



Minimum W/CP Requirements

for Adults and Volunteers

working with children, young people under 18 & vulnerable people

in the

Step into Sport Project



Acknowledgements

The Youth Sport Trust wishes to acknowledge:

Gill Joyce, National Development Officer, NSPCC Child Protection in Sport Unit (CPSU) Leicester, for her advice and support in the writing of this document.

Professor Celia Brackenridge, Ian Wilson, Head of NGB Support (scUK) and Mathew McFahn National Manager, English Federation of Disability Sport (EFDS) for their professional support in the writing of this document.



Recommended minimum requirements for adults and volunteers working with children and vulnerable people

The Step into Sport leadership and volunteering project has been designed to establish a simple framework of co-ordinated opportunities at a local level, to enable young people and adults to begin and sustain an involvement in leadership and volunteering through sport. The following recommended requirements are designed to help to ensure that teachers, coaches, sport development officers, adults and volunteers etc. create a safe environment whilst working with children and vulnerable people in their care. Anyone involved in the Step into Sport Project should continue to adopt the Youth Sport Trust Welfare/Child Protection Good Practice Triangle. (Brackenridge 2001)

The three elements of this triangle are:

- Recognise abuse of children and do something about it
- Protect Children
- Demonstrate good practice

(For further reading, please see copy of YST W/CP Introductory Briefing Pack available on www.Youthsporttrust.org)

Power is an important part of leadership when working with children. The challenge for all staff and volunteers is to use this power wisely and take the right actions so that children in the Step into Sport Project have a positive and rewarding experience.

How we work with children, young people and vulnerable people today will affect how they will work as coaches, teachers and volunteers in the future.

Please note

You should ensure that young volunteers under the age of 18 do not have unsupervised access or formal responsibility when working with children. All adult volunteers, aged eighteen years and upwards, should obtain an enhanced CRB disclosure where they are placed in a position where normal duties involve unsupervised contact with children, under arrangements made by their supervisor, teacher, coach or mentor.

The term 'unsupervised access' can be interpreted in different ways. Close supervision might entail a supervisor working alongside a volunteer, whereas looser supervision might entail a supervisor overseeing the work of several volunteers, each with their own group, operating in a large field area. Staff working on this project will need to make appropriate judgements regarding the extent of the supervision.

These minimum recommended W/CP requirements will be reviewed following a one year period of implementation.

* **Brackenridge C. Good Practice Triangle (2001)**



Recommended minimum requirements for adults and volunteers working with children and young people under 18 and vulnerable people in the Step into Sport Project



PERSONNEL and ROLES	RESPONSIBILITIES	RECOMMENDED MINIMUM REQUIREMENTS (training/resources/requisites)
<p><u>Sport Education & TOP Link</u></p> <p>Staff/Teachers supervising Young Volunteers (aged 14-16)</p>	<p>Prepare and supervise young volunteers working in schools/community settings. Conduct a risk assessment and take steps to maintain a safe environment.</p> <p>Check insurance cover.</p> <p>Provide an opportunity to discuss and highlight with young volunteers the key elements of the YST W/CP Introductory Briefing Pack.</p> <p><u>Ensure that young volunteers do not have unsupervised access to participants</u></p>	<p>Obtain a CRB disclosure <u>this must be an enhanced level disclosure</u> through the LEA or NGB of Sport.</p> <p>Staff/Teachers should have been appointed subject to:</p> <ul style="list-style-type: none"> ▪ at least two references that ask directly about the individual's suitability to work with children and young people/any concerns about this. ▪ Interview to explore attitudes and motivations to work with children and young people <p>Have attended a sports coach UK 'Safeguarding and Protecting Children' workshop (formerly 'Good Practice and Child Protection Workshop' - certificate valid for 3 years) or a recognised equivalent direct delivery child protection training (for more information go to www.thecpsu.org.uk).</p> <p>Receive and read a copy of the YST W/CP Introductory Briefing Pack.</p>
<p><u>TOP Link Level 1 Award in Sports Leadership (JSLA)</u></p> <p>Young Volunteers (aged 14-16)</p>	<p>Work in schools/community settings supervised by staff and teachers.</p> <p>Have read the YST W/CP Introductory Briefing Pack and sought clarification from staff/teachers.</p> <p>Ensure that the name of the designated W/CP Officer and W/CP Procedures are clear at the placement.</p> <p><u>Understand they do not have unsupervised access to participants.</u></p>	<p>Complete application and YST self-disclosure form. Ensure self-disclosure form also signed by parent/legal guardian as Young Volunteers are children in law themselves. (YST sample provided)</p> <p>Have attended a sports coach UK 'Safeguarding and Protecting Children' workshop in an age-appropriate group (formerly 'Good Practice and Child Protection' Workshop - certificate valid for 3 years) or a recognised equivalent direct delivery child protection training (for more information go to www.thecpsu.org.uk).</p> <p>Receive and read a copy of the YST W/CP Introductory Briefing Pack.</p>



