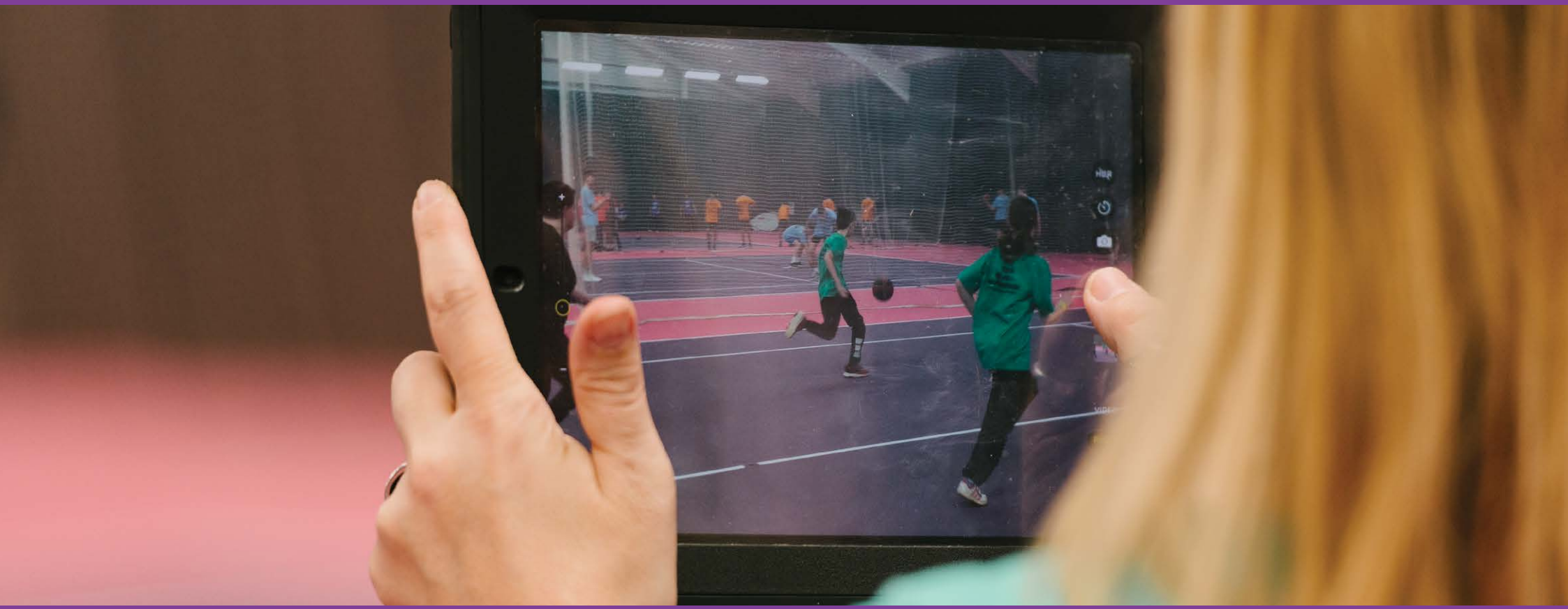
Child Protection in Sport Unit

Standards for safeguarding and protecting children in sport



Child Protection in Sport Unit

NSPCC

SPORT ENGLAND

Overview

Standard 1: Policy and procedures for responding to concerns

The organisation should have linked procedures that provide clear step-by-step guidance on what to do in different circumstances if concerns arise about children's welfare or protection.

Standard 2: Operating systems

Operating systems are needed to ensure that policies and procedures are effectively implemented in practice and provide clear step-by-step guidance on what to do in specific circumstances. They clarify roles and responsibilities, and lines of communication.

Standard 3: Prevention

Measures to help minimise the possibility of children and young people being abused by those in a position of trust.

Standard 4: Codes of ethics and conduct

Codes of ethics reflect the values and principles that the organisation wants to promote and provide a moral basis for policies and systems.

Standard 5: Equity

Measures to ensure that the needs of all children and young people to be protected from abuse are addressed.

Standard 6: Communication

Ways of informing, consulting and listening to all relevant parties about how children involved in the sport are to be safeguarded.

Standard 7: Education and training

Opportunities to develop and maintain the necessary knowledge, skills and understanding to safeguard children.

Standard 8: Access to advice and support

Arrangements made to provide essential information and support to those responsible for safeguarding children. Children and young people who are being abused are assisted to get help.

