



## WFRA Safeguarding Policy and Procedures

### Monitoring

This policy will be reviewed within a year of adoption and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the local safeguarding partnership, UK Sport and/or home country sports councils
- as a result of any other significant change or event.

Policy adopted by committee: 12th Feb 2022

Date of next review: by AGM 2022

Responsible committee member: Welfare Officer (currently Neal Hockley)

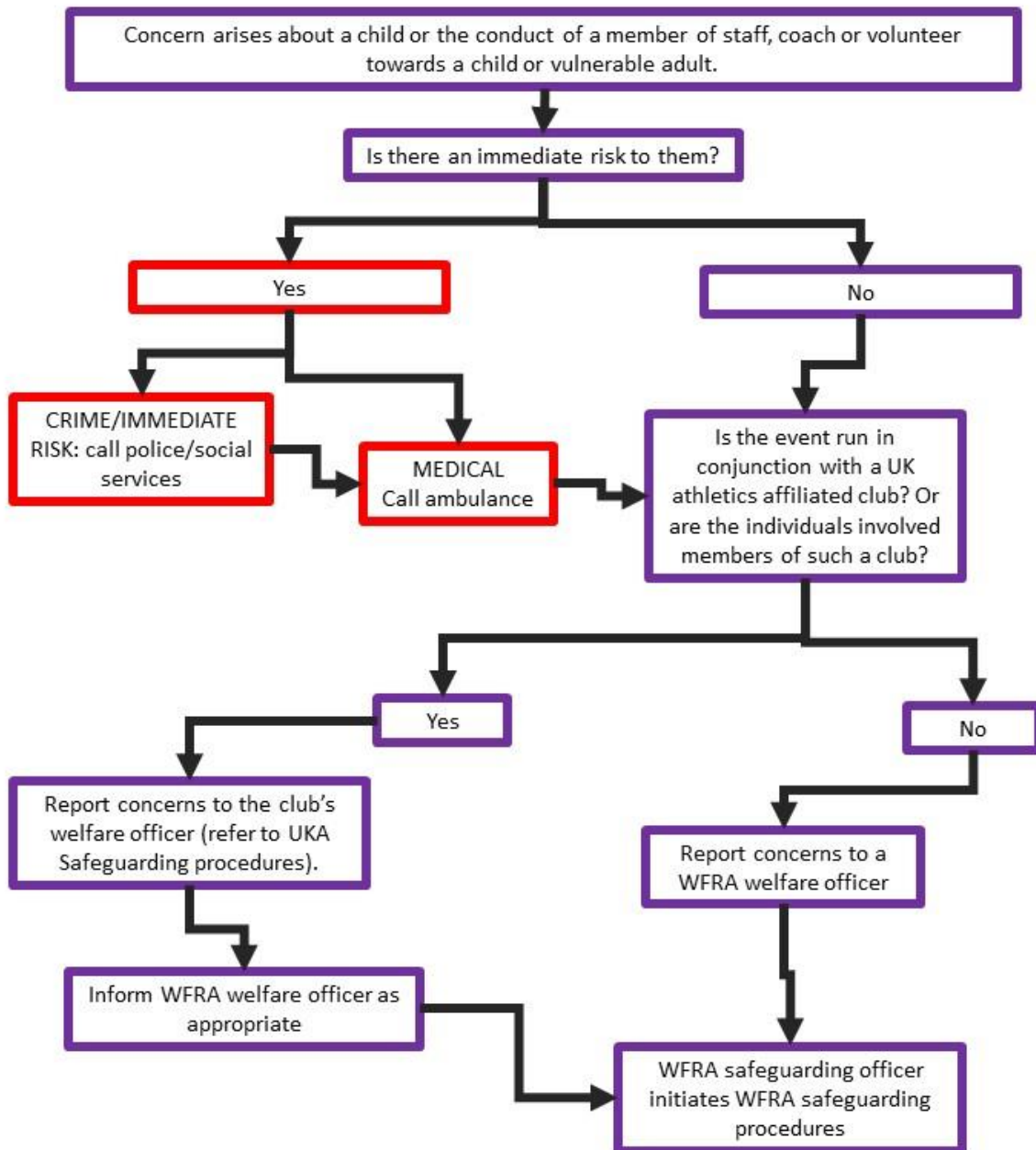
### WFRA statement on safeguarding

The WFRA acknowledges our duty of care to children and vulnerable adults and is committed to ensuring safeguarding practice reflects our responsibilities, government guidance and best practice. The policy recognises that the welfare and interests of children and vulnerable adults are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and vulnerable adults:

- have a positive and enjoyable experience of fell running in a safe and child/vulnerable adult centred environment
- are protected from abuse whilst participating in fell running or outside of the activity.

