



# Safe sport events, activities and competitions



**Child Protection in Sport Unit**



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# General introduction

## Background

The NSPCC Child Protection in Sport Unit (CPSU) supports sports bodies to ensure that all children and young people involved in sport are safe from harm. Whether playing in a local park, with a local club, or representing their school, county, region or country, all children and young people have the right to enjoy their sport safely. Equally parents or carers need to be confident that their children are looked after and kept safe.



*Safe sport events, activities and competitions* will help you to ensure that you meet the safeguarding responsibilities for your event and take steps to promote the wellbeing of all participants and other young people involved, eg as volunteers or officials. It is appropriate for events held anywhere in the UK. We cover differences in legislation and guidance between the four different UK home countries in [Further information and resources](#) (section H).

*Safe sport events, activities and competitions* supersedes and expands two earlier CPSU publications: *Safe sport away* (produced in conjunction with the Amateur Swimming Association) and *Safe sports events*.

While this resource is specifically focused on safeguarding and protecting children and young people in sport, event organisers should ensure that all participants have a safe and enjoyable experience. The principles of best practice that underpin the guidance and many aspects of recommended best practice will be equally relevant for events involving vulnerable adults and other groups with particular needs. Parts of the resource reference specific information about safeguarding vulnerable adults.

## Use of terms

Throughout this resource, we use the term “**event**” to refer to any organised sports events, competitions and/or activities.

We use “**staff and volunteers**” to refer to coaches, officials, paid staff (eg teachers) and/or volunteers involved in delivering an event. Please also refer to our [Glossary of terms](#) (section J).

## Using this resource

*Safe sport events, activities and competitions* approaches sports events at **five levels** and indicates clearly where differences will apply at each event level or in different sports settings.

Most sections are generic and relevant to any event. However, guidance in some sections is specific to a particular level. We define the five levels of event below. It is important that you identify the level that most closely fits your particular sport event.



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A description and examples of the five event levels are as follows:

### **1. Organised but less formal events**

These are events, activities or competitions held at the informal event level, which could include:

- park or leisure centre, weekend or holiday activities
- introductory or trial sports events, typically one day
- one-off or once-yearly charity fun runs or marathons
- activities on youth work premises
- street-based activities engaging hard-to-reach groups, such as Doorstep Sport Club activities.

These events are more likely to be open to the general public rather than to existing members or regular participants.

### **2. Single-school or single-club events**

These are activities or competitions that do not involve competing against other teams beyond the sports club or school. These could include: a school sports day, intra-sports club activities or annual club competitions; or school holiday activities. The events will involve existing members (or pupils), staff, volunteers or coaches rather than those from other clubs, schools or organisations, or the wider public. They equate to the School Games competition level 1.

### **3. Local, multi-club/inter-school sport events**

These are events, activities or competitions held on a local or county basis, such as club versus club or school versus school. These could include school or sports club festivals, such as the Mini/Midi Festival, county sports competitions, such as the Youth Games or Inclusion Games. Typically they do not necessitate significant travel or overnight stays. They equate to School Games competition level 2 and School Games Festival level 3.

### **4. Regional or national events**

These are events, activities or competitions that are held regionally or nationally. These could include national training camps; sport-specific events, such as elite regional or national championship finals; or multi-sport national competitions, such as the School Games. These are likely to include higher performing or more elite event level participants and to involve significant travel and overnight stays. They equate to the School Games competition level 4.

### **5. International events**

These are events, activities or competitions that are held internationally as single sport or multi-sport events, such as: international competitions or matches; European Championships; European Youth Olympic Festivals; Youth Commonwealth Games, World Junior Championships or Youth Olympic Games. These events will involve elite performing young people (from UK or abroad), travel (often overseas) and accommodation requirements.



## Our top 10 tips for safeguarding children at any event

Our top 10 tips describe the essential elements that you should have in place regardless of the size and nature of any sports event you are planning. How you implement these tips will differ according to your event, but it is vital that you address them in all cases.

		Tick box if/when in place
1. Safeguarding plan	Outline of the safeguarding standards for your event and your plan for implementing them	<input type="checkbox"/>
2. Recruitment guidelines	Safe recruitment process for all staff and volunteers involved in your event	<input type="checkbox"/>
3. Codes of conduct	Clear guidelines about the expected behaviour of adults, children and young people	<input type="checkbox"/>
4. Registration and consent	Process for registering participants and ensuring appropriate information and consents are provided	<input type="checkbox"/>
5. Event manager/coordinator	Person with overall responsibility for your event	<input type="checkbox"/>
6. Event safeguarding lead	Person with lead responsibility for safeguarding for your event	<input type="checkbox"/>
7. Reporting procedures	Clear process for responding to and reporting concerns arising at your event	<input type="checkbox"/>
8. Advice and support	Access to safeguarding information, advice and guidance	<input type="checkbox"/>
9. Additional vulnerabilities	A plan that recognises and addresses the needs of all participants, including those who have additional vulnerabilities	<input type="checkbox"/>
10. Travel and overnight stays	A plan and guidance for travel and/or overnight stays (if required)	<input type="checkbox"/>



# Safeguarding basics

## Introduction

This section builds on our [top 10 tips](#) for safeguarding children at any event and gives basic guidance for protecting children, young people or vulnerable young adults at any sport event, activity or competition – whatever the event level. For even less formal or “have a go” events, the person with overall responsibility for the event should be aware of his or her responsibilities for the safety of the children and young people attending the event and in their charge.



This section covers:

- [Safeguarding in the context of sports](#)
- [Creating the safeguarding plan for your event](#)
- [Person with lead responsibility for safeguarding at your event](#)
- [Safeguarding policy and procedures](#)
- [Responding to concerns at events](#)

## Safeguarding in the context of sports

Children and young people have a right to enjoy taking part in sports events planned and provided by those who put their safety and wellbeing first. **Event organisers** have a responsibility to take all reasonable steps to ensure that the activities provide as safe an environment as possible.

Many things can negatively impact on a child’s experience at an event, from boredom and homesickness, to poor coaching practice and abuse. Although incidents of serious poor practice and abuse do arise during events, the majority of incidents are lower-level concerns and are often associated with more general practicalities, eg arrangements for refreshments, meals and transport. Nevertheless, they can still have a significant impact on a child’s experience at an event.

Handover arrangements are a key risk at many events.

Even apparently low-level concerns can often escalate if not addressed and resolved. Everyone involved in an event needs to be fully prepared to respond sensibly and appropriately if any such concern arises.

Concerns about the welfare or safety of children can come to light in a variety of ways:

- You may directly observe worrying behaviour by a child, young person or adult.
- A third party may report seeing or hearing something concerning.
- Information may be received (eg from the police) to indicate that an individual involved in the event may represent a risk to others.
- Worrying information may come to light during a recruitment process.
- A child may choose to tell someone (disclose) at an event about something that is worrying them.





A well-run sports event with trustworthy and approachable people in charge may provide just the opportunity or trigger for someone to tell about worries they may have, either in their sport or in their family/community.

The following guidance applies to all five event levels covered in this guide.

- The person with overall responsibility for the event or activity, eg the event coordinator and/or the person with designated safeguarding responsibility for the event, should read through the guidance carefully, selecting guidance for the relevant event level in sections C and D.
- Anyone with overall responsibility for an event and those with specific safeguarding responsibilities should be aware of and comply with the safeguarding policies, procedures and requirements of their school, club, employing organisation or affiliating body, eg national governing body (NGB). You should use this resource to complement your policies and procedures, ie to supplement information and/or address issues not covered.
- All club, school or sport event organisers should have an ongoing commitment to the safety and protection of children in sport. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in sport – administrators, club officials, coaches, parents, friends and children themselves – can help to safeguard children and vulnerable young adults.
- Abuse can occur anywhere – at home, at school, in the park, at a sports event – and usually involves someone (who could be male, female, an adult or another young person) who knows the child and family well. Sadly, some people seek out situations where they know they will meet children to be in a position to abuse them.
- The child's welfare is the paramount consideration; and all children, regardless of age, any disability they may have, gender, racial origin, religious belief or sexual identity have a right to be protected from abuse.
- For the procedures to work in practice to safeguard children, everyone involved in the event (including young participants and parents) needs to be aware of them and to understand their safeguarding responsibilities. Event organisers should make sure that information is widely distributed and understood.

