



## 2. Child Protection/Welfare Officers

All sports clubs are now required by their Governing Bodies of Sport to have a designated Child Protection/Welfare Officer. This person is responsible for the implementation of your club's child protection policy and should have a role description and access to appropriate training and support. Specific training (e.g. Time to Listen and Safeguarding & Protecting Children workshops) can be accessed through your Governing Body of Sport, County Sports Partnership or sports coach UK.

## 3. Codes of Conduct

Your club should have written codes of ethics and behaviour, which outline expectations of good practice for anyone working with children and young people. An environment in which bullying, shouting, racism and/or sexism are allowed to take place is not acceptable. Your club should also have codes of conduct for participants, parents, carers and spectators that describe what is expected of them.

These relatively short, often bullet point documents, provide a framework that communicates the ethos of your club. A process should be in place for responding to any breaches of the codes of conduct.

## 4. Qualifications & Training

All club personnel should have the appropriate skills, experience and qualifications to carry out their roles effectively. Role descriptions should be in place to ensure that responsibilities are clearly outlined and understood. Your club should be committed to developing its personnel and enhancing their current skills.

It is important that club personnel attend recognised safeguarding training to ensure that they have the skills and knowledge to recognise and deal appropriately with safeguarding concerns so that a child or young person is protected and not placed at increased risk of harm.

Your County Sports Partnership and Governing Body of Sport will frequently arrange courses around key topics such as Safeguarding & Protecting Children, Funding for Your Club as well as specific sports coaching qualifications. Your club should promote access to these training opportunities.



## Sports Coaches and Leaders

Generally an Assistant Coach must hold an up to date Level 1 Governing Body of Sport qualification and should coach under the supervision or an experienced, more highly qualified coach (Level 2 and above).

## 5. Health & Safety Policy

This should include procedures relating to Risk Assessment, First Aid Cover and Accident/Incident Reporting as well as Participant Registration.

- Q Are activities taking place in a safe environment using safe equipment?
- Q Have potential hazards been identified and removed?
- Q Are activities appropriate for the age, maturity, experience and ability of the participants?
- Q Is your club operating to the recommended player to coach ratio?
- Q Does your club have valid Public Liability insurance, which provides adequate cover for the activities it delivers?
- Q Do your coaches have insurance cover, which is appropriate for the activities being delivered?

- Q Does your club use course registers, which participants sign on joining and leaving a session?
- Q Are up to date emergency contact details and medical details held? Are these available if needed?
- Q Is there a qualified First Aider on site? Is there an appropriately stocked first aid kit?
- Q Are club personnel aware of the procedures for responding to incidents and accidents?

## 6. Equity Statement and Policy

Your club and its members should respect the rights, dignity and worth of all children and young people and ensure that all participants have the opportunity to realise their potential. Your club should have an equity statement and policy that reflect the club's commitment to equality and inclusion.



## Contact details

**NSPCC**  
CHILD PROTECTION  
**HELPLINE**  
0800 800 5000

If you have serious concerns about a child, please call the NSPCC Child Protection Helpline: a free 24 hour service providing counselling, information and advice to anyone concerned about a child at risk of abuse.

**ChildLine**  
0800 1111

Childline is the free helpline for children and young people in the UK to call to talk about any problems or worries. Childline is a service provided by the NSPCC.

**Child Protection in Sport Unit**  
Tel: 0116 234 7278  
Email: [CPSU@nspcc.org.uk](mailto:CPSU@nspcc.org.uk)  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

The Child Protection in Sport Unit's mission is to safeguard the welfare of children and young people in sport and to promote their well-being.

## County Sports Partnerships

A network of 7 County Sports Partnerships (CSPs) is working across the South East region to raise the quality of sport and physical activity, widen access and increase participation. Each CSP has a lead Child Protection Officer.

