

North Belfast Harriers

Incident Management at Training – Policy & Guidance

1. Purpose

North Belfast Harriers is committed to providing a safe, respectful, and welcoming environment for all members, both adults and young people.

While the club has established **Safeguarding**, **Code of Conduct**, and **Disciplinary** policies, this document sets out the **practical procedures** to be followed if an incident occurs during training.

This guidance applies to **verbal or physical incidents**, including (but not limited to) intimidation, aggression, or inappropriate behaviour.

2. General Principles

- All incidents must be taken seriously and addressed promptly
- The safety and welfare of members is the priority at all times
- Information must be handled confidentially and shared only on a need-to-know basis
- All incidents must be recorded and reported appropriately
- Issues should not be allowed to escalate; proactive management is essential

3. Incidents at Track Training – Boys Model (Adult & Youth Mixed)

If a member experiences or witnesses a verbal or physical incident, the following procedure applies.

Step 1 – Reporting

The incident should be reported as soon as possible to the **Lead Coach**:

Jim McGuinness

The report should include:

- A clear account of what happened
- Names of those involved
- Names of any witnesses

Step 2 – Initial Response

- The Lead Coach will take the accused individual aside
- An Assistant Coach will continue supervising the session
- The Lead Coach will speak to:
 - The accused
 - The complainant (where appropriate)
 - Any witnesses

Step 3 – Action

Based on the information gathered, the Lead Coach may take one or more of the following actions:

- Facilitate an apology
- Remove the accused from the remainder of the session
- Impose a temporary ban from training (one or more sessions)

Step 4 – Recording & Reporting

- All details of the incident and outcome must be recorded
- This record must be forwarded to the **Club Secretary** or **Safeguarding Team**

4. Incidents at Track Training – Girls Model (Under 18s Only)

As all athletes at this location are **under 18**, the **Club Safeguarding Policy** must be followed at all times.

Key Information

- There are currently **5 qualified coaches** and **5 assistant coaches** at this location
- The first point of contact should normally be:
 - **Margaret Stephens**, or
 - **Seamus McCann**

Procedure

- The incident must be assessed immediately by the lead coach on duty
- Parents/guardians must be informed that an incident has occurred
- Parents should be advised that an investigation is underway
- All information, statements, and evidence must be forwarded to the **Safeguarding Team**

As all athletes involved are minors, **parental involvement is mandatory**.

5. Incidents While Training on the Road

Reporting

Most road-running groups will have either a **CIRF** or **LIRF** present. Any incident must be reported immediately to:

- The **CIRF**, if in attendance, or
- The **LIRF**, if no CIRF is present

Immediate Action

The leader will:

- Gather information from those involved
- Speak to witnesses
- Take any immediate action necessary to ensure safety

Recording & Reporting

A written report of the incident and actions taken must be forwarded to the:

- **Club Secretary**, or
- **Safeguarding Team**

6. Escalation of Concerns

If either the complainant or the accused is unhappy with the outcome:

The matter may be escalated to:

- A **Committee Member**, if one is present on site, or
- The **Club Committee** via the **Club Secretary**

7. Proactive Management

All coaches, leaders, and officials are expected to:

- Remain alert to potential issues
- Address concerns early
- Promote respectful and appropriate behaviour
- Act promptly to prevent situations from escalating

Early intervention is key to maintaining a positive, safe, and inclusive training environment.