For further information, see [The definitions and signs of child abuse](#)<sup>27</sup> which describes how you might recognise indications that a child is being harmed or in danger of harm.



## Creating the safeguarding plan for your event

The **event safeguarding plan** (sometimes called the event welfare plan) outlines the safeguarding guidance for the event. It draws together a wide range of safeguarding information into one document or folder.

For **event levels 1 and 2**, the event safeguarding plan may comprise the relevant club, school or organisational safeguarding documents, which are collated and checked to ensure they meet any specific event requirements.

At **event levels 3, 4 and 5** (which will involve more than one club, school or sport), we recommend creating a specific event safeguarding plan, which sets the minimum operating standards for all participating individuals and organisations. Participating groups, organisations, teams, clubs or schools should sign an agreement confirming their understanding of and compliance with these safeguarding requirements. The plan will also reflect event organisers' responsibilities to take immediate action and for ensuring communication (eg with the police, school, national governing body or local authority) should an incident arise.

Regardless of the format of the event safeguarding plan, policies, procedures and guidance should comply with relevant government safeguarding requirements, such as those outlined in *Working together to safeguard children* (HM Government, 2013) in England.

Preparation for the event may take months of planning and it is important that organisers fully incorporate safeguarding throughout this process. All staff in the team will be expected to read, understand and implement the requirements set out in the event safeguarding plan.

All safeguarding plans aim to:

- minimise the risk to athletes and team staff
- encourage the enjoyment of all involved
- maximise the opportunity for children and young people to participate to the best of their ability.

## Person with lead responsibility for safeguarding at your event

At any event, you should identify an individual to take lead responsibility for safeguarding; this could be one person at **event levels 1 or 2** or one person leading a team of people at **event levels 3, 4 or 5**. The person's principal responsibilities are to:

- identify, implement and promote appropriate safeguarding measures
- receive and respond to any safeguarding concerns at the event, further details of which are in [Safeguarding roles and responsibilities](#) (section C).



## Safeguarding policy and procedures

Any organisation providing activities for children (or **vulnerable adults**) should have a safeguarding policy and procedures in place. A policy sets out the organisers' commitment to keeping children, young people and vulnerable young adults safe, and how, in broad terms, they will do so. The event safeguarding plan describes how this policy and procedures will operate in the context of the specific event.

Sports clubs should ensure that their policy and procedures link to and comply with requirements of the national governing body of sport to which they are affiliated; similarly, schools' policies should reflect the requirements of the relevant local authority, LSCB and government guidance.

Policy statements should:

- identify the sports club, school or organisation and its purpose and function
- set out broad but practical objectives
- explain the rationale for the procedures that flow from the policy
- clarify the values of the club, organisation or school, such as listening to and respecting children and young people in sport, as well as its position in relation to responding to poor practice and abuse of children or young people
- identify to whom the policy applies, eg all staff, volunteers and participants
- state the organisation's commitment to the safeguarding of children and young people
- reference other associated procedures, eg whistleblowing.

## Responding to concerns at events

It is very important that you have procedures in place to ensure you have a clear, speedy and effective response for dealing with concerns about possible abuse or harm to children or vulnerable adults. Your procedures should also include information to help determine appropriate responses to concerns and to clarify the reporting routes and timescales.

Depending on the scale and level of your event, your procedures should cover:

- definitions of abuse, as well as examples of signs and indicators
- how concerns may come to the attention of staff or volunteers
- reporting and referral routes to statutory agencies and/or other sports organisations
- roles and responsibilities of the designated person
- actions to take should concerns arise
- how to respond to allegations of abuse against a member of staff or volunteer
- how to respond directly to a child or young person who discloses abuse
- how to record information and the timescales for passing this on
- confidentiality policy – when and when not to share information.



## B

# Creating a safe environment for children

## Introduction

This section describes the steps you should take when planning any event to minimise the chances of concerns and incidents arising. The way you apply these steps may differ according to the size and nature of your event.

For any event that involves more than one organisation, club or school, it is vital to agree your approach to all safeguarding requirements prior to, during and following the event. Our Partnership check and challenge tool will help you to plan and ensure that you identify and address all key safeguarding elements when you are working together with other organisations to provide sports activities.



This section covers:

- [Recruitment, employment and deployment of staff and volunteers](#)
- [Codes of conduct and principles of participation](#)
- [Pre-event risk assessment](#)
- [Ratio of supervisors to children/young people](#)
- [Missing participants](#)
- [Registration](#)
- [Consents](#)
- [Medical information](#)
- [Information for participants, parents, staff and volunteers](#)
- [Security at the event](#)

## Recruitment, employment and deployment of staff and volunteers

When recruiting and selecting staff and volunteers who will be entrusted with the care of children or young people, it is of paramount importance that you take care to ensure their suitability to work with children.

Your recruitment process should include:

- writing a clear job description (listing all the tasks involved) and a person specification (the skills and qualities required)
- conducting an interview (or at least a face-to-face meeting)
- considering employment history, including paid and voluntary roles
- checking appropriate technical qualifications
- undertaking criminal record checks (where posts are eligible)
- obtaining and taking up references, both professional (ideally about the applicant's experience of work with children and young people) and personal references.

All event organisers should consider these recruitment guidelines and assess how to apply them within their specific context.



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The motives of most people who apply for employment or to volunteer with sports activities are genuine and positive. However, those whose motives are less genuine may target sports organisations or events for children or vulnerable adults. You must take all reasonable steps to ensure that you prevent unsuitable people from working or volunteering with children, young people and vulnerable adults. You should adopt the same procedures whether staff are paid or unpaid, or full- or part-time.

Promoting safe recruitment practices for your event will deter some inappropriate individuals from applying for a post with you.

Where event organisers or participating clubs, teams, schools or sports are using existing staff and volunteers, you should obtain assurances from their employers that they have been subject to a robust recruitment process, as identified in your event safeguarding plan.

## Codes of conduct and principles of participation

Codes of conduct should:

- outline expected good practice at an event
- be written in language appropriate to the group to which they apply
- create an environment in which bullying, verbal abuse, racism or sexism are not tolerated
- give clear guidance about when behaviour might be considered to be inappropriate in a relationship between adults and young people.
- also give specific guidance about arrangements for personal or intimate care tasks for very young or **disabled children** who are additionally vulnerable to abuse
- set out how any breaches to codes will be managed.

Most sports governing bodies, coaching organisations, clubs and schools already require staff to sign up to their code of conduct or code of behaviour. These codes are often supported by a code of ethics. Codes of conduct help individuals to understand their organisation's expectations of them, and provide a benchmark for identifying inappropriate behaviour.

When events involve more than one organisation, club or school, codes of conduct need to be developed and agreed by all parties, and communicated to everyone in advance to ensure a consistent and common understanding of the standards of behaviour required at the event. All staff, volunteers and participants involved in the event should be required to sign up to the code of conduct relevant to them and understand the responses to any breach of the code.

We encourage you to read through the different elements of participation and behaviour detailed below, and make sure that you consider them in your planning and preparation. Everyone involved, whether child, young person, member of staff, volunteer, parent or carer, should be fully aware of the expectations upon them and agree to abide by and sign up to the code of conduct relevant to them.

The following section describes the principles of behaviour that should be expected of children, young people, coaches, staff and volunteers, parents and carers at events.