PERSONNEL and ROLES	RESPONSIBILITIES	RECOMMENDED MINIMUM REQUIREMENTS (training/resources/requisites)
<p><u>Community Volunteering</u></p> <p>Mentor (18 + adult)</p>	<p>Responsible for the welfare of volunteers whilst undertaking community volunteering placement.</p> <p>Ensure Volunteers have an appropriate volunteer co-ordinator based at the club.</p> <p>Ensure that the venue, environment and personnel requirements are met. Conduct a risk assessment and take steps to maintain a safe environment.</p> <p>Ensure that the name of the designated W/CP Officer and W/CP Procedures are clear at the placement and the young volunteer has this information.</p> <p>Ensure that the club/community centre meet the recommended minimum requirements re W/CP Policy and Procedures.</p> <p><u>Ensure that Young Volunteers do not have unsupervised access to participants</u></p> <p>Refer to copy of NSPCC Sports Check price £29.95. For information, ring the Child Protection in Sport Unit (CPSU) Tel: 0116 234 7278.</p>	<p>Obtain a new CRB disclosure -<u>at enhanced level</u>.</p> <p>Take up at least two references that ask directly about the individual's suitability to work with children and young people/any concerns about this. NB: referees could include form tutor, PE Teacher, work experience mentor, employer in part time/sessional work (paper rounds, shop work etc), non-family social reference</p> <p>Interview/ face to face discussion to explore attitudes and motivations to work with children and young people (a record of this should be made & retained)</p> <p>Have attended a sports coach UK 'Safeguarding and Protecting Children' workshop (formerly Good Practice and Child Protection Workshop - certificate valid for 3 years) or a recognised equivalent direct delivery child protection training (for more information go to www.thecpsu.org.uk).</p> <p>Receive and read a copy of YST W/CP Introductory Briefing Pack.</p>



PERSONNEL and ROLES	RESPONSIBILITIES	RECOMMENDED MINIMUM REQUIREMENTS (training/resources/requisites)
<p><u>Community Volunteering</u></p> <p>Volunteer Coordinator Based in clubs and community centres</p>	<p>Responsible for ensuring that the club has made appropriate provision for the supervision of young volunteers working or coaching in their clubs/community centres. Conduct a risk assessment and take steps to maintain a safe environment.</p> <p>Ensure that the venue, environment and personnel requirements are met.</p> <p>Provide an opportunity for the young person to discuss and clearly understand the W/CP Procedures for their placement and have access to the designated W/CP Officer.</p> <p>Ensure that the club/community centre meets the recommended minimum requirements re W/CP Policy and Procedures.</p> <p>Ensure that coaches have attended the sports coach UK Safeguarding & Protecting Children' workshop (formerly 'Good Practice and Child Protection' workshop or relevant NGB Child Protection workshop.</p> <p>Refer to copy of NSPCC Sports Check price £29.95. For information, ring the Child Protection in Sport Unit (CPSU) Tel: 0116 234 7278.</p>	<p>Obtain a CRB disclosure– <u>at enhanced level.</u></p> <p>Have attended a sports coach UK 'Safeguarding and Protecting Children' workshop (formerly 'Good Practice and Child Protection' Workshop - certificate valid for 3 years) or a recognised equivalent direct delivery child protection training (for more information go to www.thecpsu.org.uk).</p> <p>Receive and read a copy of YST W/CP Introductory Briefing Pack.</p> <p>Require the club/community centre to send to the Programme Mentor and Volunteers:</p> <ul style="list-style-type: none"> ▪ name and contact details of key club representative ▪ confirmation of their club accreditation status eg: Clubmark or sport NGB specific ▪ a copy of their club insurance policy and level of cover ▪ copies of Risk Assessment forms ▪ name of designated W/CPO ▪ name of the national Governing Body to whom they are affiliated and contact details for the National Lead Child Protection Officer ▪ a copy of the club W/CP Procedures and referral forms ▪ a list of personnel involved ▪ copies of club accident, incident and medical forms. <p>Be responsible in the event of an accident/incident. Mentor should receive a completed incident/accident report within 24 hours. This is to be retained in line with data protection guidelines, LEA, NGB, other etc.</p> <p>Coaches to have attended the sports coach UK 'Good Practice and Child</p>



