

## National Governing Body (NGB) Safeguarding Standards

**Name of NGB:** Click or tap here to enter text.

**Date completed:** Click or tap to enter a date.

### 1. Organisational Responsibility for Safeguarding

#### Appoint a Governing Body Executive Board Champion for safeguarding

#### There is an annual safeguarding plan which identifies areas of focus and priorities.

- It is adequately resourced and signed off by the board
- The plan is routinely (at least quarterly per year) reviewed

#### NGB Board receives regular<sup>1</sup> safeguarding reports/ updates including

- progress against the safeguarding implementation plan
- types of cases and concerns and any recommended changes that need to be made because of any learning from them.
- monitor any external activity commissioned or hired in by the NGB in terms of safeguarding.

#### Appoint a NGB Designated Safeguarding Officer<sup>2</sup> (DSO) with a defined role that is clearly identified within the organisational structure.

- Has arrangements in place for cover in the absence of the DSO.
- Promotion of the name and contact details of your organisations DSO.

#### Organisation developed and review's a safeguarding implementation plan that addresses how all those involved in the organisation are informed about the policy and procedures.

#### The organisation included safeguarding in the overall organisational governance arrangements including the Risk Register.

#### For those NGBs with a club structure, club welfare officers are a requirement for club affiliation.

<sup>1</sup> Regular should mean safeguarding being a standing item on the board agenda or at least via a quarterly report.

<sup>2</sup> The term Designated Safeguarding Officer is used as a generic term to cover Safeguarding officer, Designated Liaison Person, welfare officer, child protection officer, children's officer etc. This is the person who will liaise with the statutory agencies in relation to a child protection concern. Most sports will have one person in this position at different levels, but some will also have appointed an additional role of Children's Officer, and it is for all sports to clarify individual staff/ volunteer roles.

**Confirm that safeguarding policies, procedures and guidance:**

- are agreed at a senior level to ensure board responsibility.
- have a policy statement of the organisation's intention to keep children and young people safe from harm as a paramount principle.
- are updated,
  - in the last 3 years Or
  - to reflect changes in legislation and government guidance Or
  - after a case or issue in the organisation Or.
  - after staff or structural changes.
- Applies to all programmes including grassroots/elite/high performance level

**Responding to the needs of children who are additionally vulnerable to abuse**

- Is there both guidance and/or training for those working with additionally vulnerable groups for example, LGBT+, Black, Asian, Ethnic minoritized people, children with a disability, elite/high performance athletes.
- Are minoritized groups consulted by the NGB e.g., about plans for activities, training schedules or communication methods.
- Elite athletes receive a specific/bespoke induction including what to do if they have a concern, and what support structures are in place for them.

**Where relevant:**

- Clear information/guidance about minimum safeguarding requirements is provided to organisations affiliated to, commissioned or funded to provide programmes/activities for children on the NGBs behalf (e.g., other county bodies, private hire companies, or related NGB charitable trusts).
- Systems are in place to monitor the application of these requirements by activity deliverers (e.g., monitoring/quality assurance visits) and to respond to issues arising.

**Young people's voice is heard and their views are sought on the delivery of the sports activity including planning, resourcing, website, information, communication, decision making and other aspects including how safeguarding is working in the organisation.**

## 2. Safe Recruitment Procedures

### The Organisation has.

- An application form which must include a self-declaration section, consent for a check (if applicable) and request for references.
- Written job description for staff (if applicable).
- Written description of how the sport manage the vetting process via AccessNI/DBS/NVB including clarifying proof of ID is requested as part of the recruitment process.
- A written statement committing the sport to open and fair recruitment process
- A reference request form that meets the standards recommended in Keeping Children Safe [Our Duty to Care](#).
- NGB written communication to all clubs / organisations under its Governing Body umbrella confirming:
  - What service the NGB is offering its clubs in relation to administrating the vetting service.
  - What the NGB is recommending as safe recruitment practice.
- NGB ensure that affiliation requires administration of vetting process via the Governing Body.
- Confirmation that 'regulated'<sup>3</sup> roles within the sport's governing body have been ratified by the management committee (at different levels within the sport dependent on the role) before confirming in post.

