

Sports Club & Facility Provider Safeguarding Check & Challenge Tool



Contents

Introduction	3
Guidance Notes	5 - 11
Check & Challenge Tool	12 - 14
Action Plan	15
Contacts	16

Key

Top tip

Helpful information



Signature areas

NB:

Special note

Introduction:

Sports clubs and facility providers work hard to ensure the safety and wellbeing of young people in their care by establishing policies and procedures and identifying welfare/safeguarding leads. Implementing such procedures can be tricky. Sometimes it requires a deeper understanding of wider policies and good practice to ensure that activities are safe. This tool is designed to help clubs and facility-providers tackle safeguarding head on.

NB:

The facility provider and club/coach both have a legal and moral Duty of Care¹ for young people. They must both take reasonable measures to ensure appropriate arrangements are in place.

The **Sports Club & Facility Provider Check & Challenge Tool** encourages dialogue so partners can clarify and agree their responsibilities and ultimate liabilities.

How to use the Check & Challenge Tool:

The Tool provides points for dialogue and Action Plan grids to record discussion and any required action. The grids can be adapted and/or integrated into your existing paperwork.

The associated guidance notes expand on each of the areas in the Action Plan to provide information, discussion points, and links to organisations and websites that can provide further guidance if required.

Top tip

If both the club and the facility provider are prepared and have the relevant information to hand, discussions will be easier.

1. When children and young people are involved in organised sports activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty to take reasonable care to ensure their safety and welfare.





Guidance Notes

Initial Agreement Checks:

Anyone applying for a role that involves contact with or responsibility for young people (or other vulnerable groups) should be taken through a safer recruitment process. Whether the role is paid or not, it's important that the individual has the right skills, knowledge and attitude for the role. Having effective recruitment and selection procedures for both paid staff and volunteers will help to screen out and discourage unsuitable candidates from joining your club/organisation.

Clubmark/NGB Accreditation

Clubmark is the universally acknowledged cross sport accreditation scheme for community sports clubs. Several national governing bodies of sport (NGBs) have their own versions. These are suggested minimum thresholds for a club to have in place.

For more information on Clubmark see [Sport England Clubmark](#) or specific National Governing Bodies of Sport.

Coach Qualifications/Background/Character

When appointing a coach, you should consider whether the qualifications of the coach are appropriate for the sport, level of participants and responsibility they are undertaking. Is their qualification current? Are they required to keep it updated through a licence? If the qualifications are not UK-based, then the facility provider should ask the club to seek further guidance from the National Governing Body of Sport.

NB:

Hampshire County Council (HCC) and most NGBs advise that coaches leading a session should have a minimum of a Level 2 qualification in the sport they are delivering. A Level 1 coach may support the delivery of a session under the direct supervision of a teacher or Level 2 coach.

Facility providers and clubs must feel that the coach is competent to deliver the sport *and* able to manage the behaviour and needs of all the young people involved. They should also be confident that the coach is an appropriate role model. As part of safe recruitment practice, consider interviewing coaches.

For more information on the minimum qualifications/standards see [UK Coaching minimum qualifications](#).

Safeguarding Training

Coaches working with young people should have received training in, or at least have a strong awareness of, safeguarding. Both Energise Me and NGBs promote Safeguarding training.

Schools may wish to ask the coach direct questions around how they would deal with a safeguarding incident.

First Aid Qualification

Many, but not all, coaches will have a first aid qualification. If the coach does not have a first aid qualification the facility provider may need to ensure that first aiders are on site to support the sessions.

Clubs/coaches and facility providers should be aware of each organisation's accident/incident procedures and how to complete these records.

Top tip

Facility providers should seek assurance on coaching, safeguarding and first aid training/qualifications. Where appropriate, keep a copy of the certificates on file and note their expiry date.

INITIAL AGREEMENT CHECKS CONTINUED

Criminal Records & Photo Identification

Clubs and facility providers must satisfy themselves that any individuals with access to young people are suitable. A facility provider should seek assurance that the club has followed safe recruitment practices. A facility has no legal right to ask for a copy of a Disclosure and Barring Service (DBS)² unless they are employing the coach.

