or whilst representing the club at competitions
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club

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Code of conduct for coaches, team managers, officials and volunteers

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with athletes, and where appropriate their parents/guardians, based on mutual trust and respect
- Strictly maintain a clear boundary between friendship and intimacy with an athlete
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow guidelines laid down by England Athletics, UK Athletics and Oxford City Athletic Club
- Where appropriate hold relevant, valid qualifications and insurance cover
- Never exert undue influence over athletes to obtain personal benefit or reward
- Never try actively to recruit athletes who are already receiving coaching elsewhere
- Never condone rule violations, rough play, the use of prohibitive substance or inappropriate behaviour and language

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Code of conduct for parents, guardians and supporters

The essence of good ethical conduct and practice is summarised below. All parents, guardians and supporters of members of Oxford City AC are expected to:

- Discourage unfair play and arguing with officials
- Set a good example by recognising fair play and applauding the good performances of all
- Never belittle or punish a child for losing or making mistakes
- Publicly accept officials' judgements
- Use correct and proper language at all times
- Report any concerns about any child's welfare/treatment to the club's welfare officer

All parents and guardians are also expected to:

- Encourage your child to learn the rules and play within them
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Support your child's involvement and help them enjoy their sport, and attend training and competitions whenever possible and appropriate
- Inform the club of any illness, disability or necessary medication, and of any changes to these

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Health and Safety Policy

Oxford City AC is committed to a safe environment for all athletes, coaches, officials and volunteers. We will promote standards of health, safety and welfare within the club and ensure compliance with the relevant statutory requirements, and will follow the UK Athletics Approved Code of Conduct (www.ukathletics.net>Clubs Zone>Health and Safety) and any guidelines issued by England Athletics.

We will ensure that suitable and sufficient risk assessments are carried, and have appointed two risk assessment advisors with professional experience for this purpose (see the separate statement on risk assessment). Procedures and safe practices will be adopted as a result of these risk assessments together with appropriate instruction and training, and all reasonable and practical measures will be taken to avoid risk.

The responsibility of ensuring safety rests with everyone concerned. Athletes, coaches, officials, facility providers, ground staff, meeting organisers, spectators and the general public all have a duty of care to ensure that their actions do not affect the health, safety and welfare of themselves and others.

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Safety and Emergency Procedures

For the well-being and the health and safety of all athletes, coaches, officials and volunteers, and to minimise the effects of any incident/accident, the following procedures have been adopted for all training and competition sessions. These should be read in conjunction with 'guidelines for dealing with an incident/accident'. They may be supplemented by additional procedures or codes of practice arising from risk assessments for specific activities.

- All coaches and team managers should ensure that they have access to a mobile phone (or other means of communication) at all training sessions and competitions for use in the case of an emergency.
- All coaches should keep a simple register of all athletes present at each training session.
- All coaches and team managers should ensure that they have immediate access to up to date emergency contact details for all junior athletes present, and details of any medical conditions of athletes that could lead to problems during training or competition.
- All athletes are expected to keep their contact details up to date and to inform the club of any change in their medical condition that could lead to problems during training or competition.
- A qualified first aider should be available at all training sessions – see 'guidelines for dealing with an incident/accident' for a list of first aiders. At competitions it is expected that the organising club or association will arrange first aid cover, but OCAC will endeavour to train sufficient of its team managers, coaches, officials and volunteers as first aiders to provide our own cover as a back-up.

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Guidelines for dealing with an incident/accident

In the case of an accident or incident you should:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying
- Alert a first aider (see below) who should take the appropriate action for minor injuries
- In the event of an injury requiring specialist treatment, call the emergency services
- Deal with the rest of the group and ensure that they are adequately supervised
- Do not move someone with major injuries. Wait for the emergency medics
- Contact the injured person's parent/guardian
- Complete an incident/accident report form. For minor incidents/ accidents the single page OCAC form can be used and passed to a member of the committee for consideration at the next meeting of the committee. For more serious incidents/accidents the UK Athletics form should be completed and passed to a member of the committee, who will arrange for a copy to be sent to UK Athletics.

