



**Child Protection
in Sport Unit**



Safeguarding children and young people:

Top tips for putting your safeguarding policy into practice

If your organisation works with children and young people you should already have a safeguarding policy in place. However, having an approved policy is just the start of helping to create an environment where children and young people are as safe and secure as possible.

Club Matters have teamed up with the Child Protection in Sport Unit (CPSU) to give you their top tips on ensuring your safeguarding policy is embedded and understood by everyone involved in your sports club, group or organisation.



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1. Regularly communicate and raise awareness of your policies and procedures.

An important part of safeguarding children and young people is spreading the message and clearly communicating your safeguarding policy and procedures to everyone involved in your organisation. Your members, participants, their parents and carers, your volunteers, staff and contractors should all be familiar with your safeguarding policy and know how to report a concern.

There are a number of ways you can communicate your policy and processes. You can use our checklist below to identify what you already do and don't have in place:

- Having a copy easily accessible on your website.
 - Having key contact numbers on your website that are easy to find.
 - Sending links to your policy or the policy itself via communication channels such as emails or newsletters.
 - Having details of your Welfare Officer and what to do if you have a concern available at your sessions or facilities (e.g. in social spaces or on noticeboards).
 - Providing copies or links to your policy and procedure documents in any welcome induction packs / renewal information and summarising the policy in any face to face inductions for members, participants, volunteers and staff.
 - Providing updates on your procedures as required via your communication channels (e.g. social media, newsletters or website).
- Ensuring that your safeguarding policy and procedures are available in a range of formats which are accessible to all age ranges and can be fully understood (e.g. factsheets for junior members). Children and young people are unlikely to read all your organisation's safeguarding policy and procedure documentation so make sure you pick out the key information (e.g. what to do if they have a concern and who they should contact) in a way that they will understand.
- Promoting relevant safeguarding related days and weeks (e.g. Safer Internet Day, Child Safety Week, Parents in Sport Week and Anti-Bullying Week).

2. Make sure everyone knows who your Welfare Officer is and how to contact them.

Everyone involved in your organisation should know who your Welfare Officer is and how to contact them. Consider how you communicate and share the details of your Welfare Officer and how you can make these more widely available (for example on your website, on notice boards, in induction/welcome packs etc).

Your organisation should also have arrangements in place for when the Welfare Officer is not available, i.e. someone who can deputise and has received relevant training. You should also provide key contact numbers if either person is not contactable. The NSPCC Helpline can be contacted by adults with concerns about a child and Childline can be contacted by children and young people. In an emergency, contact the police on 999. [More information and contact information can be found here.](#)

3. Make sure your policies and procedures are up to date.

Your organisation should ensure that any safeguarding policies and procedures are reviewed regularly and kept up to date. This will ensure that safeguarding practices and other documentation, including codes of conducts, reflect any changes to the way that you operate (e.g. running virtual sessions) and any changes to legislation. Including an update on safeguarding as a standing agenda item at your committee/board meetings is also recommended to support this.

4. Follow safe recruitment procedures.

It's important that all of your volunteers and any paid staff who regularly engage with children and young people have undertaken relevant training and are sufficiently qualified to undertake their roles. We would recommend:

- Checking training and qualification requirements for each member of your workforce (volunteer and paid) to ensure they are up to date. NGB-affiliated organisations are expected to meet the requirements of their NGB relating to safeguarding. Click this link to [find out who your NGB safeguarding lead is](#). If you are not an affiliated organisation, [find out more here](#).
- Having a comprehensive induction process which informs your workforce about their safeguarding and duty of care responsibilities and any training requirements.
- Requesting evidence that training has been attended and qualifications achieved. You could also create a log detailing expiry dates and when refresher training will be required.
- Taking up at least two written references.
- Knowing which roles in your organisation are eligible for DBS checks and ensuring that these are carried out before allowing volunteers or any paid staff to engage with children and young people.
- Considering whether it is appropriate to use self-declaration forms as part of your recruitment of your volunteers and staff that may come into contact with children and young people. Self-declarations do not replace the need for a DBS disclosure check for eligible roles, but can provide additional information that a DBS check will not. [More information including a template form can be found here](#).

More information on safe procedures is available through the [CPSU's Safe Recruitment guidance](#).

5. Gather and maintain accurate records.

As part of your duty of care and responsibility to provide adequate care for children and young people, you are required to collect a range of information and consent. It's essential to ensure that all relevant information and consents are up to date and safely stored. We'd recommend you think about:

- The easiest ways to collect information. All personal information including medical information, emergency contact numbers and information on any additional or specific needs must be collected when a child or young person first registers to take part in your activities. Your organisation should ensure that there is a process in place to update this information as and when required.
- Asking parents, guardians, or carers to provide consent for things such as photographs/videos and trips away prior to any events. It's important to record who photography consent has been received for and consider any precautions that need to be taken where this consent has not been received.
- Ensuring that DBS records are up to date for all volunteers and any of your paid workforce who are in eligible roles.
- It is important that your organisation stores important information including contact details, medical conditions, and parental consent safely and securely in a way that complies with data protection laws.

6. Ensure that children and young people's views are listened to.

By creating a supportive culture where young people's views are listened to and valued, they are more likely to report issues if they arise or concerns that they may have. Your organisation can ask young people's views on anything from help with choosing their kit to setting the codes of conduct for junior members. The CPSU have a free online course on how organisations can consult with children and young people, [which can be accessed here](#).

7. Have an open and transparent culture where people can ask questions.

Parents and carers also play a key role helping children and young people to enjoy participating in sport and physical activity. Encourage an environment where parents can ask about what is in place to safeguard children and young people. This will not only provide them with reassurance but can also help to increase buy-in and raise awareness of your policies and processes by re-emphasising the steps you are taking to provide a safe environment. The CPSU provides various advice and guidance for organisations on how they can involve parents and carers to ensure a safe environment [which can be accessed here](#).

8. Make sure people understand how to report concerns.

It is important that everyone involved in your organisation knows how to report an incident or concern and who to go to. Having information on notice boards, in your newsletters, on your website and in your induction packs are just a few examples of how you can do this. Any information you provide should be easy to understand, regularly checked for accuracy and should provide the contact details of your Welfare Officer and any external safeguarding bodies who can support people. Any reported concerns should be dealt with by the appropriate person at your organisation. The person reporting the concern should be kept updated as much as it is appropriate to do so, i.e. so long as it does not compromise an investigation. The NGB or statutory agencies can provide advice on this

9. Recording any concerns or allegations.

It is important for you to have an effective system in place to record any allegations or concerns of abuse or poor practice. All concerns should be recorded, not just those that are serious and are referred to other agencies or to the NGB safeguarding lead. It is important that your system captures information on:

- The people involved.
- The nature of the concern or allegation.
- When and where it was reported.
- The outcome.

You must have an incident report form so that you capture the right information in the right way. [You can access a template from the CPSU here.](#) As with personal information and consent, it is important that all recorded concerns or allegations are stored appropriately to ensure confidentiality and conform to data protection regulations. [Click here for more suggestions on how to store your records.](#)



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