## Principles of participation for children and young people

While these principles mainly apply to the athletes, it is important that parents/carers, staff and volunteers are also aware of and promote them:

- Fun – you have a right to enjoy your participation in the event.
- Fair play
  - treat others with the same respect and fairness that you would like to be shown
  - stick to the rules for the event and your sport
  - challenge or speak out about behaviour that falls below the expected standards of the event.
- Equity
  - demonstrate fair play on and off the field
  - respect differences in gender, disability, culture, race, ethnicity, and religious belief systems between yourself and others
  - appreciate that all participants bring something valuable and different to the event
  - show patience with others
  - challenge discrimination and prejudice.
- Do not engage in or condone bullying of any sort.
- Responsibility – look out for yourself and the welfare of others.
- Do not take part in any irresponsible, abusive, inappropriate or illegal behaviour.
- Be organised and be on time.
- Friendship – take time to thank those who help you take part, whether your family, coach, school or teammates.

## Principles of participation for adults with any event role

A code of conduct for staff and volunteers at any sports event should at least include these four principles:

**Rights:** Staff/volunteers working at any event must respect the rights of children and young people, promoting their welfare and their individual needs.

**Relationships:** Staff/volunteers should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage with participants in behaviour that is abusive or inappropriate. They must respond to any concerns about a child's welfare, and work in partnership with other organisations in the child's best interests.

**Responsibilities:** Staff/volunteers must demonstrate proper personal/professional behaviour at all times, promoting positive role models for the children and young people they are working with. Staff must ensure that children and young people are provided with a safe environment which maximises benefits and minimises risks to them.

**Equity:** All staff/volunteers must demonstrate commitment to respecting differences between staff and participants in terms of gender, sexual orientation, race, ethnicity, disability, culture and religious belief systems.



## Codes of conduct

When developing codes of conduct, you should consider:

- behaviour (including bullying) and personal conduct
- personal appearance
- use of electronic devices for e-communication
- attendance
- consumption of alcohol
- smoking
- illegal and performance-enhancing drugs and substances
- sexual activity between young people
- sexual activity between adults and young people (abuse of positions of trust)
- breaches of codes of conduct, complaints and disciplinary procedures
- sanctions.

Specific codes of conduct will depend on the nature of the event and should reflect the various groups of adults, children and young people involved.

## Sexual activity

Within sport, as within other activities, sexual relationships can and do occur between young people. Organisations must be aware of the law relating to sexual behaviour and implement their respective code of conduct. We strongly recommend that you include guidance on this in your event safeguarding plan. The guidelines should address sexual activity between young people, and between adults and young people.

Sexual activity between young people must be prohibited at the event. Inappropriate or criminal sexual behaviour on the part of a young person may result in disciplinary action, as well as an investigation by statutory agencies under local procedures for children and young people who sexually harm others.

Sexual relationships between adults and children under the age of 16 years are illegal. Sexual relationships between adults and young people over the age of 16 but not yet adults raise serious questions about the power imbalance inherent in the relationship. A coach or other adult in a position of trust or authority has significant power and influence over a young person's sports career.

Sexual activity between adults and young people over the age of 16 but not yet adults must be prohibited where the adult is in a position of trust; for some adults in a position of trust, such as teachers, it may be unlawful.

Inappropriate or illegal behaviour must be reported immediately to police and children's social care/ social services for investigation and may lead to suspension.



## Pre-event risk assessment

Assessing the risks at any event, large or small, is absolutely essential, even if the event has been successfully run before. The principles outlined in the following information apply to any event, but you will need to assess the relevance for your particular activity in terms of scale, venue and locality, participants, staff, volunteers and so on. Establish whose responsibility it will be to undertake risk assessments of which elements of the event. Your club, governing body, school, local authority or other organisation may well have its own risk assessment procedures, but it is sensible to check these against this guidance.

Some of the key issues to consider are:

- venues, facilities and equipment, including accessibility
- ratio of supervisors to children/young people
- one-to-one contact
- changing room supervision
- transport
- health and safety
- communication
- manual handling
- photography.

## Ratio of supervisors to children/young people

In planning and running events for children and young people, it is important to consider the appropriate staffing/supervision ratio of adults to participants. This will minimise any risks to participants, enhance the benefits they draw from the activity, reassure carers, and provide some protection for those responsible for providing the activity in the event of concerns or incidents arising. You should consider supervision levels for all parts of the event, including travelling to and from it, non-competition periods and “down time”.

Anyone undertaking the supervision role should have been recruited and vetted for suitability, and understand their role and responsibilities. The ratio of supervisors to children/young people will depend on a number of factors:

- age of participants
- gender
- behaviour
- abilities within your group
- nature and duration of activities
- competence and experience of staff involved
- requirements of location, accommodation or organisation
- any special medical needs
- specialist equipment needed.

Regardless of the overall supervision ratio agreed, at least two adults should be supervising children/young people at all times.





## Supervising comfort breaks and toilet ratios

Adults who haven't previously volunteered and haven't had the necessary vetting checks, should not be left alone with children or take them to the toilet unaccompanied. It may therefore be a good idea, in larger groups of children, to encourage bigger groups to take a comfort break together. If the group has children of mixed genders, there should be at least one responsible adult of each gender supervising visits to the toilet.

## Missing participants

Despite organisers' best efforts, children and young people do sometimes go missing during events. It is therefore essential that you have plans and procedures in place to provide clear guidance on how staff and volunteers should respond in these circumstances.

When a child is reported missing, you should generally allow a **maximum of 20 minutes** before calling the police.

Times of particular concern are when children are arriving at/leaving the event or when they are transferring between venues and facilities. You should advise parents, children and young people that they must notify the relevant member of your event team of any changes they wish to make to arrival or leaving arrangements, eg collecting a child.

## Registration

Event organisers should have a system in place to track the number and name of any children and young people for whom they are responsible at any point during the event. This is vital if someone is injured or if there is a major incident, such as a fire, when you need to account for everyone.

How you manage registration will depend on the nature and size of your event. Even when it may be difficult to secure written parental consent (eg in activities aimed at hard-to-reach young people on the street), best practice is to list the names of all those involved.

For drop-in activities (**event level 1**), it is essential that organisers make their expectations clear at the outset, eg whether or not younger (or all) children need to be accompanied and supervised by a parent or other suitable adult at any time.

You should clearly state on posters at all entrances to the event that parents are responsible for leaving, registering and collecting their children and/or promote this in any pre-event publicity, posters or flyers. Responsibility for care of children must be clear at all times.

The person with overall responsibility for the event (or a nominated representative) must undertake registration prior to the event.

Your registration process should be clearly documented in your event safeguarding plan and allow sufficient time (and personnel) to ensure it is undertaken efficiently and effectively.



You must clarify and confirm with all parties the point at which responsibility for a participant transfers, both from their parent/carer to your event organiser at the start of the event and when it returns to the parent/carer at the end. These transfer points are a significant time of risk for children and young people.

Sports coordinators at larger events should collect the details and photographs of participants, and send these to the event coordinator at least four weeks prior to the event (see sections F and G).

## Consents

Event organisers should ensure that written consents from parents/carers of children and young people under 16 have been obtained in advance of the event.

Consents need to cover all relevant aspects of the particular event. In some circumstances, you may simply need to ensure that existing consent forms (eg general parental consent forms used in schools, or an annual registration/consent form used by many sports clubs) cover all aspects relevant to the event and activity. However, for many events (particularly **event levels 3, 4 and 5**), you may need to produce specific consent forms.

In some rare circumstances, it may not be possible to obtain written parental consent, eg activities designed specifically to engage children in the wider community who are hard to reach, where gaining written parental consent may be impossible and effectively jeopardise the very basis of the activity. In such circumstances, organisers should record what steps they have taken to try to secure consent, their reasons for proceeding without it and what alternative safeguards they have put in place, eg ensuring they register attendees and obtain core information from the young people.

To ensure that consent by parents/carers is always informed, you should link consent forms to clear information about relevant aspects of the event.

It is sensible to cover all consent issues on one form, including participation in sport and non-sport activities, emergency medical treatment, photography and the use of personal images.

Use the forms to ascertain who has legal parental responsibility for the participant, which is particularly important where a child is looked after by someone other than their birth parents or is in local authority care.

Forms may incorporate registration information and refer to codes of conduct.

