

## Club Safeguarding Consideration List for Parents, Carers and Clubs

***When you are choosing a club for a child, yourself or someone you care for, how do you make sure they/you are safe?***

***Is your organisation doing everything it can to keep everyone safe whilst attending the club?***

Do you know there is a consideration list available, which will help you as either:

- An organisation to carry out some simple checks to ensure your club is doing everything possible to safeguard individuals whilst they are attending your club; or
- A parent/carer to carry out simple checks on how well the club is run?

The consideration list below is designed to help you to consider the key points and ask the right questions, when choosing a club or activity. This should give you peace of mind and ensure everyone is safe, whilst attending the club.

### **What do I do, if I have any concerns or questions about a club?**

Should you have any concerns about a Child or an Adult with Care and Support Needs and wish to speak to someone, please contact Family Connect on **01952 385385**.

<b>1. Policies</b>	
<b>Points for consideration for Clubs and Parents</b>	<b>What you can expect to see.</b>
<ul style="list-style-type: none"> <li>• <b>Does the organisation have a Safeguarding policy/procedure (for both Children and Adults)?</b></li> <li>• <b>Is there a clear procedure on how to raise concerns about unacceptable behaviour by staff/volunteers?</b></li> <li>• <b>Are safeguarding concerns or complaints recorded or monitored?</b></li> <li>• <b>Are regular reviews planned for all policies &amp; procedures?</b></li> <li>• <b>Is there a clear complaints policy?</b></li> </ul>	<p><i>Clubs and organisations should have a safeguarding policy, with a clear procedure for dealing with concerns about possible abuse.</i></p> <p><i>Parents and carers should be advised on how to access the policy.</i></p>
<ul style="list-style-type: none"> <li>• <b>Does the organisation have a Whistleblowing policy and display a whistleblowing poster?</b></li> </ul>	<p><i>Organisations should have clear whistleblowing procedures, which are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of all to be addressed.</i></p>

<ul style="list-style-type: none"> <li>• <b>If you or the person participating have any worries, is there someone who you can talk to?</b></li> <li>• <b>Is there a Designated Safeguarding Person in the organisation?</b></li> </ul>	<p><i>Every organisation should have a named Welfare Officer and promote their contact details.</i></p> <p><i>The organisation should be prepared to listen and tell you what to do if you have any concerns.</i></p> <p><i>They should have information about local or national services that can also offer advice and support.</i></p>
<ul style="list-style-type: none"> <li>• <b>Does the organisation have a written code of behaviour or code of conduct?</b></li> </ul>	<p><i>There should be a written code of behaviour (or conduct) showing what is required of staff, volunteers and participants.</i></p> <p><i>Organisations should not permit bullying, shouting, racism, sexism or any other kind of oppressive behaviour.</i></p> <p><i>Any unacceptable behaviour should be challenged and dealt with in a professional manner by the organisation.</i></p>
<ul style="list-style-type: none"> <li>• <b>What boundaries exist concerning club relationships?</b></li> </ul>	<p><i>The club should have clear guidelines about physical contact and social activities between staff, volunteers, participating children/adults, and parents. This would include accepting or giving gifts.</i></p> <p><i>Find out who in the club you can speak to if you have concerns about boundaries not being observed.</i></p>
<ul style="list-style-type: none"> <li>• <b>What ratio of supervising adults to children is there?</b></li> </ul>	<p><i>Find out what the recommended supervision ratios are for your child's /adults chosen activity. It is recommended that more than one member of staff or volunteer is present when in charge of young people.</i></p>
<ul style="list-style-type: none"> <li>• <b>Does the club ask for signed parent's consent (where applicable) and emergency details?</b></li> </ul>	<p><i>Are you asked to complete a consent form? This should ask for emergency contacts, key medical information (allergies, asthma etc) and whether there are any other issues the club needs to know about in order to help your child get the most out of their participation.</i></p>

