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 head 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
- Parents 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.

Wellness 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
All photography and videoing needs to comply with a club’s child protection policy and any relevant NSGB guidance.

Photography
Photography should be taken with the consent of the child and in line with their parents/carers’ consent and understanding.

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 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-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 7218
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 & Rutland:
www.leicester.rutland.org.uk Tel: 0116 266 8688
Lincolnshire:
www.lincsport.org. Tel: 01522 230 305
Northamptonshire:
www.northamptonshiresport.co.uk Tel: 01604 366 976
Nottinghamshire:
www.nottsnottsport.org.uk Tel: 0115 848 3469

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

**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 on:
- 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 who should be involved in 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.

**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 help to prevent any inappropriate 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.

**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
- References 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.

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