For School-led clubs,³ schools must follow the same procedures they would follow for any other volunteer or paid member of staff. If the Head Teacher determines that the coach does not require a DBS due to the nature of the role, then the school may still request photo identification and gain two independent references.

NB:

Clubs including children under the age of 8 may require further checks under the Childcare (Disqualification) Regulations **Disqualification under the childcare act**

2. The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

3. School-led clubs are clubs that are delivered on a school site with pupils from that school only.

Right to Work

All coaches - volunteers or paid - must have the right to work in the UK. It is the responsibility of whoever is employing the coach to ensure that the coach has the right to work in this country. For more information, see **CPSU recruiting coaches from overseas**

References

The employing organisation must satisfy themselves that any individual with access to young people is deemed suitable.

It is advised that two independent written references are requested and kept on file by the 'employing' partner organisation. A facility provider should seek assurance that references have been gained and show no concerns about the individual.

Public Liability Insurance

The facility provider should check the activity is covered under its insurance. The club and coach should be clear whether the activity is being delivered under the club's insurance or the coach's own. The coach may want to request this in writing. Both the activity and participants must be adequately covered. The facility provider should seek confirmation that adequate insurance is in place and may request to see a copy of the relevant documents and keep a copy of them on file.

Coach Code of Conduct

Codes of conduct for coaches are common good practice in clubs. They support high standards and good behaviour as well as the ability to manage poor behaviour. Facility providers should seek assurance that this is in place and may request and keep on file a copy of the club code of conduct for their coaches signed by the coach.

For examples of a coach code of conduct, see **CPSU Code of Conduct**

Contract/Agreement

It is good practice for the organisations involved in the delivery of the activity to have a written agreement or contract in place. It does not need to be extensive but should highlight key areas of responsibility.

The checks in this document could be used as part of the agreement. A signed copy of the contract/agreement should be held by both the facility provider and club/coach.

Top tip

Hold all your initial agreement/safer recruitment information in a folder that is easily accessible to show to both facility providers and parents.

Pre-delivery Checks:

A facility provider has a responsibility to ensure the coach/club is aware of the site's relevant policies and procedures to ensure the safety and wellbeing of those involved in activities on the site.

Safeguarding Procedures

The club and the facility provider should both have a safeguarding/child protection policy in place. Discuss the following points together:

- How will safeguarding procedures be communicated to parents/participants? For example, they could be on the reverse of or with Membership Forms or Code of Conducts or on the website
- Which organisation's safeguarding policy and procedures will be followed in the event of a concern arising?
- Who in each partner organisation will be informed if a concern arises?
- Will both safeguarding leads be on site or available if required? If not, how will concerns be dealt with?
- How will each organisation deal with allegations against their staff/volunteers and inform the other organisation?
- How will each organisation support whistle-blowers?
- How will the coach be monitored?
- How will statutory organisations be informed of any concerns?

Site Induction

Prior to activity commencing, the coaches should receive an induction from the facility provider. This should include:

- First Aid Equipment provision and administration including who would phone for an ambulance
- Completion of Accident/Incident procedures
- Emergency procedures - exits and assembly points
- Toilets and changing rooms - including use for adults
- Additional Health & Safety requirements
- Access to landline

Schools should highlight if there will be different procedures in place during the day and during after school hours when doors/areas may be locked/closed and fewer staff are on site.

Ratios/Supervision

The coach and the facility provider must agree the maximum number of young people:coach ratio prior to the start of the activity. The maximum number of participants will depend on the experience of the coach, the facility, the age of the young people and the sport, as well as the equipment available.

The discussion should also include the minimum number of adults required to be involved in the session/on site to allow for supervision in extreme circumstances e.g. if a child needs to be taken to hospital. Whatever the recommended ratio of adults to participants is for your sport, a minimum of two adults should be present. For more information, see **NSPCC guidance on ratios** as well as consulting your National Governing Body.

NB:

Only those over the age of 18 are eligible as an adult in the ratios.