It is vital to obtain details of next of kin and emergency daytime/evening contact information.



## Medical information

- Ask parents/carers to provide information about any disability, medical condition or allergies their child may have or that may arise during the event.
- Parents/carers must provide sufficient medication for the duration of the event and agree how this will be held and administered, ie by the young person or an identified member of the event staff.
- Where medication will be held by a young person sharing a room with others, incorporate this into your overall risk assessment.
- Parents and the club, team, school or event staff should fully discuss the implications for a child of any disability, medical condition or allergy, considering the needs of the child and anyone supervising or caring for them, and any relevant aspect of the sporting activity or its wider context, eg travelling arrangements and overnight stays.
- Develop a clear, written agreement that covers all these areas, as appropriate to the individual child.
- Manage personal information sensitively and confidentially, but **ensure this information is available to any member of staff with responsibility for the young person** before, during and after the competition or sports activity.

Ask parents to discuss any non-sport related issues that may affect their child's participation at the event (eg a recent family bereavement) with the team manager, safeguarding coordinator or person with overall responsibility for the event.

## Information for participants, parents, staff and volunteers

It is essential to provide everyone at an event with safeguarding information appropriate to their role in a suitable format. You should integrate relevant information into the induction materials, training or pre-event briefings for all staff and volunteers at the event, including those associated with the venue.

You may also make information available online, although you should take care to ensure that information provided for children and young people is in a language and format appropriate to them.

Everyone should be clear about:

- how they are expected to behave at the event
- their safeguarding responsibilities, including a duty to report concerns
- the kinds of concerns that will require a response
- to whom and how concerns should be reported, including use of the incident report form
- sources of support.



Providing information for participants and parents at **event level 1** may well be more challenging, as organisers may not know some or all of those likely to attend. The most effective way of getting messages across in such cases may be to provide information leaflets at the event or use on-site signs and posters.

Setting up and signposting a specific safeguarding area, desk or tent, or identifying individuals with safeguarding roles with a particular coloured shirt, may be useful considerations.

Participants and parents involved in **event level 2** events may have received safeguarding and other information from the club, school or organisation as part of the registration and consent process at the start of the sports season or school year. In this case, check that this information is appropriate and relevant to your specific event.

At **event levels 3, 4 and 5**, most participants and parents will receive a range of information about the specific event, including registration and consent forms; you can include safeguarding messages and codes of conduct with this.

## Security at the event

### Identification

You should provide all event staff (and, at larger events, all participants) with identification that includes their photograph (where practical).

For multi-sport, open sites (typically **event levels 3, 4 and 5**), we suggest that you zone areas and allow only suitably trained and vetted personnel access to areas where participants are unsupervised.

Ideally, all specific staff groups or teams (eg safeguarding, coaching and transport staff, event organisers and volunteers) should wear colour-coded shirts or kit to aid identification.

### Communication

At larger events (typically **event levels 3, 4 and 5**), you should provide:

- **two-way radios** for general communication purposes
- **mobile phones** for personnel with responsibility for receiving and responding to safeguarding reports in line with your event safeguarding plan – these should be used for all confidential issues/conversations, for which staff should not use their personal mobile phones.

You must provide all personnel with a list of relevant contact numbers.



# C

## Safeguarding roles and responsibilities

### Introduction

This section defines the safeguarding roles and responsibilities of individuals for each level of event.

For the most part, responsibilities of young participants, parents and carers are likely to be the same for any event, whatever its level.

However, roles of staff and volunteers will vary widely depending on the type and size of your event. You need first to ascertain the level of your event from the five defined in [Using this resource](#) and then select the most appropriate pathway through this section.



Some roles and responsibilities may be combined (especially at **event levels 1 and 2**), may not be required for all events, or be held only temporarily.

This section covers:

- [Responsibilities of children, young people and parents/carers](#)
- [Basic requirements of staff and volunteers with safeguarding responsibilities](#)
- Responsibilities at each event level:
  - [Level 1: Organised but less formal events](#)
  - [Level 2: Single-school or single-club events](#)
  - [Level 3: Local, multi-club/inter-school sport events](#)
  - [Level 4: Regional or national events](#)
  - [Level 5: International events](#)

### Responsibilities of children, young people and parents/carers

These basic responsibilities should apply to children at any event, but to differing degrees. For example, for less formal but organised events (**event level 1**) where children and carers may not already be known to the organisers, children should be informed about the principles of participation and the code of conduct. This might be provided verbally but preferably by a short handout or sign/poster outlining the basics, which should be age appropriate.

At single-school or single-club events (**event level 2**), you should convey this information at the point of admission or induction. At more formal events (**event levels 3–5**), you should provide or make available information about these responsibilities in a hard copy format.

Children and young people participating at the event are responsible for:

- reading and agreeing to abide by the specific event code of conduct
- complying with the code of conduct for the event and/or club or school
- ensuring that they understand who they can share concerns with, and how to contact them
- understanding that their parents/carers will be contacted if they become involved in an accident, a breach of the code of conduct, or any illegal activity.



## Core responsibilities of parents and carers before and during the event

These basic responsibilities should apply to parents/carers of children at any event, but to differing degrees and in some instances only where relevant to the type of event.

In principle, you need to gain **written consent** from the parents/carers for all activities, but there may be some rare circumstances where this may not be possible, eg activities designed to engage some socially excluded or hard-to-reach children in the wider community.

Parents and carers of participants at the event are responsible for:

- being familiar with information provided to them before or at the event
- if not already provided, seeking assurance about event safeguarding arrangements
- providing details as required, including emergency contacts, information about medical conditions or additional needs and consents
- complying with travel, drop-off and collection arrangements
- ensuring their child has appropriate sports kit, clothing, drinks, food and money; for travel abroad, this list includes passport, insurance and tickets)
- complying with the code of conduct for the event, and discussing the participants' code of conduct with their child.

You should invite and strongly encourage parents to attend any briefings you will be providing for them and their children relating to the event.

## Basic requirements of staff and volunteers with safeguarding responsibilities

Ideally, anyone with a safeguarding role and responsibilities at events should be able to demonstrate:

- commitment to promoting the interests, rights and welfare of young people
- experience in a safeguarding role (eg as a club welfare officer or designated teacher; or by virtue of a relevant background, eg in social care, education or the police)
- relevant safeguarding training and an understanding of the core safeguarding principles
- ability to relate well to others, particularly children and young people.

First, ascertain the level of your event and then follow the corresponding **pathway** for descriptions of the different safeguarding roles and responsibilities of staff and volunteers, as well as examples:

- **Level 1: Organised but less formal events**
- **Level 2: Single-school or single-club events**
- **Level 3: Local, multi-club/inter-school sport events**
- **Level 4: Regional or national events**
- **Level 5: International events**



## Level 1: Organised but less formal events

These are events, activities or competitions that may be less formal at the point of delivery. These could include: street-based activities engaging hard-to-reach groups, such as Doorstep Sport Club activities; park or leisure centre, weekend or holiday activities; activities on youth work premises; a one-day introduction event, such as a “have a go” sports day; one-off or annual charity fun runs or marathon runs. These events are more likely to be open to the public rather than only to existing members or regular participants.

These events will have a basic staffing structure with two key safeguarding roles:

- **a person with overall responsibility for the event**
- **a person with lead responsibility for safeguarding.**

Ideally, these roles will be undertaken by two people but we recognise that at some smaller events they may need to be undertaken by the same person.

The event safeguarding plan for many of these events could comprise a folder of relevant safeguarding documents informed by the safeguarding checklist, rather than one single document. The event safeguarding plan need not be lengthy, but should address all the core elements in a manner relevant to the nature, size and venue of the event. For more information, see our [top 10 tips](#).

### A. Event organiser (or event manager or event coordinator)

This is the person assigned responsibility for organising and overall running of the event. This person should have undertaken at least basic safeguarding awareness training.