Standard 9: Implementation and monitoring

Action taken to ensure that the organisation's intentions in relation to safeguarding children are taking place, and to monitor and evaluate action and effectiveness.

Standard 10: Influencing

Action taken by the organisation to influence, encourage and promote the adoption and implementation of measures to safeguard children by partner organisations.

Foreword

The role of the NSPCC Child Protection in Sport Unit (CPSU) is to support the capacity of sport to safeguard children. The CPSU works with sports organisations to provide safeguarding support, guidance, resources, training and advice to help them develop and implement policies and procedures to safeguard and protect children and young people.

These Standards provide a framework for all those involved in sport to help them create a safe sporting environment for children and young people, and protect them from harm.

The Standards also seek to provide a benchmark to help those involved in sport make informed decisions, and to promote good practice and challenge practice that is harmful to children. The CPSU is committed to advising and supporting sports organisations in this important work and we hope these standards will provide them with the confidence to safeguard children in their care.

Standard 10 reflects the role some sports organisations have in influencing or supporting the delivery of sport. It supports these organisations to encourage and promote the adoption and implementation of measures to safeguard children by partners and commissioned or funded activity deliverers.

Since the Standards were originally published, in 2002, they have effectively become the industry safeguarding standards for the sports sector. There is a wealth of evidence to show that their adoption and implementation have played a significant part in ensuring that sports organisations have appropriate safeguards in place. The Standards document describes the key safeguarding arrangements which, when put in place and operating, provide a safe environment for children and young people.

This third edition of the standards reflects changes in legislation and government guidance, and amendments arising from sports organisations' experiences of implementing effective safeguarding practices.

Anne Tiivas OBE, Director, Child Protection in Sport Unit

Introduction

The following Standards have been developed in order to help safeguard and protect children and young people in sport. The Standards are based on current good practice and are informed by safeguarding legislation and guidance; evidence from research; and experience of what works, drawing from the fields of child protection and sport.

The Standards provide a national benchmark of good practice to work towards and can be used to audit organisations' existing safeguarding arrangements. They raise awareness and help organisations know what they need to do to protect children involved in sport and to minimise avoidable risks. When implemented fully, they should provide parents with increased confidence and peace of mind. Most important of all, they should help create safer environments for children, where they can enjoy and get the very best from their involvement in sport.

The need for standards was identified in the Child Protection in Sport Action Plan published in 2000, and following consultation with key stakeholders within sport and statutory agencies, the Standards were published in 2002. The Standards received strong support from those consulted, and have been endorsed by the NSPCC, Sport England and UK Sport. Achieving and maintaining the Standards is now a requirement of funding through the Code for sports governance. The document was revised and updated in 2006, 2016 and in 2018, in line with changes in legislation, government guidance and safeguarding practice. The 2016 revision introduced some changes in light of evaluation of the application of the Standards by a significant number of sports governing bodies and county sports partnerships.

No substantial responsibilities have been added, but the titling and order of some elements of the Standards have been rationalised.

The Standards have proved applicable to a wide range of sports organisations, from direct activity deliverers to those with a more strategic commissioning or funding role. Benefits were identified for children and young people, parents, staff and volunteers working in sport, and for sports organisations themselves.

Alongside these English Standards, the other home nations have their own standards to safeguard and protect children in sport.

In Wales, the **Framework for safeguarding and protecting children in and through sport in Wales** provides an overarching approach to safeguarding children consisting of 5 standards that a sports organisation should demonstrate it undertakes at all levels of its sport.

In Northern Ireland, the **Safeguarding standards of sport** are based on the principles in the **Code of Ethics and Good Practice for Children's Sport** developed by Sport NI. There are 6 standards of good practice for governing bodies to work towards.

In Scotland, the **Standards for child wellbeing and protection in sport** enables sports organisations to adopt best practice, values and behaviour to create a culture in sport that promotes, supports and safeguards children's wellbeing.

Purpose of standards

- To help create a safe sporting environment for children and young people[1] and protect them from harm.[2]
- To provide a benchmark to assist those involved in sport to make informed decisions.[3]
- To promote good practice and challenge practice that is harmful to children.

[1] The terms "children and young people" and "children" will be used interchangeably in the text to refer to those under 18 years of age.
[2] Harm may result from sexual exploitation, physical or emotional abuse, neglect or from bad practice or undue pressure that affects the child/young person's health and development.
[3] Decisions may be about whether to allow use of facilities, funding or affiliation, for example.

