



## BLACKHEATH & BROMLEY HARRIERS AC

[www.bandbhac.org.uk](http://www.bandbhac.org.uk)

### [Safeguarding information and Procedures for Reporting an Incident](#)

The safeguarding and wellbeing officers are Claire Austridge and Paul Brash. Their role is to safeguard and protect young athletes and vulnerable adults and advice and support BBHAC on welfare and safeguarding policies and procedures. Their role is also to help and support any BBHAC members with any concerns you might have.

All coaches, officials and team managers and anyone else who has significant contact with young athletes and/or vulnerable adults must have a current, satisfactory DBS (Disclosure Barring Service) certificate via [www.englandathletics.org](http://www.englandathletics.org)

Other helpers and volunteers must complete a self-declaration form, found on the [club website](#) or at [www.englandathletics.org](http://www.englandathletics.org)

### Types of Abuse

Bullying/Cyberbullying  
Child Sexual Exploitation  
Child Trafficking  
Domestic Abuse  
Emotional Abuse  
Female Genital Mutilation  
Grooming  
Neglect  
Online Abuse  
Physical Abuse  
Sexual Abuse

More details can be found at [www.nspcc.org.uk](http://www.nspcc.org.uk) and the England Athletics website.

### Procedures for Reporting Concerns

In an emergency call 999

Speak to Claire Austridge or Paul Brash (add mobile numbers?) and complete the [incident form](#) that can be found on the BBHAC website. If they are unavailable and your concern cannot wait please contact Bromley Multi Agency Safeguarding Hub (MASH) on 0208 461 7373/7309 or out of hours on 0300 303 8671.

If a young athlete or vulnerable adult raises a concern or discloses abuse to you, you must do the following:-

- Listen carefully – write up the conversation afterwards in the child's own words.
- Do not question them or put words into their mouths. You can say, Tell me what happened, Explain it to me or Describe it to me.
- Reassure them, tell them they have done the right thing, tell them it's not their fault.
- Say you will take them seriously and that you believe them.
- Never ask to see any marks, if they show you any note down where it was and what it looked like.
- Do not promise to keep it a secret, you must report it.
- Do not confront the alleged abuser.
- Explain what you will do next.
- Fill in an Incident Form and report to Claire Austridge or Paul Brash.
- Keep it confidential.

Claire reports all raised concerns to the BBHAC Trustees but she does not share what the concern is about or who it involves. The Trustees will be notified of the details if the matter goes to the police and the person involved is charged or needs disciplining.

Claire also reports to the England Athletics Welfare and Safeguarding team on certain cases.

Please keep yourselves safe.

Ensure all young athletes and their parents complete the Code of Conduct forms for any trips.

Parents/guardians must be aware if their child is on your social media group chat.

Ensure athletes always wear a high vis at night when leaving the track. Ensure there is always the required number of adult(s) with the group and if the group is large there must be a leader and a sweeper present.