<ul style="list-style-type: none"> <li>• <b>Is there a safeguarding plan for trips &amp; transporting Children/Adults with Care &amp; Support needs?</b></li> </ul>	<p><i>The club or organisation should inform you about the event arrangements, including transport to and from the venue. You should also be given information about the venue itself. If it's a long way from home, you should be given a contact number for use in emergencies.</i></p>
<ul style="list-style-type: none"> <li>• <b>Is there guidance on photography, social media texting or emailing?</b></li> </ul>	<p><i>You may sign a statement as part of the registration, which will give consent for your child to be photographed and the reason why the photographs will be used.</i></p> <p><i>There should be statements instructing you and other parents/carers on the use of any pictures you may take.</i></p>
<h2 style="background-color: #f28b82; padding: 5px;">2. Recruitment of staff and volunteers</h2>	
<p><b>Points for consideration for Clubs and Parents</b></p>	<p><b>What you can expect to see.</b></p>
<ul style="list-style-type: none"> <li>• <b>Have all staff been selected through a recruitment process and had reference and DBS checks?</b></li> <li>• <b>Have all volunteers had DBS checks?</b></li> </ul>	<p><i>This should include interviews, references and police checks for staff working with Children and/or Adults with Care &amp; Support Needs. There should be someone in charge to supervise staff and volunteers at all times.</i></p>
<ul style="list-style-type: none"> <li>• <b>What training has been provided for staff and volunteers?</b></li> <li>• <b>Do the staff have the relevant qualifications?</b></li> <li>• <b>Do staff update their safeguarding training regularly?</b></li> </ul>	<p><i>All staff and volunteers should have up-to-date recognised safeguarding training.</i></p> <p><i>Your child's/adult's coach/teacher/leader should have a recognised qualification to clarify they are qualified and have the technical competence in the sport or activity at the right level.</i></p> <p><i>Coaches need to be competent to deliver and oversee the sport or activity safely.</i></p>
<h2 style="background-color: #f28b82; padding: 5px;">3. Health and Safety</h2>	
<p><b>Points for consideration for Clubs and Parents</b></p>	<p><b>What you can expect to see.</b></p>
<ul style="list-style-type: none"> <li>• <b>Does the club have a First Aid box and a qualified First Aider?</b></li> </ul>	<p><i>The First Aid box should be visible, suitably marked and easily accessible. A notice detailing who are the trained First Aiders should be in place.</i></p>
<ul style="list-style-type: none"> <li>• <b>Is there a procedure for reporting and responding to injuries or accidents that occur within club time?</b></li> </ul>	<p><i>The procedure should be available upon request.</i></p>
<ul style="list-style-type: none"> <li>• <b>Are there arrangements for drinks?</b></li> </ul>	<p><i>There should be arrangements for either providing drinks, or being able to top up drinks bottles, if requested to provide their own.</i></p>

<ul style="list-style-type: none"> <li>• <b>Are there arrangements to disseminate and administer medications?</b></li> <li>• <b>Do they, where applicable, ask for consent?</b></li> </ul>	<p><i>There should be clear arrangements for dissemination or administering of medications, including requesting parental consent, where applicable.</i></p>
<ul style="list-style-type: none"> <li>• <b>Do the premises satisfy fire regulations?</b></li> <li>• <b>Does the club/organisation have Insurance Liability certificates?</b></li> </ul>	<p><i>A visible fire certificate displayed on a notice board, if there are fixed premises.</i></p> <p><i>Fire Extinguishers and a Fire Alarm system should be visible, along with confirmation of regular checks.</i></p> <p><i>If not at a fixed address the coaches should make all participants aware of the fire evacuation procedures at the beginning of the session.</i></p> <p><i>A visible Insurance certificate displayed on a notice board.</i></p>
<ul style="list-style-type: none"> <li>• <b>If the person, requires assistance with using the toilet, support to eat, feeding or administering medication is there an Intimate/Personal Care Policy?</b></li> </ul>	<p><i>Agreement should be made with the club as to how these personal care needs will be addressed.</i></p>

## Further Information

NSPCC's Child Protection in Sport Unit: <https://thecpsu.org.uk>

[Children Threshold Document](#)

[Adult Threshold Document](#)

### Local information on Safeguarding:

- Telford & Wrekin Safeguarding Children Board: <http://www.telfordsafeguardingboard.org.uk>
- Telford & Wrekin Safeguarding Adults Board: <http://www.telfordsafeguardingadultsboard.org/>

**Together we can help keep everyone safer**