Principles

- Children and young people have a right to enjoy sport, free from all forms of abuse, exploitation and poor practice.
- All children and young people have equal rights to protection from harm.
- All children and young people should be encouraged to fulfil their potential, and inequalities should be challenged.
- Everybody has a responsibility to support the care and protection of children.
- Sporting organisations have a duty of care to children and young people who take part in sport.

Use and application of the Standards

These are overarching standards, which are intended to be relevant to all sports at all levels. They apply to sporting activity that takes place in an organised setting.

Umbrella, funding and controlling bodies may choose to use them for a variety of purposes, for example to raise standards, to quality assure, to assist in decision making or for enforcement purposes.

Standard 1 Policy and procedures for responding to concerns

What

Any organisation providing services or activities for children and young people under the age of 18 should have a child protection/safeguarding policy. This is a statement of intent that articulates a commitment to safeguard children involved in sport from harm. The organisation should have linked procedures that provide clear step-by-step guidance on what to do in different circumstances if concerns[4] arise about children's welfare or protection.

Why

A child protection/safeguarding policy makes it clear to all what is required in relation to the protection of children and young people. It helps to create a safe and positive environment for children, and to show that the organisation is taking its duty of care seriously. Procedures help to ensure a prompt response to concerns about a child's safety or welfare by explaining how the policy will be brought to life and made operational at all levels in the organisation.

Criteria

1.1 The organisation has a child protection/safeguarding policy.

1.2 There are clear and unambiguous procedures in place in respect of child protection, which provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare.

1.3 At a national level, child protection/safeguarding procedures are consistent with relevant legislation and government guidance (e.g. Working together to safeguard children).

1.4 The policy and procedures are written in a clear and easily understood way.

1.5 The policy and procedures are publicised, promoted and distributed to relevant audiences.

1.6 The policy and procedures are approved and endorsed by the relevant management body (e.g. senior management board, executive committee).

1.7 The policy and procedures are mandatory for all staff and volunteers.

1.8 The policy is reviewed every 3 years or whenever there is a significant change in the organisation's role/structure or in relevant legislation.

Essential requirements

- Identity of the organisation.
- Who the policy applies to.
- All children and young people have a right to protection.
- The welfare of children and young people is paramount.
- Guidance on (or descriptions of) what constitutes abuse and poor practice.
- An identified organisational lead safeguarding officer.
- How to respond to a child who says either they or another child is being abused.
- How to respond to allegations against a member of staff/volunteer or another young person.
- How to respond to concerns about a child's welfare arising outside sport or where there is no specific disclosure/allegation.
- Date policy endorsed/adopted, and by whom.
- Date of next policy review.

[4] In this document, the term 'concerns' is used to mean any alleged or suspected safeguarding or child protection incidents or reports, ranging from poor practice (i.e. breaches of Code of Conduct) to abuse.

Standard 2 Operating systems

What

Operating systems are needed to ensure that policies and procedures are effectively implemented in practice and provide clear step-by-step guidance on what to do in specific circumstances. They clarify roles and responsibilities, and lines of communication. These systems should enable staff and volunteers to respond to the full range of safeguarding concerns, including recording information and dealing with complaints. It's essential that these systems are understood by all stakeholders and operate at all levels of the organisation, particularly where children participate in sport.

Why

Operating systems help to ensure a prompt response to concerns about a child's safety or welfare. They also help an organisation to comply with and implement legislation and guidance. It is their implementation and operation through effective systems that serves to safeguard children.

Criteria

2.1 The child protection/safeguarding procedures are available to all (including children and young people and their parents/carers) and actively promoted when joining an organisation.

2.2 At a local level, safeguarding systems need to reference and operate in conjunction with statutory agency safeguarding arrangements, including Local Authority Designated Officers (previously known as LADOs).

2.3 Case management arrangements are in place, and operate at all levels and circumstances in the organisation, to respond to and manage safeguarding concerns however they arise. These include arrangements to share information with statutory agencies and other sports organisations.

2.4 There are designated persons at key levels within the organisation. They have clearly defined roles and responsibilities in relation to child protection/safeguarding that are appropriate to the level at which they operate.

2.5 There is a process for recording the range of safeguarding incidents, concerns and referrals; and for storing these securely in compliance with relevant legislation.

2.6 There is a process for dealing with complaints by parents/carers and by young people about unacceptable and/or abusive behaviour towards children, with links to the safeguarding, case management and disciplinary policies and procedures and clear timescales for resolving complaints.

