

# Help make sport safe

## Qualifications and 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/s which is appropriate to the level and sport being coached.

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

Sports coaches/leaders must also hold appropriate, up to date insurance cover, and if working within schools must have attended education awareness training.  
**All club personnel (paid or voluntary)** should be covered through the clubs insurance.

**Welfare officers, coaches and leaders** must have attended recognised child protection training.  
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 NGB training for welfare officers (Time to Listen) where available.

### Role Descriptions

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

## National Governing Body Accreditation

All sports clubs should have, or be working towards 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.



## Photography & Videoing

### Photography

All photography and videoing needs to comply with a club/organisation child protection policy.

There is evidence that certain individuals are known to visit sports events/activities to take inappropriate photographs or video footage, sport 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.**

## Who can I contact if I have any Questions or Concerns ?

Sports organisations should have a designated child protection/welfare officer. They are the first point of contact if you have any concerns, alternatively you can contact the sports National Governing Body Child Protection Officer. Details of National Governing Body/Child Protection Officers can be found at [www.thecpsu.org.uk/scripts/orgsearch](http://www.thecpsu.org.uk/scripts/orgsearch)

Further information supporting this leaflet or if you want to talk over any concerns with someone outside your club/organisation you can contact the Child Protection in Sport Unit, NSPCC helpline, ChildLine or through your local County Sports Partnership.

**NSPCC** [www.nspcc.org.uk](http://www.nspcc.org.uk)  
[help@nspcc.org.uk](mailto:help@nspcc.org.uk) Child protection helpline : 0800 800 5000

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

**Childline** provides confidential help and advice to children and young people.  
[www.childline.org.uk](http://www.childline.org.uk) ChildLine : 0800 1111

The Local Safeguarding Children Board's websites have been developed to inform children, young people, parents, carers and professionals about the work of the LSCB and safeguarding.

**Cambus SCB** [www.cambuslscb.org.uk](http://www.cambuslscb.org.uk) [LSCB@cambridgeshire.gov.uk](mailto:LSCB@cambridgeshire.gov.uk)  
**Peterborough SCB** [www.peterboroughlscb.org.uk](http://www.peterboroughlscb.org.uk)  
[judy.jones@peterborough.gov.uk](mailto:judy.jones@peterborough.gov.uk)

**Kidscape** provides information for parents on bullying and keeping children safe. They also operate a bullying helpline for parents, Monday/Friday, 10am - 4pm.  
[www.kidscape.org.uk](http://www.kidscape.org.uk) Tel : 020 7730 3300

**CRB** The Criminal Records Bureau is an Executive Agency of the Home Office which was set up to help organisations make safer recruitment decisions. CRB Registration Team, PO Box 110, Liverpool, L69 3EF  
[www.crb.gov.uk](http://www.crb.gov.uk) Tel : 0870 90 90 822

**ISA** If you have any questions or queries about the Vetting and Barring Scheme or the role of the ISA, a new dedicated contact centre is ready to take your calls.  
[scheme.info@homeoffice.gsi.gov.uk](mailto:scheme.info@homeoffice.gsi.gov.uk) Tel : 0300 123 1111

**Cambridgeshire Child Protection** For non emergencies and enquiries :  
Notifications.CPRU@Cambridgeshire.gov.uk Tel : 0345 045 5203

**Peterborough Child Protection**  
Tel : 01733 864180 (Tel. out of hours : 01733 561370)

**Cambridgeshire Police Child Investigation Unit** Tel : 0345 456 4564  
**Peterborough Police** Tel : 0845 456 4564  
In case of a medical emergency please call : 999  
For non emergencies : NHS Direct : 0845 4647

**The Parents Centre** provides a range of information and resources for parents including information, support and advice in dealing with major issues affecting parents and their children.  
[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk) [parentscentre@dfes.gsi.gov.uk](mailto:parentscentre@dfes.gsi.gov.uk)

**Parentline** is the free confidential helpline run by Parentline Plus for anyone in a parenting role, including step-parents and those experiencing family change.  
[www.parentlineplus.org.uk](http://www.parentlineplus.org.uk) Helpline : 0800 800 2222

**Bullying Online** provides information for parents on a variety of bullying issues.  
[www.bullying.co.uk](http://www.bullying.co.uk) [help@bullying.co.uk](mailto:help@bullying.co.uk)

**BBC Parenting** provides information about bringing up children and generally keeping them out of harm's way.  
[www.bbc.co.uk/parenting](http://www.bbc.co.uk/parenting)

**Child Alert** provides information on parenting topics and concerns, as well as access to child safety products and services.  
[www.childalert.co.uk](http://www.childalert.co.uk)

**Thinkuknow** provides information for parents, guardians and carers to help them to understand more about what their child is doing online, exploring some of the specific dangers that children could face, and providing practical advice and guidance that should make the online experience safer for all. Most importantly, there's also a place which anyone can use to report if they feel uncomfortable or worried about someone they are chatting to online.  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

**LIVING SPORT** (Cambridgeshire & Peterborough)  
[www.livingsport.co.uk](http://www.livingsport.co.uk) Tel : 01487 841559

This leaflet was developed and co-ordinated by Northamptonshire Sport and Leicestershire & Rutland Sport on behalf of the East Midlands County Sports Partnerships. It was adopted by East Region County Sports Partnerships as an example of good practice.  
Produced with the support of Sport England, NSPCC and the Child Protection in Sport Unit.

# Help make sport safe

*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 their 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 coaches and leaders by providing information and guidance on the implementation of good sports practice.

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

## Policies/Procedures

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

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

### Child Protection Policy

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 of collection by parents/carers (including what to do if a parent/carer is late when collecting a participant).
- If necessary guidelines in physical contact.
- Remember it is not the responsibility of the club/organisation to decide if a child is being abused but to act on any concerns you may have.

### Code of conduct/behaviour

Codes of conduct/behaviour should be in place for; coaches, volunteers, spectators, parents/carers and participants. These should be promoted to and adopted by everyone concerned.

### Health & Safety

This should include details of :

- Risk assessment procedures.
- Participants 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.
- Who is contact/s should a health & safety concern 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 reflected within the clubs/organisations constitution.

### Recruitment and 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 suitability to work with this age group, this should include :

- The successful completion of an enhanced Criminal Records Bureau (CRB) check (NB: anyone declining a CRB check should not be allowed to work with children or young people). Contact your Governing Body or visit [www.crb.co.uk](http://www.crb.co.uk) for further information.
- A minimum of 2 references are taken and followed up.
- Qualifications are checked.

### Child Protection/Welfare Officer/s

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

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

Sports National Governing Bodies will provide advice and guidance to sports clubs on the role of the child protection/welfare officer.

### 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 the designated officer.



# Sports Clubs and Organisations Guidelines



## Activity delivery checklist

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

Does your club organisation have appropriate insurance cover ?  
All sports clubs/organisations should have public liability insurance.

### Do you know your participants ?

It is important that the relevant personnel know details of participants which may affect their involvement in sport or physical activity; this could include any medical information of special needs. 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/organisations 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.



### 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.

Contact your sports National Governing Body for sport specific guidance.



## 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 careers 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/organisations will attend away fixtures as part of their playing programme. The club maintain 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/organisations should also ensure that guidelines are in place in relation to communication with parents, transportation, supervision and staffing, emergency procedures and insurance.

## 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 (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 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 and a parent/carer is not present).