We acknowledge that some people, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

**Safeguarding quick reference guide - WFRA Basic Safeguarding Flowchart**  
*What to do if you have concerns about a child or vulnerable adult in a WFRA race, event or other context:*



## **Important contact details**

### **WFRA Junior Coordinator and Welfare Officer:**

Neal Hockley

UKA Level 2 Coach in Fell and Mountain Running

Lead Junior Coach, Eryri Harriers

07989282909

[neal.hockley@gmail.com](mailto:neal.hockley@gmail.com)

### **Deputy Welfare Officer**

TBC

### **South Wales Junior Series Coordinator**

Hannah Hopkinson

UKA Level 2 Coach in Fell and Mountain Running

Lead Junior Coach, Mynydd Du <https://www.mynydd-du.org.uk/home>

### **Trustee lead on safeguarding & welfare**

TBC when WFRA completes transition to CIO.

## **Our Policy**

As part of our safeguarding policy we will:

- take seriously the safety and wellbeing of children, young people and vulnerable adults
- value, listen to and respect children and vulnerable adults
- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures and code of conduct for participants and volunteers
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and vulnerable adults
- provide effective management for volunteers through supervision, support, training and quality assurance measures so that volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- develop appropriate IT systems to ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored, and that we can record and store information securely, in line with data protection legislation and guidance
- Carry out appropriate checks on volunteers in key positions (e.g. Welfare officers or juniors coordinator)
- appoint a nominated safeguarding lead for children, young people and vulnerable adults and a deputy<sup>1</sup>
- consider online safety for children, young people and vulnerable adults in codes of conduct and other policies and related procedures
- share information about safeguarding and good practice with children, parents, coaches and race organisers as appropriate
- make sure that children, young people and their parents know where to go for help if they have a concern, e.g. by including safeguarding contacts on race entry forms

The policy and procedures will be widely promoted and are mandatory for everyone involved in the WFRA. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in suspension, dismissal or exclusion from the WFRA and its activities.

## **Context**

Many, though not all, WFRA members and those racing in WFRA races, will be members of clubs affiliated to either Welsh/UK Athletics or Welsh/British Orienteering. However, the WFRA itself is not affiliated to any other body, and is considerably smaller, with fewer resources, than governing bodies like Welsh Athletics/UKA or British/Welsh Orienteering.

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<sup>1</sup> At the time of writing, the WFRA was in the process of becoming a charitable incorporated organisation. Once this process is complete, one trustee will be identified as the trustee lead for safeguarding.

Since the most important focus of this policy is avoiding harm to children and vulnerable adults, a fundamental principle is that the WFRA will work closely with, and draw on the resources of, clubs and other governing bodies wherever appropriate, to ensure that all necessary resources are applied to the safeguarding of children and vulnerable adults.

For example, most WFRA junior races and many adult races are organized by, or in conjunction with, a Welsh Athletics affiliated club. If safeguarding concerns arise as a result of such a race, the primary report should be made to the UKA affiliated club's welfare officer, and the WFRA welfare officer informed as appropriate. The appropriate contact details will be included on standard WFRA junior race entry forms.

The WFRA may share relevant safeguarding information with other organizations as appropriate. This includes local authorities, clubs, schools and other governing bodies e.g. Welsh Athletics, Welsh Orienteering or the FRA. Equally, those other bodies may share information with the WFRA as appropriate.

### **Appointment of safeguarding/welfare officers & junior coordinator**

The WFRA shall appoint at least one welfare officer (but ideally two, of different sexes). Welfare officers will have an up to date DBS certificate and appropriate safeguard training (e.g. from UK Athletics) ideally including club welfare officer safeguard training.

The junior coordinator (who may be a welfare officer) should have an up to date DBS certificate, and have completed appropriate safeguarding training, as should other junior series coordinators (who may not be committee members).

### **Definition of children and “adults at risk”**

This policy applies to children, who are all those under 18 years. Safeguarding also applies to “adults at risk” (AKA vulnerable adults), who are defined slightly differently in Wales and the other home nations (see box 1). However, those who have concerns for an adult in a fell running context are unlikely to be in a position to judge definitively whether they are an “adult at risk” or not, and should err on the side of caution and raise any concerns with a WFRA welfare officer. Regardless of whether an adult is “at risk”, the WFRA code of conduct applies. Anyone with concerns about themselves or anyone else should raise those concerns with the WFRA welfare officer or other responsible officer, following either this policy, or the code of conduct and complaints procedures.

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### **Box 1: Definition of an “adult at risk” in Wales:**

An adult at risk is an individual aged 18 years and over who:

- a) is experiencing or is at risk of abuse or neglect, *and*
- b) has needs for care and support (whether or not the Local Authority is meeting any of those needs) *and*
- c) as a result of those needs is unable to protect himself or herself against abuse or neglect, or the risk of it.

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### **Detailed Safeguarding Procedure Flow charts**

Where the WFRA is the primary handling organisation (as opposed to a club - see “**WFRA Basic Safeguarding Flowchart**” above) we will follow the CPSU Safeguarding Procedure Flowcharts: <https://thecpsu.org.uk/resource-library/policies/reporting-safeguarding-concerns-procedure-flowchart/>

### **Safeguarding reporting forms**

A copy of the WFRA safeguarding incident report form in word format is available from our safeguarding page: <https://www.wfra.org.uk/policies/safeguarding>

### **Sources**

This document draws primarily on the guidance from the Child Protection in Sport Unit, with additional material from safeguarding policies and procedures of UKA and British Orienteering, and adapts them for the WFRA context.