NSPCC registered charity numbers 216401 and SC037717



Tel: 0118 3766135  
[www.berkshiresport.com](http://www.berkshiresport.com)



Tel: 01296 585219  
[www.buckssport.org](http://www.buckssport.org)



Tel: 01962 845020  
[www.sporthamshireiow.co.uk](http://www.sporthamshireiow.co.uk)



Tel: 01622 605054  
[www.kentsport.org](http://www.kentsport.org)



Tel: 01865 467251  
[www.oxfordshiresport.org](http://www.oxfordshiresport.org)



Tel: 01483 518944  
[www.activesurrey.com](http://www.activesurrey.com)



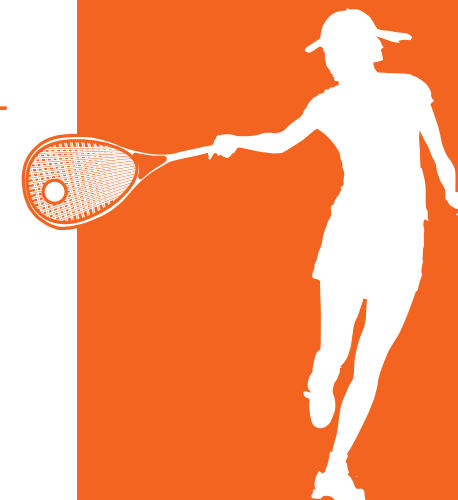
Tel: 01273 644101  
[www.sussexsport.org](http://www.sussexsport.org)

## Governing Bodies of Sport

Most Governing Bodies of Sport have a designated Child Protection/Welfare Officer. Contact details for these national officers can be found at [www.thecpsu.org.uk](http://www.thecpsu.org.uk)

# Safeguarding & Protecting Children and Young People in Sport:

## Play Sport, Stay Safe



# Introduction

## Introduction

Children and young people (under 18 years) benefit greatly from taking part in sport and leisure activities, which give them the opportunity to be healthy and active, to have fun, to learn new skills and to make new friends. It is everyone's responsibility to ensure that sports activities are safe and fun!

By the very nature of their involvement with these groups, sports coaches, leaders and other club personnel may find themselves in a position where they observe inappropriate or uncharacteristic behaviour, see evidence of harm or receive reports of harm to participants in their care. Concerns may arise about participants' experiences within the sports environment and outside of it (e.g. at home or in school).

This leaflet has been produced to provide your sports club or organisation with information and guidance on how to adopt good sports practice and ensure that the safety of children and young people is paramount.

We would strongly recommend that your club works towards Clubmark or the recognised club accreditation scheme for your sport e.g. Seal of Approval (Rugby), Swim 21 (Swimming), Volley 123 (Volleyball). This will reinforce that your club operates in a safe, effective and child friendly way. We recognise that many sports clubs are already taking positive steps to safeguard children and young people and hope that this guide helps to support continued improvement and ensure that your club remains on track with its future development.

Further details are available via the NSPCC Child Protection in Sport Unit website ([www.thecpsu.org](http://www.thecpsu.org)) or by contacting your County Sports Partnership, as listed on the back cover.



# Policies and Procedures



It is your club's responsibility to ensure that relevant policies and procedures are in place, that they are communicated effectively, made available to and understood by club personnel, members and parents/carers and that they are followed. Your club should remain open and transparent about your practices and welcome questions about the way it operates. Your club should have the following:

## 1. Child Protection Policy

This should outline the steps that your club has taken to keep children and young people safe and should include:

- ❖ When and how to record, report and respond to a concern, allegation or disclosure about poor practice or possible abuse (including bullying)
- ❖ Who to contact should a child welfare incident arise e.g. your club's Child Protection/Welfare Officer
- ❖ Guidelines on good coaching practice and protocols

Most Governing Bodies of Sport will have child protection policies and supporting templates that your club should reference and adopt, where applicable.

It is NOT your club's responsibility to decide or to investigate if a child or young person is being abused but to ACT on any concerns in line with your club's child protection policy and procedures.