2.7 There are well-publicised ways in which staff and volunteers can whistle blow (i.e. raise concerns, confidentially if necessary) about unacceptable behaviour by other staff or volunteers. These include external contacts.

2.8 There is guidance on confidentiality and information sharing.

Essential requirements

- Who the procedures apply to.
- Contact details for local children's services and police, including out-of-hours contacts and guidance on how the sport and statutory agencies will link up to respond to concerns.
- How organisational and individual attitudes and behaviour can increase the vulnerability of some groups of children, including disabled children and talented/elite participants.
- Case management process from referral to conclusion, including disciplinary and appeals.
- Designated safeguarding lead(s) role and responsibilities.
- Recording and records storage.
- Confidentiality and information sharing.
- Complaints and whistleblowing processes.
- Using digital media to communicate with children.

Standard 3 Prevention

What

Measures to help minimise the possibility of children and young people being abused by those in a position of trust.

Why

Some people, who work or seek to work with children in sport in a paid or voluntary capacity, may be unsuitable in terms of their qualification, experience or competence, or because they may pose a risk to children and young people. It's possible to minimise the risks and to prevent abuse by putting recruitment safeguards in place. Effective planning and arrangements for transport, events, away trips, supervision, photography, mobile phones and the use of social media will also reduce the likelihood of safeguarding concerns arising.

Criteria

3.1 There are policies and procedures for recruiting staff and volunteers who have contact with children, and for assessing their suitability to work with children.

3.2 All those who have significant contact with children are subject to safe recruitment processes, including criminal records and other safeguarding checks (as permitted and required by legislation and guidance), and these decisions are properly recorded.

3.3 A safeguarding plan and guidance are in place in relation to: transporting children or taking them away on trips; events, tournaments and tours.

3.4 There is clear guidance about the safe and appropriate use of photography, mobile phones and social media.

3.5 Where there is direct responsibility for running/providing activities, operating standards are set out to ensure that a pre-event risk assessment is undertaken and that children are adequately supervised at all times.

Essential requirements

- At least two appropriate references are taken up for all staff and volunteers who have significant contact with children, and evidence of identity and any relevant qualifications are seen.
- Induction process includes introduction to child protection/safeguarding policy and individual responsibilities.
- Risk assessment process for trips and events.
- Application of recruitment policy for all those in contact with children.
- Guidelines about eligibility/requirement for criminal records checks.
- Clear practice guidance for events, travel and supervision levels.

Standard 4 Codes of ethics and conduct

What

Codes of ethics reflect the values and principles that the organisation wants to promote and provide a moral basis for policies and systems.

Codes of conduct describe what is an acceptable standard of behaviour and promote good practice.

Why

Children's sport should be carried out in a safe, positive and encouraging atmosphere. Standards of behaviour for all set a clear benchmark of what is acceptable. They can help minimise opportunities for abuse and help to prevent unfounded allegations.

Criteria

4.1 There is a code of ethics that embeds the organisation's values and principles (or these are embedded in a code of conduct).

4.2 The organisation clarifies its expectations of behaviour of adults towards children and young people.

4.3 There is guidance on expected and acceptable behaviour of children towards other children.

4.4 There is a process for individuals to confirm that they understand and will comply with the code of conduct.

4.5 There are processes and guidance for dealing with behaviour that is unacceptable.

4.6 Case management and disciplinary processes reflect the needs of any children and young people involved.

4.7 All disciplinary measures/sanctions are non-violent and do not involve humiliating children and young people.

4.8 Managers and senior staff promote a culture that ensures children are listened to and respected as individuals.

Essential requirements

- Codes of ethics/conduct for adults and for children.
- Discrimination; prejudice; oppressive behaviour or language in relation to any of the following are not acceptable:age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Process for dealing with abuse of a position of trust.
- Link between breaches of codes and disciplinary process.
- Guidelines, where relevant, on the intimate care of disabled children or young people, including appropriate and inappropriate touch.
- Case management systems address the needs of any young people involved.

Standard 5 Equity

What

Measures to ensure that the needs of all children and young people to be protected from abuse are addressed.

Why

Abuse happens to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious belief and political persuasion. Some children, such as disabled children and high performing young people are particularly vulnerable. Prejudice and discrimination can prevent some children getting the help they need. Organisations should take steps to combat discrimination and actively include all children and young people in their safeguarding measures.

