

Safe Deployment of Sports Coaches in Primary Schools



Primary School Partnership Check and Challenge Tool: Keeping Children Safe in Sport and Physical Activity

Keeping children safe is *everyone's* responsibility

This simple-to-use checklist has been developed to support primary schools using external providers to offer sport activities for children. It is intended to help ensure that young participants will be safe and looked after while involved in these activities and to clarify safeguarding arrangements.

How to use the check and challenge tool

This resource is designed as a working tool to enable you to be sure that key aspects of keeping children safe are understood by all partners and addressed. The tool is broken up into sections for before, during and after the activity. You are encouraged to talk to your delivery provider before the activity takes place (e.g. sports club, Local Authority Sports Development Office, Coaching Agency/private provider, further education (FE) College, University) in order to clarify and answer each of the questions. More detailed information is available in the reference section and you should check with your local authority to comply with local procedures.

Introduction

The provision of high quality sport and physical education makes a significant contribution to children's well-being and development. It helps children to become healthy and active and can improve self-esteem and confidence. In 2013 the government announced a £150 million Olympic legacy boost that aims to improve provision of physical education (PE) and sport in primary schools. With a strengthened coverage of PE and sport provision by Ofsted in their Inspector's Handbook it will ensure the maximum benefit to pupils and help measure its impact. It is important to address safeguarding in light of these changes. This tool will help ensure that children are protected and that they make the most out of their experiences by helping schools fulfil their safeguarding responsibilities.

However, challenges can arise when two or more partners (e.g. a school, sports club, FE colleges, Local Authority Sports Development Office, County Sports Partnership or independent coaching provider) are involved in arrangements for delivering a particular activity.

Situations have arisen where children have been put at risk or actually harmed either because adequate safeguards were not in place or because partners were unclear about their respective responsibilities. It is therefore vital that everyone involved in this delivery process is confident that all appropriate steps have been taken to safeguard the children involved.

Name of Primary School	
Name of Designated Senior Person for Safeguarding	
Name of activity:	
Date of activity:	
Activity provider:	
Funder/s:	
Other/s:	

Before the Activity

Accountability

Accountability is at the core of all planning of high quality activities for children. As part of the planning process it is essential that all partners are clear who is responsible for each area. With regard to safeguarding it is particularly important that before the activity is delivered a clear plan is agreed to include steps to assess the deliverer's suitability and how any safeguarding concerns that subsequently arise will be managed.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)	Date Completed
The identity of all the organisations involved in delivering this event/activity?			
Which organisation's safeguarding policy & procedures will be followed in the event of a concern arising?			
Who in each partner organisation will be informed if a concern arises?			
If there is a document (e.g. Service Level Agreement) that specifies or references the safeguarding arrangements included in this resource?			

Recruitment and Placements

Schools staff need to make sure that recruitment checks have been carried out and that all coaches that are coming into schools to work with children and to provide activities are qualified, competent and able to work with children. Please note that you have to have answered yes to the questions below.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)	Date Completed
An agreement about what safe recruitment procedures will be included?			
Agreed safe recruitment procedures have been followed?			
DBS checks have been undertaken (for eligible roles)?			
Relevant minimum qualifications have been checked for the lead coach and all assistant coaches? <i>See Minimum Standards for Active Coaches guidance document.</i>			
Current registration/licence been checked with National Governing Body of Sport or County Sports Partnership if kite mark/quality assurance scheme in place?			
Agreement on the level of supervision to be provided by the school during the activity?			
The provider has valid public liability insurance?			
What safeguarding training has been undertaken by the deliverers? e.g. sports coach UK safeguarding and protecting children workshop, LSCB basic awareness or sport specific training in line with NGB guidelines.			

Further information on minimum coaching qualifications and registration/licensing can be provided by your local County Sports Partnership.

During the Activity

Induction

Induction of all staff and volunteers coming into the school will prepare them for their role and ensure that they have all the information available in order to effectively keep children and young people safe. An induction must be completed for every coach that comes into the school, not just for the agency.

Before and during commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)	Date completed
Which organisation is responsible for the induction of staff and volunteers?			
There is an induction plan that addresses:			
<ul style="list-style-type: none"> • Getting to know the building? 			
<ul style="list-style-type: none"> • Health & safety? 			
<ul style="list-style-type: none"> • Lines of management/ supervisory accountability? 			
<ul style="list-style-type: none"> • Who to report concerns to when activities take place during curricular time and during extra-curricular times? 			
<ul style="list-style-type: none"> • Codes of conduct/ safer working practice guidance? <i>To include online behaviour</i> 			
<ul style="list-style-type: none"> • Who has operational responsibility for the activity/event? 			
<ul style="list-style-type: none"> • Communicating issues relating to the pupil e.g. challenging behaviour, bullying etc. 			