Responsibilities include:

- ensuring that all participants and attendees are safeguarded
- being ultimately responsible for safeguarding, health and safety matters, and for ensuring that the duty of care towards participants and the event staff team is fulfilled
- in partnership with the event safeguarding lead where there is one, ensuring that an event safeguarding plan is developed, promoted and effectively implemented
- undertaking or delegating a pre-event risk assessment, including site facilities
- ensuring planning includes:
  - staffing levels, **safe recruitment** and training
  - medical/first-aid provision
  - details for local medical, police and children’s social care/social services
  - registration and consents arrangements
  - sign up to codes of conduct for participants and event staff.



## B. Lead for safeguarding

This person will have lead responsibility for safeguarding and should have undertaken at least basic safeguarding awareness training. In some circumstances, this role may be taken on by the person with overall responsibility for the event.

Responsibilities include:

- being responsible for safeguarding participants and other young people at the event
- developing, promoting and implementing the event safeguarding plan
- undertaking a pre-event risk assessment, including site facilities
- receiving, responding to and managing any safeguarding issues that arise at or following the event
- ensuring that all event staff and volunteers understand their safeguarding responsibilities and know how to respond if concerns or allegations arise, including through basic safeguarding awareness/event training or briefings
- ensuring that participants are registered at the event and wherever possible **parental consents** are obtained in line with the event safeguarding plan.

## C. Other event staff and volunteers

Other staff and volunteers involved in the event should:

- receive the appropriate level of safeguarding training and event briefing
- understand their safeguarding responsibilities and what to do in the event of a safeguarding concern arising
- familiarise themselves with the event safeguarding plan and appropriate lines of communication
- read, sign up to and comply with the relevant event code of conduct.



## Level 2: Single-school or single-club events

These are single or intra-club or intra-school activities or competitions that do not involve competing against other teams beyond the sports club or school. These could include school sports days, intra-club activities, annual club competitions or school holiday activities. Such events equate to the School Games competition level 1 and involve existing members (or pupils), staff, volunteers or coaches rather than those from other clubs, schools or organisations, or the wider public.

This level of event will have a basic staffing structure with two key safeguarding roles:

- **person with overall responsibility for the event (the event manager/organiser or coordinator)**
- **person with lead responsibility for safeguarding**

These roles should be undertaken by different members of the event team.

Sports clubs and schools should already have safeguarding policies and procedures in place.

For most events at this level, the event safeguarding plan does not need to be lengthy and may comprise a folder of existing organisational (club, national governing body or school) safeguarding documents, rather than a single document specifically developed for the event. However, you should take care to ensure that the event safeguarding plan addresses all aspects of the particular event.

The event safeguarding plan should be informed by our [top 10 tips](#) and developed or amended accordingly to ensure it addresses all aspects of the event.

### A. Event coordinator, event manager or event organiser

This is the person assigned responsibility for organising and overall running of the event.

Within a school or club, this person may be the head or lead coach, head of physical education or the head teacher. This person should have undertaken at least basic safeguarding awareness training.

Responsibilities include:

- being ultimately responsible for safeguarding, health and safety matters, and the duty of care towards participants and the event staff team
- appointing a suitable person to take on lead safeguarding responsibilities for the event
- in partnership with the event safeguarding lead, ensuring that an event safeguarding plan is developed, promoted and effectively implemented; where this constitutes existing organisational policies and procedures, ensuring that all aspects of the event are adequately addressed
- undertaking or delegating a pre-event risk assessment, including site facilities

- ensuring planning includes:
  - **staffing levels and safe recruitment**
  - medical/first-aid provision
  - details for local medical, police and children's social care/social services
  - registration and consents arrangements
  - **sign up to codes of conduct for participants and event staff.**

## B. Lead for safeguarding

This is the person with lead responsibility for safeguarding. Within a club or school this is likely to be the existing designated safeguarding person, eg the club welfare or safeguarding officer or the designated teacher. This person should have undertaken at least basic safeguarding awareness training.

Responsibilities include:

- being responsible for safeguarding participants and other young people at the event
- developing, promoting and implementing the event safeguarding plan
- undertaking a **pre-event risk assessment**, including site facilities
- receiving, responding to and managing any safeguarding issues that arise at or following the event
- ensuring that all event staff and volunteers understand their safeguarding responsibilities and know how to respond if concerns or allegations arise at the event
- providing pre-event safeguarding training/briefings for staff and volunteers
- ensuring that all **parental registration, consents and medical information have been received before the event**
- if relevant, ensuring an appropriate event level of security at the venue to prevent both unauthorised persons gaining access and participants going missing
- ensure that all participants, staff and volunteers have signed up to the relevant **codes of conduct and principles of participation** (linked to the appropriate complaints/disciplinary procedure)
- having contact numbers for local statutory services (including medical, social care and police numbers), national governing body or local authority lead safeguarding officer, and for the local authority designated officer (LADO) in England.

### C. Other event staff, coaches and volunteers

Staff and volunteers should have:

- received the appropriate level of safeguarding training
- understood their safeguarding responsibilities and what to do in the event of a safeguarding concern arising
- familiarised themselves with the event safeguarding plan and appropriate lines of communication
- read and signed up to the relevant event code of conduct.

## Level 3: Local, multi-club/inter-school sport events

These are events, activities or competitions held on a local or county basis, such as club versus club, school versus school. These could include school or sports clubs festivals, such as the Mini/Midi Festival, or county sports competitions, such as the Youth Games or Inclusion Games. Typically they do not necessitate significant travel or overnight stays. They equate to School Games competition level 2 and School Games Festival level 3.

Example of a safeguarding structure for event level 3:

### A. Event planning/organising group or committee

(eg NGB county or regional committee; or for School Games level 2/3, the local organising committee or LOC)

Identifying/agreeing safeguarding requirements for the event

### B. Event coordinator

(eg for School Games level 3 – the School Games coordinator)

Overall responsibility for entire event, including safeguarding

### C. Event safeguarding manager/coordinator

(eg for NGB county events, the county safeguarding officer; or for School Games level 3, the CSP lead officer)

Overall responsibility for safeguarding at event

### D. Safeguarding lead for each participating club, school, team or local authority

Responsibility for safeguarding at event

### E. Sports (NGB) or activity providers

(may include a nominated safeguarding lead person)

### E. Event and venue staff, volunteers, security, medics

(may include a nominated safeguarding lead person)

### E. Young volunteers, young leaders, mentors

(may include a nominated safeguarding lead person)



### A. Organising group or committee

These events may well be organised, planned and managed by a group or committee established from a range of organisations working together. For example, School Games level 3 events are planned and staged by a local organising committee (LOC) comprising representatives from schools, the county sports partnership (CSP), sports' national governing bodies (NGBs), the local authority, disability sports organisations, young people and the School Games organiser.

In some instances delivery of events may be contracted out to an event management company. In these circumstances it is essential that the organisation or committee with overall responsibility for the event is clear about the minimum required standards for safeguarding and establishes a clear contractual requirement to address these.

### B. Event coordinator (or event manager or event organiser)

This is the person appointed to have overall responsibility for organising and running the event, including safeguarding all participants and attendees. This person should be working in partnership with an appointed event safeguarding coordinator and other key members of the event staff.

The event manager/organiser/coordinator should not only aim to establish best practice in the recommended standards in the event safeguarding plan, but also to ensure that minimum standards are met by constituent organisations responsible for teams of young people or the delivery of specific sports and activities.

The event coordinator is responsible for:

- appointing/recruiting a suitable person to the role of event safeguarding manager and liaising with this person on all safeguarding related matters arising before, during and after the event
- undertaking or delegating an event and facility risk assessment and coordinating a site visit prior to the event to include the event safeguarding manager
- ensuring the development, implementation and promotion of the event safeguarding plan that establishes minimum safeguarding standards that are communicated to and agreed by constituent clubs, teams, schools or local authorities
- ensuring adequate first-aid/medical cover for the event, which complies with national governing body, local authority or other requirements
- in conjunction with the event safeguarding manager, making decisions on appropriate responses to any safeguarding or disciplinary issues arising at the event
- ensuring that a complaints/disciplinary procedure is in place and implemented for participants and staff or volunteers at the event (this should have clear links to the policies and procedures of the participating national governing bodies, schools or local authorities).