		<p>Protection' workshop or relevant NGB Child Protection workshop.</p> <p><u>Club, community centres who are unable to meet these requirements are deemed inappropriate*</u></p> <p>*The National School Sport (PESSCL) Protocol for Safeguarding Children (CPSU 2006). To download a copy of this guidance developed by the NSPCC in partnership with afPE, DfES, DCMS and sports NGBs go to www.thecpsu.org.uk</p>
--	--	--

PERSONNEL and ROLES	RESPONSIBILITIES	RECOMMENDED MINIMUM REQUIREMENTS (training/resources/requisites)
<p><u>Community Volunteering Young Volunteers</u> during their placement</p> <p>Including Level 1 Award in Community Sports Leadership (CSLA) and other sports awards</p> <p>16-19 as TOP Link</p>	<p>Undertake a volunteer placement in a local sports club or association within their community.</p> <p>As directed by the mentor/volunteer co-ordinator.</p> <p><u>Do not have unsupervised access to participants.</u></p>	<p>All complete application and self-disclosure form. Must also be signed by parent/legal guardian if under 18 years of age). (YST sample provided).</p> <p>Obtain a CRB disclosure <u>at enhanced level</u>, for volunteers aged 18 upwards.</p> <p>For volunteers aged 18 + their mentor in Education should also:</p> <ul style="list-style-type: none"> ▪ Take up at least two references that ask directly about the individual's suitability to work with children and young people/any concerns about this. <p>NB: referees could include form tutor, PE Teacher, work experience mentor, employer in part time/sessional work (paper rounds, shop work etc), non-family social reference</p> <ul style="list-style-type: none"> ▪ Interview/ face to face discussion to explore attitudes and motivations to work with children and young people (a record of this should be made & retained)



		<p>Have attended a sports coach UK ‘Safeguarding and Protecting Children’ workshop (formerly ‘Good Practice and Child Protection’ Workshop (certificate valid for 3 years) or a recognised equivalent direct delivery child protection training (for more information go to www.thecpsu.org.uk).</p> <p>Receive and read a copy of YST W/CP Introductory Briefing Pack</p>
<p><u>Schools in relation to delivery of TOP Link Festival</u></p> <p>Teacher/person in charge</p>	<p>Identify one person/teacher to be in charge of the event. Set date of the event. Support young people in the organisation and delivery of the Top Link Festival.</p> <p>Ensure that venue and personnel requirements are met. Produce a welfare plan in line with guidance given in NSPCC ‘Safe Sports Events’. <u>Ensure that young volunteers do not have unsupervised access to participants</u></p> <p>Refer to a copy of ‘Safe Sports Events’ by Anne Tiivas and Joy Morton by NSPCC CPSU 2003 – purchase price £19.95. ISBN 1-84228-035-X available through www.thecpsu.org.uk</p>	<p>All staff/adult volunteers have obtained CRB disclosure-<u>enhanced level</u> (e.g. LEA/NGB).</p> <p>Young Volunteers:</p> <ul style="list-style-type: none"> ▪ complete an application and self-disclosure form (YST sample provided) ▪ attend a sports coach UK ‘Safeguarding and Protecting Children’ (formerly ‘Good Practice and Child Protection’ workshop - certificate valid for 3 years) ▪ receive and read a copy of the YST W/CP Introductory Briefing Pack.
PERSONNEL and ROLES	RESPONSIBILITIES	RECOMMENDED MINIMUM REQUIREMENTS (training/resources/requisites)



<p><u>Schools in relation to delivery of TOP Link Festival</u></p> <p>Adult Volunteers other than teachers (e.g. Parents, partners of teachers)</p>	<p>Support the running of the festival as directed by the person in charge.</p> <p><u>Do not have unsupervised access to participants</u></p>	<p>Obtain a new CRB disclosure– <u>at enhanced level.</u></p> <p>Complete a YST self-disclosure form.</p> <p>Take up at least two references that ask directly about the individual's suitability to work with children and young people/any concerns about this.</p> <p>Interview to explore attitudes and motivations to work with children and young people</p> <p>Have attended a sports coach UK 'Safeguarding and Protecting Children' workshop (formerly 'Good Practice and Child Protection Workshop' - certificate valid for 3 years) or a recognised equivalent direct delivery child protection training (for more information go to www.thecpsu.org.uk).</p> <p>Receive a copy of the YST W/CP procedures.</p>
---	--	--

Produced Oct 2003, latest review Oct 07