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<sup>3</sup> See Child Protection in Sport Unit Guidance on AccessNI Eligibility Criteria for those Working with Children (contact [paul.stephenson@nspcc.org.uk](mailto:paul.stephenson@nspcc.org.uk) )

### 3. Effective Management of Staff/Volunteers

#### Governing Body staff/volunteer's expectation

- Safeguarding is part of all new NGB staff and volunteers' induction
- Safeguarding is part of all relevant NGB staff and volunteers' appraisals and is on team meeting agendas
- Evidence that all NGB staff appointments should be conditional on a satisfactory probationary period.
- Evidence that all staff (when applicable) should have safeguarding training within 6 months of taking the post.
- A process for NGB volunteers / staff to have access to skills training.
- Written guidance for managing volunteers.
- All NGB volunteers complete a trial period after appointment.
- Training organised by the NGB is evaluated, to check learning and increase in confidence.
- A process of managing the re-vetting of all those in regulated activity after 3 yrs in post.

#### Club level staff/volunteer's expectation

- NGB advice to clubs that clubs should introduce a system for reviewing an individual volunteer's needs.
- A system is in place to record and review volunteer/ staff safeguarding training needs that is consistent with the Training Standards ([see appendix 1](#)).
- NGB advice to clubs that they should induct volunteers on the organisations policies and procedures.
- Procedures to ensure all club level staff/volunteers have safeguarding training relevant to their role within 6 months of starting post.
- NGB advice that all club volunteers complete a trial period after appointment.

## 4. Responding and Reporting Procedures

### Written reporting procedures to reflect the advice in Keeping Children Safe - Our Duty to Care and to include<sup>4</sup>:

- Guidelines about responding to an allegation about a staff member/volunteer
- Advice about contacting statutory organisations
- Sample pro-forma for recording an incident.
- Advice on what may be a concern about inappropriate or unacceptable behaviour.
- Guidelines on how to respond to an allegation.
- Escalating concerns (if someone does not feel a concern has been dealt with properly)

### Communication of reporting procedures:

- Advice on how to access the reporting proforma and what procedures to follow if a coach/official/parent/young person/volunteer/ staff member have a concern.
- Evidence that your organisation has procedures in place for communicating your organisations reporting procedures and how to contact your Governing body DSO to:
  - Parents/carers
  - Children & Young People

### Responding and reporting procedure compliance

- Requirement for Governing body DSO has undergone specific training for this role.
- A system for recording safeguarding concerns to include action taken/ when closed/ type of concern.
- A process for confirming that those involved in your sport are aware of who the NGB DSO is and how to contact them.

### Case Management - Confirm that your organisation has:

- A robust, clearly described and published case management process in place to respond to safeguarding concerns arising at any level of the organisation
- A process to manage lower-level concerns and poor practice.
- Either
  - A Case Management Group that includes independence (the inclusion of at least one person who is independent of the NGB), expertise, accountability and a Terms of Reference.
- or**
  - Access for the Lead Officer to appropriate advice and support to respond to safeguarding issues arising.

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<sup>4</sup> Standards & Guidance for Safeguarding Children & Young People 2022. The publication of this Guidance is supported by the Department of Health.  
<https://www.volunteernow.co.uk/publications/keeping-children-safe-our-duty-to-care/>

- Clear operational links between the safeguarding case management process, the organisation's disciplinary processes, and codes of conduct.
- A secure system to manage all information about cases, ideally through a searchable database.
- Written evidence of a process for those disciplined and removed from working with children for safeguarding reasons being referred to the Disclosure and Barring Service barred list for consideration.
- Commitment to engage in the CPSU Case Data Collection Tool. Note this is not a requirement just an option. (Contact [paul.stephenson@nspcc.org.uk](mailto:paul.stephenson@nspcc.org.uk) for further information).