### C. Event safeguarding manager (or event safeguarding coordinator)

Reporting to the event coordinator, the event safeguarding manager has overall responsibility for safeguarding at the event. It is best practice for this not to be the same person as the event coordinator due to the complexity of these events and the number of other responsibilities the overall event manager will undoubtedly have, which will affect their ability to focus on safeguarding.

The event safeguarding manager should have undertaken at least basic safeguarding awareness training, and demonstrate experience of both safeguarding and sports event management.

The event safeguarding manager is responsible for:

- developing, promoting and implementing the event safeguarding plan that provides minimum operating standards for the event, including details of reporting and referral process
- ensuring this plan reflects or adds to requirements of the national governing body (for clubs) or local authority (for schools) safeguarding policies and procedures
- linking with local statutory agencies and ensuring the event safeguarding plan complies with relevant national and local guidance
- ensuring that plans cover all relevant aspects of the event:

- agreed safe recruitment process for all event and team/school staff and volunteers, including criminal record checks where eligible
- registration and consents process
- reporting and recording procedures
- sign up by staff and volunteers, participants and parents/spectators to codes of conduct linked to a disciplinary/sanctions process
- basic safeguarding training requirements for staff and volunteers (to include event-specific aspects, eg disability awareness for an inclusive event)
- procedures for missing participants
- safeguarding staffing/roles requirements for participating teams, clubs or schools
- how safeguarding concerns will be reported, responded to and managed at and after the event (including communication with statutory agencies, national governing bodies, schools and/or local authorities).



- liaising with those with lead safeguarding responsibilities in participating teams/clubs/schools organisations to ensure understanding of and compliance with safeguarding requirements for the event, including:
  - establishing identified persons with responsibility for supervising young people at the event during competition time and outside it
  - travel and handover arrangements before and after the event
  - seeking compliance with the safeguarding standards as identified in the event safeguarding plan
  - ensuring there is a list of all participants and their next of kin, emergency details, consent, medical information, photography consent available at the event
  - promote the coordination of pre-event briefings for parents/participants with their team/sport/school safeguarding lead prior to the event
  - communicating key information to participants and parent prior to the event
  - receiving, responding to and managing safeguarding issues as they arise at or after the event
  - ensuring any additional needs of participants (eg disabled athletes) are identified and addressed.

#### **D. Team/club/sport/school safeguarding lead**

Often this role will be undertaken by the person in overall charge of the participating club, sport, school or local authority team, whose role will include responsibility for safeguarding among other duties. Alternatively an individual will be appointed to undertake the safeguarding role on behalf of the team. The individual should have undertaken at least basic safeguarding awareness training.

This role could be undertaken by the lead coach, head of PE or teacher.

The team/club/sport/school safeguarding lead is responsible for:

- ensuring that there are identified persons with responsibility for the young people at the event, both during competition and outside it
- complying with the safeguarding standards as identified in the event safeguarding plan:
  - adequate recruitment process
  - registration, consents and medical information
  - understanding and compliance with the codes of conduct
  - supervision arrangements at the event
  - how to report/refer concerns or issues.



- making a list of all participants and details of their next of kin, emergency details, consents, medical information, available at the event.
- promoting pre-event briefings for parents/participants and team/sport/school staff and volunteers prior to the event.
- receiving the appropriate level of safeguarding training.
- understanding what to do in the event of a safeguarding concern arising.
- familiarising themselves with the event venue, safeguarding plan and appropriate lines of communication
- reading and signing up to the relevant event code of conduct
- linking and liaising with the event safeguarding manager.

#### **E. Other event staff, coaches, team managers, teachers or volunteers**

These individuals should:

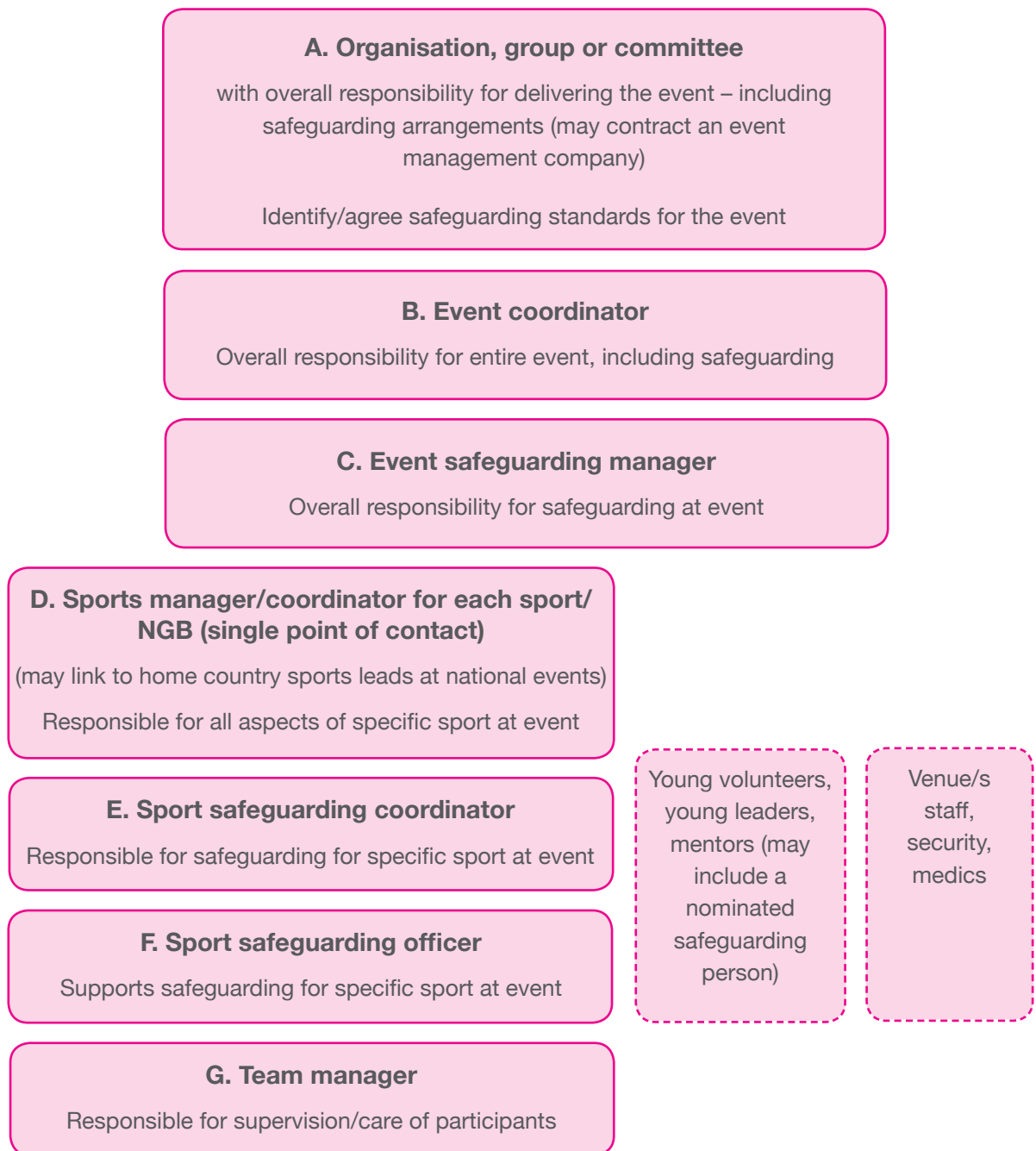
- receive the appropriate level of safeguarding training
- understand their safeguarding responsibilities and what to do in the event of a safeguarding concern arising
- familiarise themselves with the event safeguarding plan and appropriate lines of communication
- read and sign up to the relevant event code of conduct.



## Level 4: Regional or national events

These could include national training camps; sport-specific events like an elite championship finals, held regionally or nationally; or multi-sports national competitions, such as the School Games. They are likely to include talented or elite-level participants, and involve significant travel and overnight stays. They equate to the School Games Competition level 4.

