

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 partners involved in any way in providing sport activities for children and young people. It is intended to help ensure that young participants will be safe and looked after while involved in these activities.

How to use check and challenge

This resource is designed as a working tool to enable you to be sure that key aspects of keeping children and young people safe are understood by all partners and addressed before the activity begins. You are encouraged to talk to your partner agencies in order to clarify and answer each of the questions. For assistance, more detailed information is available in the reference section.

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, active people, improving self-esteem and confidence through activities in school or college, in sports clubs and community settings.

However, challenges can arise when two or more partners (e.g. a school, sports club, FE college, Local Authority Sports Development, County Sports Partnership or independent coaching provider) are involved in commissioning, funding and 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 activity:	
Date of activity:	
Activity deliverer:	
Commissioner:	
Funder/s:	
Other/s:	

Accountability

Accountability is at the core of all planning of activities for children and young people. 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)
The identity of all the organisations involved in commissioning, funding and 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

Anyone involved in the recruitment of coaches or organisations and volunteers who work or come into contact with children and young people need to be vetted and supported in their role.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)
If there an agreement about what safe recruitment procedures will be included?		
If agreed safe recruitment procedures have been followed?		
If CRB checks have been undertaken?		
If relevant qualifications have been checked?		
If the provider has valid public liability insurance?		
What safeguarding training has been undertaken by the deliverers?		

Induction

Induction of all staff and volunteers 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. As staff and volunteers are employed/engaged/deployed by different agencies it is important that it is clear from the outset who is responsible for each area of their induction.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)
Which organisation is responsible for the induction of staff and volunteers?		
If there is an induction plan that addresses:		
• Getting to know the building?		
• Health & safety?		
• Lines of management/ supervisory accountability?		
• Who to report concerns to?		
• Codes of conduct/ safer working practice guidance?		
• Who has operational responsibility for the activity/event?		

Duty of care

Duty of care refers to the responsibility of all those in a position of responsibility for children and young people. In essence it means that a sports organisation or individual coach or volunteer needs 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)
Before commissioning activity, have you clarified:		
If the operating procedures include the following:		
• Consent forms for the activity (e.g. medical and photography consent)?		

• Participant registration and record keeping?		
• First aid arrangements?		
• Late collections procedures/guidance?		
• Clarification that under 18 year olds must not be given sole responsibility for groups of children without appropriate adult supervision?		

Managing allegations and concerns:

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)
Do identified procedures include responding to concerns arising during school hours?		
Do procedures cover concerns arising outside school hours?		
Do the safeguarding procedures include the following key elements:		
• Responding to allegations against staff/volunteers?		
• When and how to involve the LADO (Local Authority Designated Officer)?		
• Clear guidance about reporting to Police and Children's Social Care?		
• Guidance about informing partner organisations?		
• Arrangements to support whistle-blowers?		

Evaluation

Evaluation and review of all projects involving children and young people should be ongoing 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)
How will children and young people's views about the activity be captured and used?		
How will any difficulties or disagreements with the partnership agreement be addressed?		

Partnership Check and Challenge Information Template

Name of activity:		
Dates of activity:		
Programme: <i>(e.g. Sportivate)</i>		
	Organisation/agency	Lead contact details
Venue/facility:		
Activity deliverer:		
Commissioner:		
Funder/s:		
Other/s:		
	Date	Signature/s
Check & Challenge Tool completed:		

Reference Section

Accountability

- CPSU website – examples of service level agreement (www.thecpsu.org.uk).
http://www.nspcc.org.uk/Inform/cpsu/resources/sport_unlimited/service_level_agreements_wda79162.html

Recruitment

- CPSU website - briefing on recruitment (www.thecpsu.org.uk).
http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/safe_recruitment_and_selection_procedures_wdf67399.pdf
- Seal (Dudley Sport and Physical Activity Providers Associations) model. For further information (www.dudley.gov.uk/seal).
- Children's Workforce Development Council (CWDC) – Recruiting safely guidance (www.cwdcouncil.org.uk). <http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment/resources>

Induction

- Children's Workforce Development Council (CWDC) - Induction Standards (www.cwdcouncil.org.uk).
http://www.cwdcouncil.org.uk/assets/0000/9436/CWN_Induction_Vision_and_Principles.pdf
- Children's Workforce Development Council (CWDC) - Induction materials (www.cwdcouncil.org.uk). <http://www.cwdcouncil.org.uk/induction-standards/materials>

Duty of care

- CPSU website - Sport Unlimited High Quality document www.thecpsu.org.uk).
http://www.nspcc.org.uk/Inform/cpsu/resources/publications/sport_unlimited_safeguarding_tookit_wda77797.html
- CPSU website - briefing on Duty of Care (www.thecpsu.org.uk).
http://www.nspcc.org.uk/Inform/cpsu/resources/briefings/DutyOfCareEngland_wdf60640.pdf

Managing allegation and concerns see:

- Working Together to Safeguard Children (2010)*
- What to do if you're worried a child is being abused
- CPSU website – How do I report a concern? (www.thecpsu.org.uk).
http://www.nspcc.org.uk/Inform/cpsu/helpandadvice/organisations/report_a_concern/how_do_i_report_a_concern_wda67768.html

Evaluation

- CPSU website – example of good practice review/monitoring/evaluation tools for use with stakeholders (www.thecpsu.org.uk).
http://www.nspcc.org.uk/inform/cpsu/resources/sport_unlimited/coventry_csww_wdf79120.pdf