### **Support**

There is identified support in place for: -

- Those raising concerns or reporting abuse. (Including whistleblowing or non-recent abuse)
- Those who are the subject of allegations
- Those who are involved in investigating concerns/complaints.

**As well as internal support, external sources of support should be identified and communicated to all.**

## 5. Codes of conduct/behaviour

### **A code of conduct/behaviour specific to your sport for your coaches/ leaders/ officials/ volunteers that includes:**

- Positive statements
- Behaviours to be avoided or that are inappropriate
- Anti-Bullying guidelines
- Guidelines relating to physical contact.
- Guidelines relating to special needs
- Specific guidelines for residential/away trips/events/hosting (if these occur within the sport).

### **A code of conduct/behaviours for:**

- Children and young people
- Parents - Spectators/supporters

### **Written procedures/plans for how the code of conduct/behaviours are communicated to:**

- Clubs
- Children and young people
- Coaches, leaders, volunteers
- Parents

### **Specific guidance on:**

- Photography and filming for personal, promotional, or training purposes
- Communicating with children via phone calls, text messaging, live streaming or other social media apps or communication platforms.
- NGB auditing process to ensure all those involved in the sport have signed a code of behaviour.
- Virtual event (including virtual coaching, competitions, teaching and training). If these occur within the sport.
- Competition/training programmes. If these occur within the sport.
  - NGB's taking young people overseas or to event in UK/Ireland
  - NGB's hosting international events/competitions in UK/Ireland

### **Evidence of how they deal with complaints or behaviour that is unacceptable that includes:**

- A well-publicised and accessible complaints process
- A disciplinary process
- Appeals process

## 6. Sharing Information (NGB responsibility)

**Evidence of a governing body process for obtaining information from parents about their child for activities and registration the NGB is responsible for, including**

- Parents contact details
- Child's medical/health information
- Signed parental consent form providing permission to participate in activity.
- Seeking specific consent from parents for away trips/travelling. Mark as not applicable in comment box if not relevant.

**A process for the NGB sharing safeguarding information with those involved in your sport on at least an annual basis.**

- Safeguarding information is in different formats e.g., use of webinars, podcasts, videos etc.
- Safeguarding messages are communicated widely in various ways e.g., newsletters, at events, through apps.

**The NGB promoting record keeping procedures to include:**

- attendance registers
- accident forms
- incident forms
- monitoring drop-out or movement of young people in clubs.

**Confirmation of advice to clubs about obtaining parental consent forms**

**Evidence of Governing Body written guidelines on confidentiality and data protection specifically on:**

- sharing information and access to information on a need-to-know basis
- storage of information
- destruction of records

**Written procedures for:**

- staff to take a grievance (if applicable).
- volunteers to make a complaint
- parents to make a complaint
- children to make a complaint



**A process for making a complaint or taking a grievance is communicated to all those involved in your sport**

- how staff are made aware of grievance procedures (if applicable)
- how volunteers, parents and children are made aware of complaints procedure.

**The following key information is on the website**

- Safeguarding is easy to find and signposting to all safeguarding guidance and procedures
- Contact details for the DSO
- Easily available/simple process for what to do if someone has a concern
- Contact numbers for NSPCC Helpline and Childline or other independent support agencies
- Up to date safeguarding policies and procedures
- Information available for children and young people including where to seek advice and support (e.g., Childline, Anti Bullying support, Online safety)

## 7. General Health and Safety

**Confirmation of insurance for delivery of all activities organised by the Governing Body.**

**Evidence that the Governing Body have guidelines**

- to ensure equipment they use is safe and used only for the purpose for which it is intended
- on first aid
- for sport specific adult to child supervision ratios
- on appropriate clothing and safety equipment required for the sport. (If applicable)
- for transporting young people

**Governing Body facilities should have guidelines for dealing with emergencies e.g. fire drills.**

Not applicable

**Health and safety risk assessment is carried out for activities the Governing Body organise.**

Not applicable

**Process for confirming the competency and qualification of sports leaders at Governing Body level and recording this.**

## APPENDIX 1

### Guidance on minimum safeguarding training/learning requirements for roles with responsibility for children and young people.

