

Transportation

When using transport the following should be considered:

- ▼ Use a reputable transport company which has all the necessary insurance cover
- ▼ Drivers are appropriately screened whether paid or not (see recruitment and screening section)
- ▼ Sufficient supervision (Team Managers/Welfare Officers) are on each vehicle
- ▼ All participants should have a seat with a seat belt and ensure that the most up to date seat belt regulations are adhered to
- ▼ Parents/carers are issued with written information about the pick up and drop off points and times
- ▼ All supervisory staff are issued with all relevant information of passengers i.e. name and contact number, pick up/drop off point and time, name of parent/carer to collect participant
- ▼ Participants are not left unsupervised (i.e. dropped off without a parent/carer being present).

Qualifications & Training

All sports coaches, leaders, volunteers and paid staff should have the appropriate skills and, where necessary qualifications and experience to enable them to carry out their role effectively.

Sports coaches/leaders must hold an up to date nationally recognised governing body coaching qualification which is appropriate to the level and sport being coached.

In general an assistant coach should hold a level 1 qualification and coach under the supervision of a more experienced and qualified coach. A coach should hold a level 2 qualification to coach on their own.

Check your national governing body guidelines.

Sports coaches/leaders must also hold appropriate, up to date insurance.

All club personnel (paid or voluntary) should be covered through the club's insurance.

Welfare officers, coaches and leaders must have attended recognised child protection training within the last 3 years. Training should be recognised by the appropriate national governing body, Sports Coach UK or Local Safeguarding Children's Board.

Club welfare officers must also attend national governing body training for welfare officers (Time to Listen) where available.



Role Descriptions

It is recommended that clubs have role descriptions for all volunteers and club personnel.

Photography & Videoing

Photography

All photography and videoing needs to comply with a club's child protection policy and any relevant NGB guidance.

There is evidence that certain individuals are known to visit sporting events/activities to take inappropriate photographs or video sports people (including young and disabled participants) in vulnerable positions. All coaches should be vigilant about this possibility. Any concerns during an event should be reported to a designated child protection/welfare officer or other responsible person.

Videoing as a coaching aid

Video can be a legitimate coaching aid for club coaches and teachers. However, if it is used, make sure that children and their parents/carers consent and understand that it is part of the coaching programme. Make sure that the films are then stored safely.

Consent for taking photographs or videos should be obtained from parents/carers in writing, in advance.

National Governing Body Accreditation

Sports national governing bodies will provide advice and guidance to sports clubs on safeguarding including:

- The role of the club child protection/welfare officer
- Guidance on physical contact
- Coaching sessions: coach player ratios, appropriate activities, qualifications
- Eligibility for DBS checks
- Photography and Videoing

National Governing Body (NGB) Officers

Most NGB's have appointed a designated child protection/welfare officer. These officers can provide further advice and guidance to designated officers within sports clubs. Contact your NGB directly for details of their designated officer.

National Governing Body Accreditation

All sports clubs should have, or be working towards a national governing body accreditation or equivalent.

Club accreditation outlines the minimum operating standards of a specific sport. Achieving accreditation demonstrates to parents/carers and schools that your club provides a safe, effective and child friendly environment. If your club does not currently have, or is not working towards accreditation, contact your NGB officer.

Clubs MUST be affiliated to the relevant NGB in order to work towards accreditation.

Who can I contact if I have any Concerns?

Sports clubs should have a designated child protection/welfare officer.

They are the first point of contact if you have any concerns.

If you would like more information, or have any concerns about any of the topics covered please contact the club's Child Protection Officer or contact the sport's national governing body Child Protection Officer. Details of national governing body child protection officers can be found at <https://thecpsu.org.uk/help-advice/deal-with-a-concern#contact-your-national-governing-body> or by contacting your County Sports Partnership.

If you want to talk over any concerns with someone outside your club you can contact the Child Protection in Sport Unit, NSPCC or ChildLine.

Useful Contacts:

Child Protection in Sport Unit:
<https://thecpsu.org.uk/>
Tel: 0116 234 7278

NSPCC:
www.nspcc.org.uk email: help@nspcc.org.uk
Help and advice: 0800 800 5000

ChildLine
www.childline.org.uk
Childline: 0800 1111

For more information on sport within your county please contact your County Sports Partnership:

Derbyshire
www.derbyshiresport.co.uk Tel. 01773 748 907

Leicester-Shire & Rutland
www.lrsport.org Tel. 01509 564 888

Lincolnshire
www.lincolnshiresport.com Tel. 01522 730 325

Northamptonshire
www.northamptonshiresport.org Tel. 01604 366 976

Nottinghamshire
www.sportnottinghamshire.co.uk Tel. 0115 848 3469

Help Make Sport Safe!



Safeguarding & Protecting Your Child in Sport

A Guide for Sports Clubs

Making sure that sport is fun, healthy and safe

Version 2: 2015



This leaflet was co-ordinated by Northamptonshire Sport on behalf of the East Midlands County Sports Partnerships



Help make sport safe for kids!

