

Safeguarding Policy

Quakers running club take our responsibilities towards the welfare of vulnerable adults in athletics and running very seriously and requires everyone in the sport who has significant contact with vulnerable adults to have a Disclosure and Barring Service – DBS check.

The England Athletics process is as follows:

DBS Check Process – Online

1. Log into your profile through the my Athletics portal

If you are applying for a coaching or officials' licence for the first time your profile will be created for you after you have booked on a course. Information confirming your profile has been set up and how to access the portal will be sent to you once you are booked on a course.

If you have forgotten your username and/ or password you can click on the 'Forgotten your username?' and/ or 'Forgotten your password or need a new one?' links to proceed.

2. Go to the 'Personal Details' section

This is at the top of the page once you have logged in. At the bottom of the first column, you will see your current DBS status:

- If you have no DBS check or your DBS check has expired this will be shown in **red** – please click on the link to 'Access online DBS' next to this to complete the online application

Safeguarding Policy

- If your DBS check is due to expire shortly this will be shown in **amber** – please click on the link to ‘Access online DBS’ next to this to complete the online application
- If your DBS check is fully up to date the date and status will be shown in **green** – you do not need to act, there will be no link to access the online DBS process. It is, however, worth noting when your application is due to expire so you can act a few months before this

The online form process is simple to follow, on screen information at each stage will help you complete it effectively.

3. You will need to physically show three forms of identification to your ‘evidence checker/ verifier’.

More information on who to choose as your ‘evidence checker/ verifier’ is given in the online process and information on the types of identification is available at www.gov.uk/criminal-record-check-documents. They can then complete their part of the process online, or fill in and send the printed verification form in the post to Athletics Welfare after seeing and validating your documents.

Applications made online will still receive an ‘applicant’s’ certificate from the DBS. If the certificate finds ‘no information’ you do not need to send the certificate to UKA for verification.

If you have previously received a DBS certificate but not via the UKA online DBS application process, or your certification contains information, you do need to return this certificate to the UKA Welfare team.

Safeguarding Policy

4. When UKA have received electronic confirmation for online applications, your licence will be produced and sent out to you.

If you have any queries regarding updating your DBS record please contact the Welfare office on 0121 713 8450 or email: dbs@uka.org.uk

If you have a query regarding accessing your myAthletics portal profile, please contact Membership Services via the Contact Us page on this website.

Safeguarding training

From 1 April 2019 new requirements start came into effect for coaches and those renewing a licence regarding safeguarding training. These have been devised specifically for athletics using UKA's existing welfare policies and procedures, so all examples are relevant to the sport. The online nature of the training allows coaches to complete it in their own time and choice of location. The course, which is subsidised, comprises two modules as well as a multiple-choice test after each module.

This course provides an understanding of what safeguarding is.

The purpose of the course is to:

1. raise your awareness of the importance of Safeguarding
2. help you to recognise indicators of safeguarding concern
3. deal with concerns of abuse, disclosures and reporting procedures
4. show you how to take action if you know or suspect that a young person or vulnerable adult needs help
5. promote good practice in your setting and create a safer environment.

Please refer to the below link for further guidance.

Safeguarding Policy

[UK Athletics and HCAF Adult Safeguarding Procedures \(englandathletics.org\)](https://www.englandathletics.org/safeguarding/adult-safeguarding-procedures)

https://drive.google.com/file/d/1TdXxa6hk47s2Opcnn2kt7mcfbqqd_ZzV/view?usp=drive_link