This paper has been developed in consultation with members of the Safeguarding Children in Sport Strategic Group but also based on findings by [Edge Hill University](#) who tested the effectiveness of different types of Safeguarding Training.

For anyone in a role with regular or significant responsibility for children (for example coaches, club welfare officers, team managers, or chaperones) **initial safeguarding training should be interactive or (as a minimum) include a significant interactive element**. This has been and continues to be a requirement for funded organisations and is part of the Safeguarding Standards<sup>5</sup>. The training content should include the areas identified below.

#### Definitions

- Face to face - in person
- Interactive - involving live interaction between learner and tutor and not simply through the chat function of the platform
- Blended - a blend of different learning styles, for example face to face + online components or virtual classroom alongside online learning
- Virtual classroom (referred to as “live virtual”) - live training through a virtual platform.
- Online - training completed in learner’s own time online. Referred to variably as distance learning and e-learning and frequently used as a general heading for any style of learning that uses interactive technology.
- Significant interactive component – a minimum of 50% of the course is interactive.

#### Training Plans should include

- Who needs trained?
- Who needs informed?
- To what level?
- Who delivers the training?
- Cost to sport/ individual and NGB support/subsidy
- Consistency of approach North/South and East /West
- Linking safeguarding training to coach education
- Who records attendance and compliance (NGB/club or both)?
- Refresher training should be linked to coaching award and role. Does the sport have continuous development programme?
- Renewal of knowledge
- Updating skills /knowledge of tutors

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<sup>5</sup> <https://thecpsu.org.uk/help-advice/assess-my-organisation#standards-assessment-process>

### What is interactive training?

All safeguarding training will fall on a spectrum from online to face to face. Many courses now provide a range of learning methods, which may include online learning, virtual classroom and face to face elements. Therefore, interactivity will vary between courses.



If you do choose to have some elements of the course delivered by a method other than face to face or virtual classroom then you must have the following elements included within interactive training to meet the Safeguarding Standards:

- Live interaction between participants and the facilitator.
- The opportunity for delegates to ask questions of and receive feedback from the trainer in real time.
- The opportunity for delegates to hear the views of other participants and share experiences and learning.
- A safe environment facilitated by a qualified safeguarding tutor.
- The opportunity to discuss specific safeguarding issues that arise during the training.

Some organisations are currently developing or using a blended learning approach that combines interactive learning with some online elements.

#### a) Blended learning – subjects requiring interactive opportunities

The following training subjects should be covered in an interactive format:

- exploration of values and attitudes to children, abuse and related issues
- considering the dimension of safeguarding and child protection concerns from poor practice to abuse
- considering support for participants to enable them to effectively manage safeguarding issues.

#### b) Blended learning – subjects suitable for online (non-interactive)

Other aspects of safeguarding training can satisfactorily be covered through online learning as they address more concrete information and guidance. These include:

- types of harm
- safeguarding v child protection
- signs and indicators of abuse
- the law, government guidance, and statutory agency roles
- individual and organisational responsibilities to safeguard
- why some groups are more vulnerable
- what stops some people either reporting or acting on reports and concerns.

The following subjects could be adapted to an online course, with the opportunity to discuss these within the interactive component recording concerns

- establishing what action (in a range of possibilities) to take and why
- responding to children reporting concerns
- considering possible outcomes of actions taken – particularly for a child
- clarifying, challenging, discussing and reflecting on specific safeguarding questions and scenarios

**Refresher safeguarding training and CPD**

Online training can be appropriate to provide refresher safeguarding training and CPD for individuals with responsibility for children and young people. See Sport NI free online [Safeguarding refresher course](#)