The facility provider and club/coach should discuss:

- the level of supervision the facility provider will provide for each session.
- the gender of the coaches leading and supporting the delivery and the gender of the young people taking part. E.g. Use of/access to changing rooms/toilets of participants and physically supporting participants as part of the coaching session i.e. gymnastics
- the minimum number of young people that must take part in order for the sessions to be viable.

PRE-DELIVERY CHECKS

Generic Risk Assessment

The club should have a generic risk assessment which applies to an activity wherever it takes place. The general principles will need to address:

- guidelines on the activity – rules and expectations
- activity segregation and small group activities
- inclusion and appropriate differentiation to meet all abilities and aptitudes
- equipment set-up and storage including access by young people
- use of equipment – procedures and safe practice
- lifting and carrying procedures
- facility condition, including pitch and floor conditions and foot stability
- supervision of the activity, including grouping strategies which reflect the range of ability, aptitude, size and weight of individual young people, the gender and cultural diversity of the class or group and the expertise and confidence of the supervising adults
- existing medical conditions and injuries sustained by the young person which may limit their ability and enjoyment of the activity
- organisation of the activity, including the teaching space and the equipment/resources needed
- jewellery and personal effects
- clothing and footwear
- non participation
- inclement weather and its effect on any of the above considerations.

The facility provider should make the club aware of any specific risks related to the site.

National Governing Bodies of Sport should be able to provide examples and templates.

Promotion of Activities (including social media)

The club and the facility provider should agree who will promote the activity and how. It is important to ensure that any photographs used have parent/carer permission and information is accurate and in line with safeguarding good practice. For more information, see **CPSU Distribution of images**

Coach Absence/Replacement/Cancellation

Agree what will happen if the usual coach is unable to deliver a session due to sickness or availability. If the club and facility provider agree to substitute a coach, they must agree the support mechanisms that will be put in place for this interim period as there may not be time to complete the safer recruitment procedures and induction for the replacement coach.

For School-led clubs, schools may feel it is appropriate to provide a staff member to support these sessions. It is ultimately the Head Teacher's decision as to whether a substitute will be allowed or whether the session should be cancelled.

If sessions are to be cancelled the coach/club and facility provider need to have agreed mechanisms in place to ensure that parents/carers are notified and young people supervised until they have left the facility provider site.

Early Arrivals

If a coach is late to arrive for a session or participants arrive early the participants will not be under direct supervision. It is the club's responsibility to explain to Parents/Carers that their children should not be left unattended until they are sure the coach is on site.

PRE-DELIVERY CHECKS

Departures from club at the end of a session/Late collection

The facility provider and club must agree from the outset whose responsibility it is to ensure all participants in the sessions have left the site.

For School-led clubs the school must inform the coach of any specific protocol/expectations including pupils walking home, parent pick-up and late collection procedures. It is not advisable for coaches to give participants a lift in their car at any time.

Parents/Carers should be reminded of their responsibility to pick up participants in a timely fashion at the end of the session and that repeated failure to do so might be referred to statutory agencies.

If a coach needs to leave before all participants have left the site, they need to ensure the facility provider is aware and supportive.

Raising Concerns

The club and the facility provider should discuss how they will deal with any parent/carer participant concerns raised informally to either the club/coach or facility provider in the appropriate way.

Complaints Management

Both the club and facility provider will have formal complaints procedures in place. Discuss whose procedures you will follow if a complaint is made. This should include identifying who the individual should contact and how.

Specific Needs of Participants

Parents or Schools should brief coaches on any specific needs of pupils involved in the activity including medical conditions. A discussion should be held on expectations around the outcomes of the sessions.

Registers, Membership & Evaluation Forms

Clubs often request personal information about participants. They might want it to distribute further information about the club or to glean information for monitoring or other purposes. Clubs should discuss the best approach to gather this information from parents/carers and agree which information will be requested, including contact details of U18s and medical information.

NB:

It is not good practice to ask U18s for personal emails and mobile numbers. An alternative would be to seek the contact details of their parents/carers.

Coaches delivering the activity must hold up-to-date emergency contacts for every participant.

