

Be part of it!



The Sport & Physical Activity Partnership

A guide for sports clubs and organisations



Help keep sport safe in Cumbria!
Safeguarding and protecting children in sport

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 their designated officer.

Activity Delivery Check List

The wellbeing 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 effect their involvement in sport or physical activity; this could include any medical information or 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 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/organisations will attend away fixtures as part of their playing programme. The club maintains 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.



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

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

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



Who can I contact if I have any concerns?

All sports organisations should have a designated child protection or welfare officer, and they are the first point of contact if you have any concerns. You can also contact the relevant national governing body of sport child protection officer, details of which can be found at www.nspcc.org.uk/inform/applications/search/default.asp

If your concern is regarding someone working with young people, you may also contact the Cumbria Local Authority Designated Officer (LADO), details can be found at www.cumbrialscb.com/pagesall.aspx?id=623

If you are concerned that a child may be being abused you should contact Cumbria Children's Services, there are offices based within each locality in Cumbria, and full details of these can be found at www.cumbrialscb.com/pagesall.aspx?id=457

Useful contacts

NSPCC

www.nspcc.org.uk

email: help@nspcc.org.uk

Safeguarding and Protecting Children helpline: 0808 800 5000

Child Protection in Sport Unit

www.thecpsu.org.uk

email: cpsu@nspcc.org.uk

Telephone number: 0116 234 7278

Childline

Telephone number: 0800 1111

For more information on sport within Cumbria please contact Active Cumbria

www.activecumbria.org

Telephone number: 01228 226885 (main reception) or

Richard Johnston 01228 221255 / 07973 811204



Active Cumbria

Children's Services | Cumbria County Council

5 Portland Square | Carlisle | CA1 1PU

t: 01228 226885 | f: 01228 601256

www.activecumbria.org