Criteria

5.1 The child protection/safeguarding policy makes it clear that all children have equal rights to protection.

5.2 The child protection procedures, guidance and training help staff and volunteers to recognise how society creates additional vulnerability for some children and the extra barriers they face to getting help, because of their race, gender, age, religion, disability, sexual orientation, social background or culture.

5.3 Codes of conduct/behaviour include statements about the responsibility of adults and children to treat one another with dignity, respect, sensitivity and fairness.

5.4 Codes of conduct/behaviour make it clear that discriminatory, offensive and violent behaviour are unacceptable and that complaints will be acted upon.

5.5 Processes for dealing with safeguarding concerns and complaints are fair and open to challenge through an appeals process.

Essential requirements

- Policy statement that includes reference to the additional vulnerability of some children.
- Safeguarding training/learning opportunities refer to additional vulnerability.
- Case management systems include clear appeals process.

Standard 6 Communication

What

Ways of informing, consulting and listening to all relevant parties about how children involved in the sport are to be safeguarded.

Why

Policies, procedures and systems are only effective if everyone involved in the organisation (including young people and parents) are aware of them, have some ownership of them and have the opportunity to express their views on how they are working.

Criteria

6.1 Information about the organisation's commitment to safeguard children and young people is openly displayed and available to all.

6.2 Children and young people are made aware of their right to be safe from abuse.

6.3 Information for young people and for parents is made available about where to go for help in relation to child abuse.

6.4 Information provided is in a format and language that can be easily understood by all stakeholder groups (including staff, coaches, young people and parents).

6.5 Everyone in the organisation knows who the relevant designated person for child protection/safeguarding is and how to contact them.

6.6 Contact details for the local children's social care, police, Local Authority Designated Officer (LADO) and the NSPCC helpline are readily available.

6.7 Steps are taken to seek users' (staff, volunteers, parents and young people) views on relevant aspects of child protection/safeguarding policies, procedures and systems, and how they are working.

Essential requirements

- Induction process includes introduction to child protection/safeguarding policy and individual responsibilities.
- Communication, key safeguarding messages and formats address the needs of specific stakeholder groups (e.g. coaches, officials, young participants, and parents).
- Organisation actively engages with stakeholders, including young people, on relevant aspects of safeguarding planning and practice.

Standard 7 Education and training

What

Opportunities to develop and maintain the necessary knowledge, skills and understanding to safeguard children.

Why

Everyone in contact with children has a role to play in their protection. They can only do so confidently and effectively if they are aware and have the necessary understanding and skills. Organisations providing sporting activities for children have a responsibility to provide learning, training and development opportunities for staff and volunteers.

Criteria

7.1 There is an induction process for all staff and volunteers who have significant contact with children and young people. This includes familiarisation with the child protection/safeguarding policy and procedures and the relevant code of conduct/ethics.

7.2 All staff and volunteers are provided with opportunities to learn about how to recognise and respond to concerns about child abuse.

7.3 Staff and volunteers with designated or special responsibilities in relation to safeguarding children have training to enable them to develop and maintain the necessary skills and knowledge.

7.4 Safeguarding training is provided to those responsible for dealing with case management, complaints and disciplinary processes in relation to cases involving inappropriate or abusive behaviour towards children and young people.

7.5 Training and written guidance on safer recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers.

7.6 Opportunities are provided for all staff and volunteers to refresh and update their knowledge and understanding, as appropriate to their safeguarding roles and responsibilities.

Essential requirements

- Process/plan to identify safeguarding training needs of all staff and volunteers that reflects their safeguarding roles and responsibilities.

Standard 8 Access to advice and support

What

Arrangements made to provide essential information and support to those responsible for safeguarding children. Children and young people who are being abused are assisted to get help.

Why

Child abuse and other safeguarding concerns are distressing and can be difficult to deal with. Organisations have a duty to ensure that advice and support are in place to help people to play their part in protecting children. Children need someone to turn to when they are being abused or otherwise harmed. Often they do not know where to turn for help.

Criteria

8.1 Children and young people are provided with information on where to go for help and advice in relation to abuse, harassment and bullying.

8.2 Designated child protection staff have access to specialist safeguarding advice, support and information.

8.3 Contacts are established at a national and/or local level with the key statutory child protection agencies, statutory agencies and Local Authority Designated Officer (LADO).

8.4 Arrangements are in place to provide support to young people (as potential victims, perpetrators or witnesses) or parents/carers during and following an incident, allegation of abuse, or a safeguarding complaint.