Serious concerns about the immediate safety of a child or young person should be reported to Children's Services (formerly Social Services) or to the Police by dialling 999.

Child Protection Policies should also include reference to:

## Recruitment and Screening

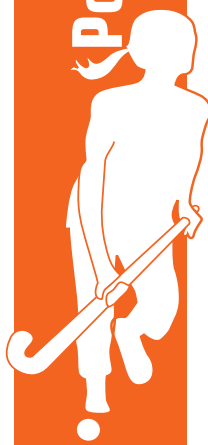
Within your club environment, all those who come into direct contact with children and young people must be appropriately screened to establish their suitability.

Screening should include:

- ❖ Enhanced Criminal Records Bureau (CRB) disclosure (please contact your relevant Governing Body of Sport)
- ❖ Minimum of 2 related references
- ❖ Verification of Governing Body of Sport qualification(s)
- ❖ Practical observation of the coach/volunteer to determine if their approach and style of delivery is suitable for the needs of all young people.

(See [www.ukcoachingcertificate.org](http://www.ukcoachingcertificate.org) for further information on sports coaching qualifications).

# Policies and Procedures



## Operating Procedures

It is important that club personnel work in, and encourage, an open environment and that private or unobserved situations and secrets are avoided.

We strongly advise that it is your club's policy for coaches and other club personnel never to work alone and for a minimum of two adults to be present at sessions involving children and young people.

Your club must follow the relevant Governing Body of Sport guidelines with respect to appropriateness of handling and support for participants and must ensure that video is used only as a legitimate coaching aid. Good communication with participants and parents/carers is key.

## Changing Room Procedures

- ❖ You must ensure that a minimum of two adults of the same gender is present when participants are being supervised in a changing room environment. Where possible, parents/carers should take responsibility for their children when changing.
- ❖ Separate facilities should be available for boys and girls.
- ❖ Parents/carers of children and young people with special needs should be consulted with regard to changing requirements and agreed levels of assistance that may be necessary.
- ❖ Children and young people should not be pressurised into changing and/or showering in public.
- ❖ Coaches/leaders must never change or shower at the same time using the same changing area as the children and young people in their care.

## Away Fixtures

- ❖ Your club will maintain a duty of care for participants involved in away fixtures.
- ❖ Procedures should be in place to guide supervision and staffing, insurance cover and responses to incidents, accidents and emergencies. These procedures should be communicated clearly to club personnel and to parents/carers.
- ❖ Your club should obtain parental consent and ensure that the team manager or coach has access to emergency contact and medical details at all times.
- ❖ All arrangements should be well communicated to parents/carers including drop off and pick up times, equipment and refreshments required and so on.

# Policies and Procedures



## Transportation

- ❖ A reputable transport company should be used and insurance cover checked
- ❖ All vehicles should have seat belts and should meet current safety regulations (e.g. access to booster seats)
- ❖ Required staffing ratios should be adhered to with a minimum of two adults present at all times
- ❖ Parents/carers should be provided with written details of drop off and pick up times and other arrangements
- ❖ Club personnel should have a register for participants under their supervision together with emergency contact details and medical information
- ❖ Two adults should be present until all young people are collected by their parents/carers

## Photography & Videoing

- ❖ Written consent for taking and using photographs or video footage should be obtained from parents/carers in advance.
- ❖ At an event, parents/carers should be encouraged to register if they wish to take photographs and/or video footage on the day (whether using a camera, video camera or mobile phone)
- ❖ Your club should remain vigilant at events and challenge anyone taking photographs or video footage that has not registered or sought permission to do so.

## Email Communication and Text Messaging

- ❖ It is strongly recommended that emails and text messages are sent to parents/carers rather than to children and young people directly.
  - ❖ Emails or text messages must not be sent to children under 11 years.
  - ❖ In some cases, it may be considered acceptable to send emails or text messages to children of 11 years and over but club personnel should copy all communications to parents/carers as well as someone holding a recognised position of responsibility within the club.