

A17 Contribute to the development and implementation of policies and procedures for safeguarding children and young people in sport

Introduction

Summary

Sport plays a major part in the lives of many children and young people. Whatever their level of involvement, it is important that all children and young people can participate and compete in a sporting environment which keeps them safe from harm and abuse. National governing bodies, clubs and other sports organisations have an important responsibility for this. This unit covers the main aspects of developing and implementing policies and procedures that safeguard children and young people engaged in sport.

The unit is divided into two parts. The first part describes the four things you have to do. These are:

- A17.1 Research and identify the requirements and best practice for safeguarding children and young people**
- A17.2 Help your organisation to develop policies and procedures for safeguarding children and young people**
- A17.3 Implement policies and procedures for safeguarding children and young people**
- A17.4 Evaluate and improve policies and procedures for safeguarding children and young people**

The second part describes the knowledge and understanding you must have.

Target Group

The unit is recommended for national governing body or other sports organisation officers with responsibility for child protection.

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A17.1

Research and identify requirements and best practice for safeguarding children and young people

The National Standard

What you must do

To meet the national standard, you must:

- 1 research and keep up-to-date with **requirements**, standards and good practice from **relevant organisations**
- 2 research and identify legal requirements
- 3 identify and prioritise the implications of these **requirements** and good practice for your own sport
- 4 organise and process the information you have collected so that you can help to develop safeguarding policies and procedures and related policies and procedures
- 5 clarify any uncertainties you may have concerning safeguarding **requirements** with the **relevant organisations**

What you must cover

This element covers the following:

a relevant organisations

- 1 national sports organisations with a strategic responsibility for safeguarding children and young people
- 2 national organisations with a statutory remit for safeguarding children and young people
- 3 national governing bodies
- 4 local organisations with a brief for safeguarding children and young people

b requirements

- 5 safeguarding policy
- 6 procedures and systems for safeguarding
- 7 prevention of abuse
- 8 codes of practice and behaviour
- 9 equity
- 10 communications
- 11 education and training
- 12 access to advice and support
- 13 implementation and monitoring
- 14 influencing

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A17.2

Help your organisation to develop policies and procedures for safeguarding children and young people

The National Standard

What you must do

To meet the national standard, you must:

- 1 examine any existing **policies and procedures** to check these are compliant with the requirements and standards of **relevant organisations**
- 2 explore, where appropriate, the possibility of sharing resources with other organisations
- 3 draft new **policies and procedures** in line with your analysis of requirements and recommendations for good practice
- 4 ensure that these draft **policies and procedures** are compatible with requirements and good practice in your own organisation
- 5 consult on your draft **policies and procedures** with appropriate stakeholders and decision makers
- 6 analyse feedback and make any necessary amendments
- 7 ensure that your **policies and procedures** are supported by your organisation's constitution
- 8 ensure there is clear information on your **policies and procedures** for your all relevant members of your organisation

What you must cover

This element covers the following

- a policies and procedures**, covering
 - 1 safeguarding policy
 - 2 procedures and systems for safeguarding
 - 3 prevention of abuse
 - 4 codes of practice and behaviour
 - 5 equity
 - 6 communications
 - 7 education and training
 - 8 access to advice and support
 - 9 implementation and monitoring
 - 10 influencing
- b relevant organisations**
 - 1 national sports organisations with a strategic responsibility for safeguarding children and young people
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A17.3

Implement policies and procedures for safeguarding children and young people

The National Standard

What you must do

To meet the national standard, you must:

- 1 develop and resource plans to implement your **policies and procedures** working with appropriate people within your organisation and, where appropriate with other organisations
- 2 ensure that these plans include clear targets that meet the requirements of **relevant organisations**
- 3 ensure that your plans are fully understood and agreed to by relevant staff
- 4 manage relevant data correctly
- 5 liaise with and report to **relevant organisations** as required
- 6 monitor the implementation of plans on a regular basis, ensure that plans are being implemented as agreed, or make adjustments as necessary

What you must cover

This element covers the following

- a policies and procedures**, covering
 - 1 safeguarding children and young people
 - 2 procedures and systems for child protection
 - 3 prevention of abuse
 - 4 codes of practice and behaviour
 - 5 equity
 - 6 communications
 - 7 education and training
 - 8 access to advice and support
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- b relevant organisations**
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A17.4

Evaluate and improve policies and procedures for safeguarding children and young people

The National Standard

What you must do

To meet the national standard, you must:

- 1 collect and analyse information about the implementation of **policies and procedures**
- 2 collect and analyse the latest information on requirements and standards from **relevant organisations**
- 3 compare your organisation's performance with your new plans, targets and any new requirements and recommendations
- 4 identify areas where improvements and updates could be made
- 5 consult on your conclusions and recommendations with **relevant organisations** and stakeholders and decision makers in your organisation
- 6 update your policies and procedures accordingly

What you must cover

This element covers the following

- a policies and procedures**, covering
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What you must know and understand

To be competent in this unit, you must know and understand the following

- K1 the legal requirements covering safeguarding and protecting children and young people as they apply to sports organisations
- K2 definitions of child abuse, safeguarding and child protection
 - behaviour that's harmful to children and young people
 - indicators of abuse
 - definitions of abuse
- K3 the importance of safeguarding and protecting children and young people for ethical sporting practice and the responsibilities and powers of national governing bodies in relation to safeguarding and child protection
- K4 national and local organisations with a remit for safeguarding children and young people, their responsibilities and powers and how you should liaise with them
- K5 national and local frameworks for safeguarding children and young people
- K6 key sources of information on safeguarding
- K7 thresholds of poor practice and abusive behaviour
- K8 how to access standards of good practice
- K9 detailed requirements and standards of good practice for:
 - safeguarding policy
 - procedures and systems for child protection
 - prevention of abuse
 - codes of practice and behaviour
 - equity
 - communications
 - education and training
 - access to advice and support
 - implementation and monitoring
 - influencing
- K10 the importance of benchmarking against good practice in other sports and how to do so
- K11 why it is important to clarify any uncertainties about requirements and good practice

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concerning safeguarding with the relevant organisations and who you should approach

K12 your organisation's current policies and procedures for safeguarding and how to measure these against up-to-date requirements and recommendations for good practice

K13 the procedures you should follow if you need to develop safeguarding policies and procedures 'from scratch'

K14 why it may be important to share resources with other organisations and what other organisations may be appropriate

K15 how to draft policies and procedures for safeguarding

K16 the importance of ensuring that policies and procedures are compatible with your organisation's values and working practices

K17 who you should consult with regarding your draft policies and procedures for and how you should consult

K18 why it is important to ensure your policies and procedures are supported by your organisation and its constitution

K19 the specific job roles of people in your organisation who need information, what types of information each needs and how to present this information clearly for them

K20 how to plan for the implementation of your policies and procedures

K21 who you should work with to develop your plans

K22 how to develop targets for safeguarding and what these are likely to cover

K23 who should be involved in the implementation of your policies and procedures and how to gain the understanding and support

K24 which organisations you should liaise with and report to during implementation

K25 how to monitor the implementation of your policies

K26 the types of problems with policies and procedures that may occur and how to deal with these

K27 why it is important to be able to adjust your implementation plans and how to do so

K28 what information you will need to collect to evaluate your policies and procedures

K29 how to collect and analyse this information

K30 how to keep up to date with national and local developments concerning safeguarding

K31 the importance of continuous improvement in safeguarding