8.5 There are arrangements for providing supervision and support to staff and volunteers (as potential victims, perpetrators, witnesses or whistle-blowers) during and following a child protection/safeguarding incident or allegation.

Essential requirements

- Information is made available in accessible formats for different stakeholders, including children and parents.
- Policies and processes include responsibility to consider the support needs of all parties involved in cases.

Standard 9 Implementation and monitoring

What

Action taken to ensure that the organisation's intentions in relation to safeguarding children are taking place, and to monitor and evaluate action and effectiveness.

Why

Policies, procedures and plans have to be implemented across the organisation. Checks are needed to ensure this is happening consistently. The views of those involved inside and outside the organisation can help to improve the effectiveness of any actions taken.

Criteria

9.1 There is a written plan showing all the steps that will be taken to safeguard children, who is responsible for what actions, when these will be completed, and how they will be resourced.

9.2 The safeguarding plan is incorporated into the organisation's wider planning process. Senior managers regularly review progress against the safeguarding implementation plan.

9.3 The resources essential for implementing the plan are made available, including budgets and staff time in relation to individuals with designated safeguarding responsibilities.

9.4 Policies and practices are reviewed at stated intervals, ideally at least every 3 years, and revised in the light of changes in the organisation's role or structure, changes in legislation and guidance, or in light of learning from significant cases.

9.5 Processes/mechanisms are in place to consult children and young people and parents as part of the review of safeguarding policies and practices.

9.6 All incidents, allegations of abuse and complaints are recorded and monitored so that key messages and learning are identified and shared.

9.7 Arrangements are in place to monitor compliance with child protection policies and procedures and with recruitment policies and procedures.

9.8 The organisation has in place a process to incorporate learning from safeguarding cases.

Essential requirements

- Detailed safeguarding implementation/action plan addresses all standards criteria, signed off by senior management.
- How reviews, monitoring and compliance will be undertaken and overseen.

Standard 10 Influencing

What

Action taken by the organisation to influence, encourage and promote the adoption and implementation of measures to safeguard children by partner organisations.

Why

A number of sports organisations have both a strategic and a service/activity delivery role in relation to children and young people. Where partnership, funding or commissioning relationships exist or develop with other organisations, the organisation should use its influence to promote the implementation of safeguarding measures. Partnership, funding and commissioning criteria should include a requirement for child protection/safeguarding to be addressed through sound policies, procedures and practice. The organisation provides or signposts support and resources in relation to implementing adequate safeguarding measures. The organisation actively promotes the adoption of the Standards for Safeguarding and Protecting Children in Sport.

Criteria

10.1 The organisation's stance on safeguarding is made clear to all partners.

10.2 Partnership, funding, commissioning and venue leasing/booking criteria include a requirement to address safeguarding.

10.3 The organisation actively promotes safeguarding within all partnership working arrangements and seeks to establish minimum safeguarding standards.

10.4 The organisation provides, or signposts to, safeguarding support and resources for partner organisations.

Essential requirements

- Clear guidance on safeguarding requirement/expectations of deliverers and commissioned/funded bodies.
- Service level agreements clearly reference safeguarding criteria.
- Ways in which safeguarding guidance is signposted/provided to partners.

Appendix

Standard criteria/safeguarding implementation plan pro forma

Standard 1 – Policy and procedures for responding to concerns					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
1.1 The organisation has a child protection/safeguarding policy.					
1.2 There are clear and unambiguous procedures in place in respect of child protection, which provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare.					
1.3 At a national level child protection/safeguarding procedures are consistent with relevant legislation and government guidance.					
1.4 The policy and procedures are written in a clear and easily understood way.					
1.5 The policy and procedures are publicised, promoted and distributed to relevant audiences.					
1.6 The policy and procedures are approved and endorsed by the relevant management body (e.g. senior management board, executive committee).					
1.7 The policy and procedures are mandatory for all staff and volunteers.					
1.8 The policy is reviewed every 3 years or whenever there is a significant change in the organisation's role/structure or in relevant legislation.					