Clubs must collect personal data (other than names) directly from parents/carers and not from schools under the Data Protection Act. For a club registration form template, see [**CPSU consent form**](#)

Storage of Personal Data

If clubs gather personal information (contact details and medical etc.) on individuals, they must be stored securely at all times. Parents must also be informed, as part of the request for information, of how this information will be stored and distributed. Organisations should securely destroy personal information in line with data protection guidance.

For more information on Data Protection, see [**Data Protection**](#)

NB:

On 25 May 2018 the 1998 Data Protection Act will be replaced by the General Data Protection Regulation (GDPR)

Parent/Carer Consent

Clubs should discuss whether parent/carers consent for the activity is required. If it's a School-led club under direct responsibility of the school this may not be required. However, it is unlikely that the school's generic consent form from parents/carers and related policies regarding the distribution of photos/videos and the use of social media will cover another organisation taking and distributing photos/videos etc.

If a club wants to take photos/videos and store/distribute them they should gain their own parent/carers consent. For a photo consent, please see **CPSU Photo consent**

Clubs and facility providers should also provide guidance to parents and spectators on the distribution of images. For more information on the distribution of photographs and videos including the use of Social Media, see

CPSU Distribution of images

Codes of Conduct

Codes of conduct for participants are common good practice in clubs. They support high standards and good behaviour as well as the ability to manage poor behaviour/role models.

Clubs may find it useful to have a parent code of conduct to ensure they collect their child on time, send them in suitable kit and show appropriate behaviour towards participants, coaches and officials. Parents and participants should also be made aware of the coaches' code of conduct.

For information on participant codes of conduct, see **CPSU Code of Conduct**

Behaviour Management

High standards of behaviour should be expected from all those taking part. Many National Governing Bodies of Sport have guidance on managing behaviour.

Coaches should quickly learn each child's name as this helps manage behaviour and identify any specific concerns with individuals.

In a school setting, individuals should not be excluded from sessions for poor behaviour without the consent of the school and at no time should an individual be sent out of a session without a school staff member's authorisation. Coaches should not be expected to deal with high level disruptive/inappropriate behaviour within their sessions and should seek support from school staff.

Payments

The club should agree from the outset what, if any, charges will be made to those attending the sessions, how payment will be taken (weekly/monthly/lump sum) and who will collect the payments. They should also agree how non-payment will be managed.

Facility Provider Role and Accountability

The facility provider must agree who is taking responsibility for the activity. The facility provider should:

- ensure the coach has access to appropriate equipment & facility
- monitor, record and offer feedback to the coach
- ensure that the coach knows at all times where the named person is situated during the activity, and how to contact them.

Top tip

Discuss successes and challenges regarding delivery on an ongoing basis so that any difficulties can be rectified quickly.

GUIDANCE
NOTES**Post-delivery Checks:**

It is good practice for there to be a post-delivery discussion, particularly around safeguarding.

Evaluation

Gather the views of young people either at the end of the planned activity or on a regular basis if the sessions are ongoing. This can be as formal and informal feedback.

Find out whether participants had fun and made progression and what they enjoyed/did not enjoy. For good practice, they should also be asked if they have felt 'safe'.

Gather views from coaches and facility providers as well.

Review successes and challenges

Reviewing the feedback will help identify successes and challenges. It's important to learn from the challenges in order for these to be alleviated for any future delivery.

Review safeguarding arrangements

As part of the review and evaluation of delivery, both the facility provider and club should reflect specifically around the safeguarding arrangements. It may be useful to review all areas of the Check and Challenge Tool.

Sustainability of provision

Hopefully the club will continue to be delivered at the facility provider. If that's no longer possible the facility provider and club may want to discuss how the participants who have been involved can be supported to continue to take part in activities.

If there are obstacles that are limiting the continued delivery of the activity, consider how they could be alleviated.

TRAINING

Energise Me and many National Governing Bodies of sport provide opportunities for clubs and coaches to attend training. Please see individual National Governing Body websites or visit www.energiseme.org.