A list of first aiders is shown below:

Paul Kelsey
Penny Williams
Tony Palman-Brown

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Incident/accident report form (continue overleaf if necessary)

Location of incident/accident	Date of incident/accident	Person in charge of the session
Name of injured person	Address of injured person	
Nature of the injury		
Details of how the incident/accident took place. Describe what activity was taking place.		
Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s)		
Who was informed of the incident/accident?		
What happened to the injured person following the incident/accident? (e.g went home, went to hospital, carried on with session)		

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Recommendations to prevent recurrence

Signed

Print name

Date

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Welfare Incident Report Form (continue overleaf if necessary)

	Person reporting the incident	Person recording the incident
Name		
Address and telephone number(s)		
Location of incident (if relevant)		Date of incident
Name of any individual(s) who dealt with the incident at the time		
Nature of incident and any background information		
Signed	Person reporting the incident	Club Welfare Officer
Date		

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Recommendations and record of any actions taken

Signed

Date

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Risk Assessment Statement

The principles of risk assessment are:

- Identify the hazard.
- Identify those who might be harmed and how.
- Evaluate the risk (low, medium or high) and decide whether existing controls are adequate or whether more precautions are required.
- Record the findings, and ensure everyone involved is aware of the necessary precautions.
- Review the assessment at specified intervals and revise if necessary.

A hazard is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance. In athletics objects would include a javelin, discus, shot, hammer, pole vault pole, high jump stands, hurdles, running track etc., while an activity would include running, jumping, throwing, walking etc. and a substance could be water in water jumps or in the form of rain, snow and ice.

Some hazards may be eliminated or reduced through design improvements, the use of safeguards e.g. hammer cages, the use of warning systems such as a horn during throwing events, the use of safe practices such as inspection of implements and adhering to local lane discipline during training. Even warming up exercises are inherently safe practices which if not completed satisfactorily may result in injury to the athlete.

Those who might be harmed include the athlete themselves, fellow athletes awaiting their turn, officials such as judges, starters and marshals, team managers, coaches and spectators.

Some activities entail a higher risk than others, for example technical events such as throwing and jumping pose a higher risk to the athlete than running events. Throwing events pose a higher risk to officials and bystanders than jumping events.

The control of risks can be prioritised by considering the severity of the hazard and the likelihood of its occurrence. The recommended way of doing this is by assigning a value between 1 and 5 to:

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- the severity of the effect of the hazard (where 1 represents a minor injury such as a cut or graze, 3 indicates a more serious injury such as a broken limb, and 5 indicates death), and
- the likelihood of it happening (from 1 for very unlikely to 5 for highly probable)

The two values multiplied together gives a measure of the seriousness of the risk and whether mitigation action is needed to reduce the risk; a result of 4 or less is generally deemed to be acceptable, whereas a result of greater than 4 will require mitigation measures. A suitable table to record the assessment is shown below. The outcome is likely to be a procedure or code of practice for the activity to ensure that all those involved are aware of the hazards and the control measures that are in place.

Description of hazard	Severity	Likelihood	Score	Mitigation measures	Severity after	mitigation	Likelihood after	mitigation	Score after	mitigation

People who are to undertake reviews of facilities, equipment and activities, and who are involved in the management of such, need to be adequately trained in risk assessment in order for them to be carried out adequately and for safe practice systems to be brought in where required. AFD currently has two risk assessment advisors with professional experience of Health and Safety and Risk Assessment. Any additional/replacement advisors will be suitably trained, using the UK Athletics Risk Assessment course if necessary.

Risk assessment is only successful if it involves the people who 'own' the activities and responsibilities. Therefore there is a need for

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athletes, coaches and judges to be involved in the risk assessment process. Getting people involved with the process means that they are more likely to adopt the safe practices.