Standard 2 – Operating systems

Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
2.1 The child protection/safeguarding procedures are available to all (including children and young people and their parents/ carers) and actively promoted when joining an organisation.					
2.2 At a local level, safeguarding systems need to reference and operate in conjunction with statutory agency safeguarding arrangements, including Local Authority Designated Officers (previously known as LADOs).					
2.3 Case management arrangements are in place, and operate at all levels and circumstances in the organisation, to respond to and manage safeguarding concerns however they arise.					
2.4 There are designated persons at key levels within the organisation. They have clearly defined roles and responsibilities in relation to child protection/safeguarding that are appropriate to the level at which they operate.					
2.5 There is a process for recording the range of safeguarding incidents, concerns and referrals; and for storing these securely in compliance with relevant legislation.					
2.6 There is a process for dealing with complaints by parents/ carers and by young people about unacceptable and/ or abusive behaviour towards children, with links to the safeguarding, case management and disciplinary policies and procedures and clear timescales for resolving complaints.					
2.7 There are well-publicised ways in which staff and volunteers can whistle blow (i.e. raise concerns, confidentially if necessary) about unacceptable behaviour by other staff or volunteers. These include external contacts.					
2.8 There is guidance on confidentiality and information sharing.					

Standard 3 – Prevention					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
3.1 There are policies and procedures for recruiting staff and volunteers who have contact with children, and for assessing their suitability to work with children.					
3.2 All those who have significant contact with children are subject to safe recruitment processes, including criminal records and other safeguarding checks (as permitted and required by legislation and guidance), and these decisions are properly recorded.					
3.3 A safeguarding plan and guidance are in place in relation to: transporting children or taking them away on trips; events, tournaments and tours.					
3.4 There is clear guidance about the safe and appropriate use of photography, mobile phones and social media.					
3.5 Where there is direct responsibility for running/providing activities, operating standards are set out to ensure that a pre-event risk assessment is undertaken and that children are adequately supervised at all times.					

Standard 4 – Codes of ethics and conduct					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
4.1 There is a code of ethics that embeds the organisation's values and principles (or these are embedded in a code of conduct).					
4.2 The organisation clarifies its expectations of behaviour of adults towards children and young people.					
4.3 There is guidance on expected and acceptable behaviour of children towards other children.					
4.4 There is a process for individuals to confirm that they understand and will comply with the code of conduct.					
4.5 There are processes and guidance for dealing with behaviour that is unacceptable.					
4.6 Case management and disciplinary processes reflect the needs of any children and young people involved.					
4.7 All disciplinary measures/sanctions are non-violent and do not involve humiliating children and young people.					
4.8 Managers and senior staff promote a culture that ensures children are listened to and respected as individuals.					

Standard 5 – Equity					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
5.1 The child protection/safeguarding policy makes it clear that all children have equal rights to protection.					
5.2 The child protection procedures, guidance and training help staff and volunteers to recognise how society creates additional vulnerability for some children and the extra barriers they face to getting help, because of their race, gender, age, religion, disability, sexual orientation, social background or culture.					
5.3 Codes of conduct/behaviour include statements about the responsibility of adults and children to treat one another with dignity, respect, sensitivity and fairness.					
5.4 Codes of conduct/behaviour make it clear that discriminatory, offensive and violent behaviour are unacceptable and that complaints will be acted upon.					
5.5 Processes for dealing with safeguarding concerns and complaints are fair and open to challenge through an appeals process.					

Standard 6 – Communication

Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
6.1 Information about the organisation's commitment to safeguard children and young people is openly displayed and available to all.					
6.2 Children and young people are made aware of their right to be safe from abuse.					
6.3 Information for young people and for parents is made available about where to go for help in relation to child abuse.					
6.4 Information provided is in a format and language that can be easily understood by all stakeholder groups (including staff, coaches, young people and parents).					
6.5 Everyone in the organisation knows who the relevant designated person for child protection/safeguarding is and how to contact them.					
6.6 Contact details for the local children's social care, police, Local Authority Designated Officer (LADO) and the NSPCC helpline are readily available.					
6.7 Steps are taken to seek users' (staff, volunteers, parents and young people) views on relevant aspects of child protection/ safeguarding policies, procedures and systems, and how they are working.					

Standard 7 – Education and training					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
7.1 There is an induction process for all staff and volunteers who have significant contact with children and young people. This includes familiarisation with the child protection/safeguarding policy and procedures and the relevant code of conduct/ ethics.					
7.2 All staff and volunteers are provided with opportunities to learn about how to recognise and respond to concerns about child abuse.					
7.3 Staff and volunteers with designated or special responsibilities in relation to safeguarding children have training to enable them to develop and maintain the necessary skills and knowledge.					
7.4 Safeguarding training is provided to those responsible for dealing with case management, complaints and disciplinary processes in relation to cases involving inappropriate or abusive behaviour towards children and young people.					
7.5 Training and written guidance on safer recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers.					
7.6 Opportunities are provided for all staff and volunteers to refresh and update their knowledge and understanding, as appropriate to their safeguarding roles and responsibilities.					