An example of a safeguarding structure for event level 4:



### A. Organising group or committee

This is the committee, group or commissioning body with responsibility for managing the event. There are circumstances for national events where the event organisers will appoint an event manager/organiser/coordinator or may commission a specialist event management company to deliver the event. However, the commissioning body still retains the overall responsibility for the event, including ensuring that adequate safeguarding arrangements are put in place.

### B. The person with overall responsibility for the event: event coordinator (may also be called the event manager or event organiser)

This is the person appointed to be responsible for the organisation and overall running of the event, including safeguarding all participants and attendees. This person should appoint and work in partnership with an appointed event safeguarding manager and other key members of the event staff.

The event coordinator should not only aim to establish best practice in the recommended standards in the event safeguarding plan, but also to ensure that minimum standards are met by constituent organisations responsible for teams of young people and/or the delivery of specific sports and activities.

The event coordinator is responsible for:

- appointing/recruiting a suitable person to the role of event safeguarding manager and liaising with this person on all safeguarding related matters before, during and after the event
- undertaking or delegating an event and facility risk assessment and coordinating venue site visit/s prior to the event to include the event safeguarding manager
- ensuring the development, implementation and promotion of the event safeguarding plan that establishes minimum safeguarding standards for the event that are communicated to and agreed by constituent sports, clubs, national or regional teams, or local authorities
- ensuring adequate first-aid/medical cover for the event, which will comply with national governing body, local authority or other requirements
- in conjunction with the event safeguarding manager making decisions on appropriate responses to any safeguarding or disciplinary issues arising at the event
- ensuring that a complaints/disciplinary procedure is in place and implemented for participants and staff or volunteers at the event ( this should have clear links to the policies and procedures of the participating national governing bodies, schools or local authorities).



### C. Event safeguarding manager (may be called the event safeguarding coordinator)

Reporting to the event coordinator, the event safeguarding manager has overall responsibility for safeguarding at the event. In best practice terms this should not be the same person as the event coordinator due to the complexity of these events and the number of other responsibilities the overall event manager will undoubtedly have, which will impact on their ability to focus on safeguarding.

The event safeguarding manager should have undertaken at least basic safeguarding awareness training, and demonstrate experience of both safeguarding and sports event management.

The event safeguarding manager is responsible for:

- developing, promoting and implementing the event safeguarding plan that provides minimum operating standards for the event, including details of reporting and referral process.
- linking with local statutory agencies to ensure that the event safeguarding plan complies with relevant national and local guidance/procedures, and that these agencies are aware of event details in case a significant incident occurs
- ensuring that plans cover all relevant aspects of the event:
  - an agreed safe recruitment process for all event and team/school staff and volunteers, including criminal record checks where eligible
  - registration and consents process
  - reporting and recording procedures
  - codes of conduct signed up to by staff and volunteers, participants and parents/spectators, and linked to a disciplinary/sanctions process
  - basic safeguarding training requirements for staff and volunteers (to include event specific aspects, eg disability awareness for an inclusive event)
  - procedures for missing participants
  - safeguarding staffing/roles requirements for participating teams, clubs or schools
  - how safeguarding concerns will be reported, responded to and managed at and after the event (including communication with statutory agencies, national governing bodies, schools and/or local authorities).



- liaising with those with lead safeguarding responsibilities in participating national or regional or sports teams/clubs/schools/organisations to ensure understanding of and compliance with safeguarding requirements for the event, including:
  - establishing identified persons with responsibility for supervising young people at the event during competition time and outside it
  - travel and handover arrangements before, during and after the event
  - seeking compliance with the safeguarding standards as identified in the event safeguarding plan
  - ensuring there is a list of all participants and their next of kin, emergency details, consent, medical information, photography consent available at the event
  - promoting the coordination of pre-event briefings for parents/participants with their team/sport/school lead prior to the event
  - communicating key information to participants and parent prior to the event
  - receiving, responding to and managing safeguarding issues as they arise at or after the event
  - ensuring the additional needs of any participants (eg of disabled athletes) are identified and addressed
  - ensuring that safeguarding issues regarding participant's **accommodation** have been considered and addressed
  - promoting and ensuring a minimum number of one team staff member for ten participants, and mixed gender staff groups for mixed gender sports teams.
- ensuring that a complaints/disciplinary procedure is in place and implemented for participants and staff or volunteers at the event (this should have clear links to the policies and procedures of the participating national governing bodies, schools or local authorities)
- in conjunction with the event coordinator, establishing a system to make decisions on appropriate responses to any safeguarding or disciplinary issues arising at the event – this may involve establishing an event case management panel or triage system
- agreeing event communication processes for all event safeguarding staff.



#### D. Sport manager/coordinator (or single point of contact)

This is the person nominated by each sport's national governing body to coordinate and oversee the sport-specific programme for the event, including safeguarding considerations.

The sport manager/coordinator must liaise with the event coordinator to ensure the minimum standards detailed in the event safeguarding plan are adhered to.

Responsibilities of the sport manager include:

- identifying, recruiting and supporting a suitably experienced and qualified sport safeguarding coordinator
- with or through the sport safeguarding coordinator ensuring that all staff and volunteers understand and implement the requirements of the event safeguarding plan
- undertaking a risk assessment of the site facilities prior to the event and report any deficiencies to the event coordinator
- ensuring that a full participant list, with details of consent, registration and medical issues is available at and during the event
- ensuring appropriate recruitment, selection and safeguarding checks of all staff/volunteers ([see section B](#))
- ensuring that all staff, volunteers and participants have received an appropriate level of event induction and safeguarding training
- clarifying the process for responding to safeguarding concerns that arise during or after the event, including communication with the event safeguarding manager, statutory agencies, and the relevant sport's national governing body, including links to their disciplinary processes.

#### E. Sport safeguarding coordinator

The sport safeguarding coordinator is the person responsible to the sports manager for the general welfare and safety of their sport's participants at the event, as set out in the event safeguarding plan.

This person will normally be appointed by the individual sport's national governing body or sports manager, and should have demonstrable safeguarding knowledge and experience, and have received at least basic level safeguarding training and an induction to the particular event.

In addition to responding to more serious safeguarding concerns the sport safeguarding coordinator will also need to respond to and address more general issues associated with home sickness, minor disputes or other personal concerns.



Responsibilities of the sport safeguarding coordinator include:

- supporting the sport manager to ensure that all requirements of the event safeguarding plan are understood and implemented by all members of the sport event team (including home country and regional teams), including:
  - safe recruitment of staff and volunteers
  - pre-event communication with staff, volunteers, participants and parents
  - ensuring required consents, registration, medical and emergency contact information is obtained and available to those with responsibility for participants at all stages of the event
  - planning for transport (to, from and during the event), accommodation and arrangements for food and drink
  - establishing clarity about arrivals, departures and handovers of duty of care
  - ensuring all members of the sport event team sign up to the appropriate code of conduct (including the event-specific version) and understand the link to disciplinary processes in the event of breaches)
  - planning for require staffing and supervision levels for all stages of the event (competition, travelling, waiting and free time)
  - identifying and addressing the needs of participants with additional vulnerabilities, eg disabled participants
  - ensuring that all participants are aware who they can speak to if they have any concerns during the event.
- providing pre-event planning, training and induction briefing events for staff, volunteers, parents/carers and participants; and undertaking visits to sports venues and accommodation, and contributing to their sport's event risk assessment
- responding to any safeguarding concerns during or after the event in line with the event safeguarding plan, including communication with the event safeguarding manager, statutory agencies and the national governing body
- identifying and supporting suitable individuals for the roles of sport safeguarding officer and team managers
- liaising closely with the event safeguarding manager and the sport safeguarding team during the event



## F. Sport safeguarding officer

The sport safeguarding officer will be recruited by the sport safeguarding coordinator, and should have experience and knowledge of a safeguarding role and working with children and young people. The person should have received at least basic safeguarding awareness training and an induction to the particular event.