Sports Club & Facility Provider Check and Challenge Tool

Partner Organisations

Facility Provider:	Club:
Facility Safeguarding Lead/Welfare Officer:	Club Safeguarding Lead/Welfare Officer:
Facility Provider Lead Contact:	Activity Lead Contact:

Initial Agreement Checklist (Safer Recruitment)		Agreed Points/Actions Required
Clubmark/NGB accreditation	<input type="checkbox"/>	
Coach qualifications/background/character	<input type="checkbox"/>	
Safeguarding training/awareness	<input type="checkbox"/>	
First Aid qualification	<input type="checkbox"/>	
Criminal Records (DBS) & Photo Identification	<input type="checkbox"/>	
Right to work	<input type="checkbox"/>	
References	<input type="checkbox"/>	
Public Liability Insurance	<input type="checkbox"/>	
Coach Code of Conduct	<input type="checkbox"/>	
Contract/Agreement	<input type="checkbox"/>	

We agree that the Initial Agreement checks have been completed

Facility Provider	Club
Signature:	Signature:
Name:	Name:
Date:	Date:

Pre-Delivery Checks		Agreed Points/Actions Required
Safeguarding Procedures	<input type="checkbox"/>	
Site Induction <ul style="list-style-type: none"> • First Aid & Accident procedures • Emergency procedures - exits and assembly points • Toilets and changing rooms • Additional Health & Safety requirements • Access to landline 	<input type="checkbox"/>	
Ratios/supervision	<input type="checkbox"/>	
Risk Assessments	<input type="checkbox"/>	
Promotion of Activities (including social media)	<input type="checkbox"/>	
Coach absence/replacement/cancellation	<input type="checkbox"/>	
Early arrivals	<input type="checkbox"/>	
Departures at end of session/late collection	<input type="checkbox"/>	
Raising Concerns	<input type="checkbox"/>	
Complaints Management	<input type="checkbox"/>	
Specific needs of participants	<input type="checkbox"/>	
Storage of personal data	<input type="checkbox"/>	
Parent/Carer Consent <ul style="list-style-type: none"> • Photo/video consent • Social Media 	<input type="checkbox"/>	
Codes of Conduct <ul style="list-style-type: none"> • Participants • Parents 	<input type="checkbox"/>	
Behaviour Management	<input type="checkbox"/>	
Payments	<input type="checkbox"/>	

Pre-Delivery Checks cont.		Agreed Points/Actions Required
School staff role and accountability	<input type="checkbox"/>	
<i>We agree that the Pre-delivery Responsibility checks have been completed</i>		
Facility Provider	Club	
Signature:	Signature:	
Name:	Name:	
Date:	Date:	

Post-delivery Checks:

It is good practice for there to be a candid post-delivery discussion particularly around safeguarding.

Post-delivery Checks		Agreed Points/Actions Required
Evaluation <ul style="list-style-type: none"> • Participants' views • Facility Provider views • Coach/Club views 	<input type="checkbox"/>	
Review successes and challenges	<input type="checkbox"/>	
Review safeguarding arrangements	<input type="checkbox"/>	
Sustainability of provision	<input type="checkbox"/>	
<i>We agree that the post-delivery responsibility checks have been completed.</i>		
Facility Provider	Club	
Signature:	Signature:	
Name:	Name:	
Date:	Date:	

Action Plan

Action Points	Lead Responsibility	Timescale	Completed
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

To find out contact details for the Lead Safeguarding Officer for a National Governing Body of Sport, visit the Child Protection in Sport Unit Website www.thecpsu.org.uk

Navigation within the Child Protection in Sport Unit Website

'Help & Advice'



'need to deal with a concern'



'contact your national governing body'

Contacts

Energise Me

Tel: 01962 676 165

Email: info@energiseme.org

Twitter: @EnergiseMe_

Facebook: /EnergiseMe1

Website: www.energiseme.org/getting-active/be-safe-in-sport/

Hampshire Children's Services

Tel: 0300 555 1384

Isle of Wight Children's Services

Tel: 01983 814545

Portsmouth Children's Services

0845 671 0271

Southampton Children's Services

02380 833336

Child Protection in Sport Unit

Tel: 0116 366 5590

Email: cpsu@nspcc.org.uk

Twitter: @TheCPSU

NSPCC

Tel: 0808 800 5000

Email: help@nspcc.org.uk

NSPCC Textphone 0800 056 0566

Child Line

Tel: 0800 1111