Standard 8 – Access to advice and support					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
8.1 Children and young people are provided with information on where to go for help and advice in relation to abuse, harassment and bullying.					
8.2 Designated child protection staff have access to specialist safeguarding advice, support and information.					
8.3 Contacts are established at a national and/or local level with the key statutory child protection agencies, statutory agencies and Local Authority Designated Officer (LADO).					
8.4 Arrangements are in place to provide support to young people (as potential victims, perpetrators or witnesses) or parents/ carers during and following an incident, allegation of abuse, or a safeguarding complaint.					
8.5 There are arrangements for providing supervision and support to staff and volunteers (as potential victims, perpetrators, witnesses or whistle-blowers) during and following a child protection/safeguarding incident or allegation.					

Standard 9 – Implementation and monitoring					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
9.1 There is a written plan showing all the steps that will be taken to safeguard children, who is responsible for what actions, when these will be completed, and how they will be resourced.					
9.2 The safeguarding plan is incorporated into the organisation's wider planning process. Senior managers regularly review progress against the safeguarding implementation plan.					
9.3 The resources essential for implementing the plan are made available, including budgets and staff time in relation to individuals with designated safeguarding responsibilities.					
9.4 Policies and practices are reviewed at stated intervals, ideally at least every 3 years, and revised in the light of changes in the organisation's role or structure, changes in legislation and guidance, or in light of learning from significant cases.					
9.5 Processes/mechanisms are in place to consult children and young people and parents as part of the review of safeguarding policies and practices.					
9.6 All incidents, allegations of abuse and complaints are recorded and monitored so that key messages and learning are identified and shared.					
9.7 Arrangements are in place to monitor compliance with child protection policies and procedures and with recruitment policies and procedures.					
9.8 The organisation has in place a process to incorporate learning from safeguarding cases.					

Standard 10 – Influencing					
Criteria	Planned actions/progress	By when	By whom	Priority level	Date completed
10.1 The organisation's stance on safeguarding is made clear to all partners.					
10.2 Partnership, funding, commissioning and venue leasing/ booking criteria include a requirement to address safeguarding.					
10.3 The organisation actively promotes safeguarding within all partnership working arrangements and seeks to establish minimum safeguarding standards.					
10.4 The organisation provides, or signposts to, safeguarding support and resources for partner organisations.					

Useful contacts

National Society for the Prevention of Cruelty to Children (NSPCC)
Weston House, 42 Curtain Road
London, EC2A 3NH
Tel: 020 7825 2500
nspcc.org.uk
Leading children's charity fighting to end child abuse in the UK and Channel Islands

Child Protection in Sport Unit
NSPCC National Training Centre
3 Gilmour Close, Beaumont Leys
Leicester, LE4 1EZ
Tel: 0116 366 5590
thecpsu.org.uk
Working in partnership with all key stakeholders in sport to develop safeguards for children in sport

Sport England
21 Bloomsbury Street
London, WC1B 3HF
Tel: 020 7273 1551
sportengland.org
Sport England aims to lead the development of sport in England by influencing and serving the public, commercial and voluntary sectors

UK Sport
21 Bloomsbury Street
London, WC1B 3HF
Tel: 020 7211 5100
uksport.gov.uk
Providing strategic investment to enable Great Britain's Olympic and Paralympic sports and athletes to achieve their full medal winning potential

UK Coaching
Chelsea Close, Armley
Leeds, LS12 4HP
Tel: 0113 274 4802
ukcoaching.org
Helping create an active nation inspired through great coaching

Disclosure and Barring Service
PO Box 3961
Royal Wootton Bassett, SN4 4HF
Tel: 03000 200190
gov.uk/DBS
Helping employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children

Department for Education
Piccadilly Gate, Store Street
Manchester, M1 2WD
Tel: 0370 000 2288
gov.uk/dfe
Responsible for children's services and education, including early years, schools, higher and further education policy, apprenticeships and wider skills in England

Home Office
2 Marsham Street
London SW1P 4DF
Tel: 020 7035 4742
gov.uk/homeoffice
The first duty of the government is to keep citizens safe and the country secure. The Home Office plays a fundamental role in the security and economic prosperity of the UK

Notes

Child Protection
in Sport Unit

play sport stay safe **enjoy** and **achieve**

thecpsu.org.uk
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cpsu@nspcc.org.uk
@TheCPSU

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