Duty of Care

Both the school and any external providers have a duty of care for the safety and wellbeing of the children in the school and to ensure that their acts or omissions do not cause reasonably foreseeable injury to their pupils. In essence it means that staff need to take such measures as are reasonable in the circumstances to ensure that participants will be safe to take part in an activity in which they can legitimately engage.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)	Date Completed
If the operating procedures include the following:			
<ul style="list-style-type: none"> • Consent forms for the specific activity (e.g. medical and photography consent)? 			
<ul style="list-style-type: none"> • Participant registration and record keeping? 			
<ul style="list-style-type: none"> • First aid arrangements? 			
<ul style="list-style-type: none"> • Late collections procedures/guidance? 			
<ul style="list-style-type: none"> • Clarification that under 18 year olds must not be given sole responsibility for groups of children without appropriate adult supervision? 			

Managing allegations, concerns and complaints

Managing allegations and concerns will follow the set procedures of the identified lead organisation. It is therefore essential that unambiguous plans are in place from the outset so that all parties are clear whose procedures will be followed in the event of concerns arising and what their responsibilities are.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)	Date Completed
Identified which procedures to follow include responding to concerns arising during school hours?			
Procedures cover concerns arising outside school hours?			
Are children and parents provided with information on how they can raise a concern?			
The safeguarding procedures include the following key elements:			
<ul style="list-style-type: none"> • Responding to allegations against staff/volunteers? 			
<ul style="list-style-type: none"> • When and how to involve the LADO (Local Authority Designated Officer)? 			
<ul style="list-style-type: none"> • Concerns arising about children experience away from the school/sport activity? <i>e.g. in the community or at home</i> 			
<ul style="list-style-type: none"> • Clear guidance about reporting to Police and Children's Social Care? 			
<ul style="list-style-type: none"> • Guidance about informing partner organisations? 			
<ul style="list-style-type: none"> • Arrangements to support those reporting concerns? 			
<ul style="list-style-type: none"> • Concerns about poor practice? 			

After the Activity

Evaluation

Evaluation and review of all programmes involving children should be on-going to ensure that their views are sought and taken into consideration in planning. This will ensure that a more effective service is provided and that children and young people are at the heart of planning, decision making and activity delivery.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)	Date Completed
How will children's views about the activity be captured and used?			
How will any difficulties or disagreements with the partnership agreement be addressed?			
How and when a comprehensive review of the safeguarding arrangements with examples of good practice will be undertaken?			
How the evaluation will link to the continuing professional development for the coach?			

Partnership Check and Challenge Information Template

Name of activity:		
Dates of activity:		
	Organisation/agency	Lead contact details
Venue/facility:		
Activity deliverer:		
Other/s:		
	Date	Signature/s
Check & Challenge Tool completed:		

Reference Section

Accountability

- CPSU website – example of service level agreement (Section 2 - Sportivate)
<https://thecpsu.org.uk/resource-library/2013/safeguarding-support-toolkit/>

Recruitment

- CPSU website - briefing on recruitment
<https://thecpsu.org.uk/resource-library/2013/safe-recruitment-and-selection-procedures/>
- Seal model (Dudley Sport and Physical Activity Providers Associations) – Coach Accreditation. For further information: www.dudley.gov.uk/seal.
- Department for Education - safe recruitment resources
<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/b00203550/safer-recruitment-training/online>
- Safeguarding and Protecting Children Workshop
<http://www.sportscoachuk.org/site-tools/workshops/about-our-workshops/safeguarding-and-protecting-children>
- sports coach UK - Minimum Standards for Active Coaches
<http://www.sportscoachuk.org/resource/minimum-standards-active-coaches-core-guidance-coaches>
- Sports coach UK - School Sport Coaching Guidance for Primary Head Teachers
http://www.sportscoachuk.org/sites/default/files/150EN_0.pdf

Induction

- CPSU website – Induction checklist
<https://thecpsu.org.uk/resource-library/2013/induction-process-checklist/>
- Children’s Workforce Development Council (CWDC) - Induction materials.*
<http://webarchive.nationalarchives.gov.uk/20120119192332/http://cwdcouncil.org.uk/induction-standards/materials>

Duty of care

- CPSU website – Safeguarding support toolkit
<https://thecpsu.org.uk/resource-library/2013/safeguarding-support-toolkit/>
- CPSU website - briefing on Duty of Care
<https://thecpsu.org.uk/resource-library/2013/duty-of-care/>

Managing allegation and concerns

- Working Together to Safeguard Children (2013)
<http://www.education.gov.uk/aboutdfe/statutory/g00213160/working-together-to-safeguard-children>
- What to do if you’re worried a child is being abused
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused>
- CPSU website – How do I report a concern?
<https://thecpsu.org.uk/help-advice/deal-with-a-concern/>

Evaluation

- CPSU website – example of good practice review/monitoring/evaluation tools for use with stakeholders.
<https://thecpsu.org.uk/resource-library/2013/merseyside-sports-partnerships-application-of-the-check-and-challenge-tool/>

*Please note that the CWDC website and resources have been archived and will not be updated in line with new legislation and guidance.