



Tyne Bridge Harriers

Supplementary Adult Safeguarding Policy

This document is a supplementary statement to UK Athletics' Adult Safeguarding Policy, detailing elements of safeguarding specific to Tyne Bridge Harriers (Seniors). UK Athletics' policy and procedures can be found using the following links:

UK Athletics Adult Safeguarding Policy:

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

UK Athletics Adult Safeguarding Procedures:

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

1. Leader to Runner Ratio

A clear and consistent leader to runner ratio facilitates runner welfare, in addition to ensuring leaders can carry out sessions safely and have capacity to divide attention throughout the group. All training groups should aim for a maximum ratio of one to ten (1:10) leaders to runners.

Should this not be possible, reasonable adjustments must be made to ensure the session can be completed safely. The following actions should be taken:

- Ask leaders from another group to step down, should this even out the ratios. Given that leaders are running the sessions in a voluntary capacity, this decision is at the discretion of the individual.
- The leader of the groups asks a suitable individual, someone who runs regularly with the club and is a well known member of the group, to help with the session. The leader should ensure the volunteer is briefed on the session and the remaining group members are aware of who is stepping up to support the leader.

2. Incidents During a Club Session

Please note, the following information relates to non-emergency incidents. Emergency incidents should be escalated to the relevant emergency services as necessary.



It's important to recognise that an incident is any situation that causes or has the potential to cause harm. This could be anything from someone tripping over, street lights not working that could result in trips and falls, to anti-social activity from other individuals. We want to capture all incidents so that we can deal with them before they become bigger incidents. In the event of an incident occurring during a session, the group leader(s) is/are responsible for the immediate welfare of the individual. The following actions should be taken:

- Group leader is made aware of the incident and checks the welfare of the individual. The session should be paused if necessary.
- Individual(s) involved and the group leader(s) decide if the affected individual(s) can continue the session. The following actions should be taken if the session cannot be completed:
 - Affected individual returns to East End Pool, or a location of their choice, accompanied by at least one other group member if necessary. This can be a leader or other member of the club.
 - If the group leader accompanies the individual, they must first check if the other leader(s) feels comfortable to continue the session, or hands over to a seasoned club member. This change in leadership should be made clear to the full group.
- After the session, the group leader is responsible for completing an incident form within 24 hours, or soon as possible. The Lead Welfare Officer (LWO) reviews the form and escalates to the England Athletics Welfare/Safeguarding Team if necessary. The appropriate form is online and available [here](#).

A review of incidents will be completed annually at a senior committee meeting. Risk assessments will be amended as required. See Section 6 for more information around risk assessments.

3. First Aid and Defibrillators

Tyne Bridge Harriers' first aid kit is located at East End Pool. These can be used by group leaders and members as required. LWO is responsible for checking and maintaining an up-to-date first aid kit. Checks, and restocking where required, should be completed annually. If any first aid kit items are used by a group leader/member, LWO should be informed and take the appropriate actions to restock as soon as possible. This is completed separately to the annual audit.



Defibrillator locations can be found at the following website: <https://www.defibfinder.uk/>, which details the exact locations of defibrillators, including the typical running locations of the club: Newcastle Quayside, Jesmond Dene and Churchill Track. The LWO officer is responsible for ensuring group leaders are briefed on the location of defibrillators nearest to the usual running routes of the club, with updates provided annually. This will be part of the annual leader training (Section 4).

4. Leader Training

Safeguarding and welfare training will be provided annually by the LWO, either as an in-person session or a written document.

Content of the training will include, but is not limited to, the following:

- What to do if an incident occurs
- What to do if there is a safeguarding concern
- Findings from previous incidents and any changes to risk assessments
- Defibrillator locations
- What to do if a junior in group
- Leader to runner ratios
- Where to get emergency contact details if there's a problem

5. Coach and Leader Audit

Coaches and leaders must hold an up-to-date Coach, Coach in Running Fitness (CiRF) or Leader in Running Fitness (LiRF) qualification respectively, including having an up-to-date DBS certificate, in order to lead a session. LWO is responsible for auditing these qualifications.

All coaches must have signed the appropriate England Athletics code of conduct. As above, LWO is responsible for auditing this.

6. Risk Assessments

Risk assessments are available to view on the club website. These are reviewed yearly and updated, where necessary, by the LWO. Reviews are conducted by the LWO, accounting for incident reports and relevant safeguarding/welfare concerns, and any changes agreed by the Senior Committee.



7. Membership Audit

All senior members must read and agree to England Athletics' senior code of conduct, and should have emergency contact details available on their England Athletics portal. The LWO is responsible for ensuring members have completed both of these actions, and are reminded to do so where necessary.

The club Membership Secretary is responsible for auditing overall figures who have agreed to the code of conduct, and include this in their annual report.