Sport helps children grow and develop, and can provide opportunities for enjoyment and achievement. Through sport children can develop valuable qualities such as leadership, confidence and self-esteem. Every child and young person has the right to have fun, be safe and free from harm whether training for a local team, playing for a local club or representing a sport and country at international level.

It is essential that sports clubs/organisations adopt good practice when dealing with children and ensure that their safety is paramount. This will ensure that they can enjoy sport within a safe and secure environment where they feel protected and empowered to make the most suitable choices. Providing children with positive sporting experiences means that they will be more likely to achieve their true potential.

This leaflet is designed to support sports clubs by providing information and guidance on the implementation of good safeguarding practice.

It is the responsibility of everyone to ensure that sports activities are safe and FUN!!!

Further information supporting this leaflet can be found on the NSPCC Child Protection in Sport Unit's website www.thecpsu.org.uk or by contacting your local County Sports Partnership (details on the back of this leaflet).



Policies/Procedures

It is the responsibility of the club to ensure that the relevant policies are in place and that they are communicated effectively to everyone involved.

All sports clubs should have the following policies and procedures in place either separately or integrated within other documents:

Child Protection Policy & Procedures

This should include:

- ▼ When and how to report a concern, allegation, disclosure about poor practice or possible abuse
- ▼ Who to contact should a child welfare incident or concern arise
- ▼ Guidelines for collection by parents/carers (including what to do if a parent/carer is late when collecting a participant)
- ▼ If appropriate, guidelines on physical contact
- ▼ Guidance on the appropriate use of social media and Internet safety
- ▼ Anti bullying strategies including prevention and response.

Remember it is **not** the responsibility of the club to decide if a child is being abused but to **act** on any concerns.

Code of Ethics and Behaviour for Coaches

A code of ethics and behaviour should be in place for: coaches, volunteers, spectators, participants and parents/carer (including the promotion of positive parental behaviour). There should be clearly defined and communicated sanctions for any breaches of the codes. The codes should be promoted to and adopted by everyone concerned.

Health & Safety

This should include details of:

- ▼ Risk assessment procedures
- ▼ Participant's consent forms (including details of emergency contacts, medical history, special requirements and, where necessary, consent for photography and/or video to be taken)
- ▼ How to respond to an incident or accident
- ▼ The name of the contact/s should any health and safety concerns arise.

Equity Policy/Statement

This should reflect that the rights, dignity and worth of everyone should be respected and everyone should be treated equally within the context of their sport. This should be highlighted within the club's constitution.

The Child Protection Policy must include a recognition of the extra vulnerability of some children e.g. because of age, race, gender, disability.

Recruitment & Screening

All sports coaches, leaders, officials, volunteers and paid staff who have direct contact with children and young people must be appropriately screened to establish their suitability to work with this age group.

- ▼ A minimum of two references should be taken and followed up
- ▼ Qualifications should be checked
- ▼ Roles must be assessed to see if they are eligible for a Disclosure and Barring Service (DBS) check.

Contact your governing body or visit www.gov.uk/disclosure-barring-service for guidance.

Child Protection/Welfare Officer

All sports clubs must have a designated child protection/welfare officer in place.

There should also be a deputy officer to provide support.

The child protection/welfare officer should be responsible for the implementation of the child protection policy and should have a specific role description in place.

The club should also ensure that the designated officer has the appropriate training and has support from the club committee.

Activity Delivery Check list

The well-being and safety of the performer must be considered at all times:

Does your club have appropriate insurance cover?

All sports clubs should have public liability insurance.

Do you know your participants?

It is important that the **relevant personnel** know specific details of participants which may affect their involvement in sport or physical activity; this could include any medical information or special needs. This information must be treated confidentially. Parents should be asked to complete a consent form where this information is provided along with emergency contact details.

Do your activities take place in a safe environment, using safe equipment?

All clubs should have a risk assessment procedure in place. Risk assessments should be undertaken (and documented) by named club personnel prior to the delivery of activities.

You should ensure that you have procedures in place to ensure appropriate parent/spectator behaviour and take any necessary action if required.

Are your activities appropriate?

All activities must be appropriate for the age, maturity, experience and ability of the participant.

It is recommended that all sessions are planned in advance identifying specific outcomes and appropriate activities in line with national governing body guidelines.

Is your club operating within the recommended player:coach ratios?

The ratio of coaches to participants varies from sport to sport and should be based on:

- ▼ The age and ability of the children involved
- ▼ The risk involved in the activity
- ▼ The particular needs of young people

(e.g. those with disabilities in the group).

If the activity is mixed gender, male and female staff should be available.

Changing Rooms

When children and young people use changing rooms, they should be supervised by two members of staff. Adult staff should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls.

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Instead, they should be encouraged to shower or change at home.

If disabled children use your club, make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

Away fixtures

The majority of sports clubs will attend away fixtures as part of their playing programme. The club must maintain the levels of duty of care for participants involved in away fixtures.

All personnel involved in away fixtures should be made aware of the relevant policies and procedures. The club should also ensure that guidelines are in place in relation to communication with parents, transportation, supervision and staffing, emergency procedures and insurance.