Responsibilities of the sport safeguarding officer include:

- attending the pre event briefing to familiarise themselves with the venue site and event requirements
- attending the briefings to be arranged by the sport manager or safeguarding coordinator for parents/carers and participants prior to the event
- supporting the sport safeguarding coordinator to fulfil the team's implementation of the event safeguarding plan, including reporting of any concerns.

We recommend that there should be a minimum of one sport safeguarding officer for every 100 participants.

## G. Team manager

The team manager is the person nominated to supervise and be responsible for participants when they are not playing sport at the event. There should be a minimum of one team manager for every ten participants.

The team manager will act in loco parentis and should have demonstrable experience of working with, supervising and supporting young people (possibly by virtue of their profession, eg teacher or social worker). They should have received at least basic safeguarding awareness training and an induction to the requirements of the event safeguarding plan.

Responsibilities of the team manager include:

- acting in loco parentis for young people on behalf of the specific sport's team
- being the first point of contact with the individual participants
- being aware of their responsibility as detailed in the event safeguarding plan
- understanding what to do should any incident or concern be reported to them
- attending pre-event briefings and event training, and familiarising themselves with the venue, accommodation and transport arrangements
- ideally meeting the participants in their care prior to the event.

## H. Responsibilities of other event staff, coaches, or volunteers

These individuals should:

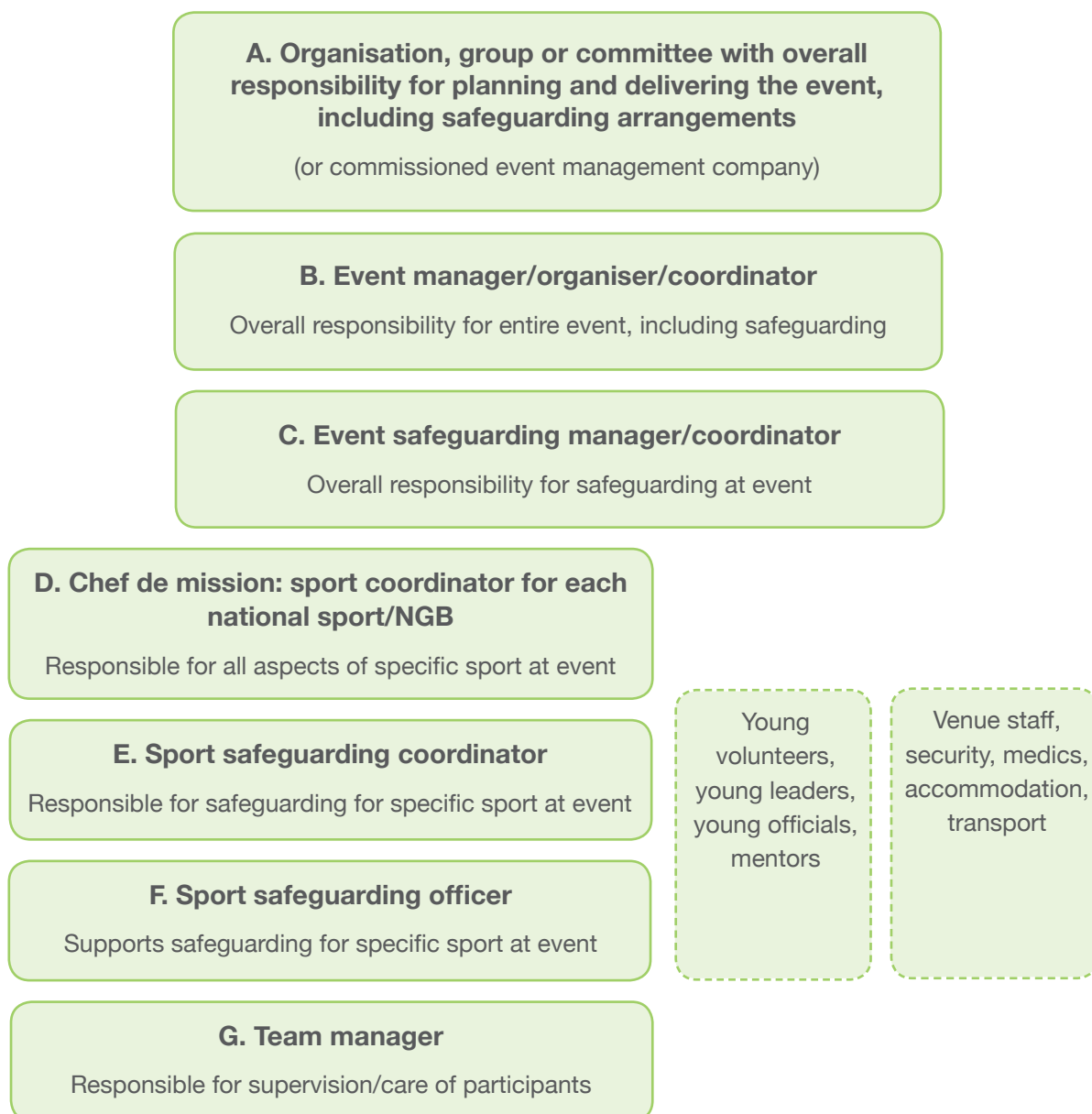
- have received the appropriate level of safeguarding training.
- understand their safeguarding responsibilities and what to do in the event of a safeguarding concern arising.
- familiarise themselves with the event safeguarding plan and appropriate lines of communication
- read and signed up to the relevant event code of conduct.



## Level 5: International events

These are events, activities or competitions that are held internationally as single sport or multi-sport events, such as international competitions or matches, European Championships; European Youth Olympic Festivals; Youth Commonwealth Games, World Junior Championships or Youth Olympic Games. These events will involve elite performing young people (from UK or abroad), travel (overseas) and accommodation requirements.

An example of a safeguarding structure for level 5:



Wherever young athletes take part in sport, organisers should ensure that an event safeguarding plan is developed and implemented. This is particularly important at international level, as there is growing evidence that young athletes at pre-elite and elite performance levels are more vulnerable to all forms of abuse and to poor practice than other participants.

At some international events, particularly those not primarily targeted at young participants, safeguarding may not be directly addressed, and there may be no event safeguarding plan, event safeguarding manager, or event-wide safeguarding requirements and reporting routes.

In such circumstances, participating teams that include young people should ensure that they develop and implement a process for ensuring minimum safeguarding standards are met, and for responding to any concerns that arise during or after the event.

Due to limits on accreditation for individuals accompanying elite teams and athletes to international events, sports may often not be in a position to allocate dedicated safeguarding roles (as described below). Efforts should therefore be made to ensure that safeguarding responsibilities are embedded within other roles within the sports team. The role titles outlined below may well vary between competitions.

It is important that sports organisations do not compromise athletes' right to safeguarding directly or indirectly because they are taking part in sport at the elite level.

#### **A. Overall management of the event: organising groups or committees**

There are international events where the event organisers will commission a specialist event management company to deliver the event. This will include appointing an event manager to oversee the event. However, the commissioning body still retains the overall responsibility for the event, including ensuring that adequate safeguarding arrangements are put in place.

#### **B. Overall responsibility for the event: event manager/organiser/coordinator**

This is the person appointed to be responsible for the organisation and overall running of the event, including safeguarding all participants and attendees. This person should appoint and work in partnership with an appointed event safeguarding coordinator and other key members of the event staff.

The event manager/organiser/coordinator should not only aim to establish best practice in the recommended standards in the event safeguarding plan, but also to ensure that minimum standards are met by constituent organisations responsible for teams of young people and/or the delivery of specific sports and activities.

The event manager/organiser/coordinator is responsible for:

- appointing/recruiting a suitable person to the role of event safeguarding coordinator and liaising with this person on all safeguarding related matters before, during and after the event
- undertaking or delegating an event and facility risk assessment and coordinating visits to the venue prior to the event to include the event safeguarding coordinator
- ensuring the development, implementation and promotion of the event safeguarding plan that establishes minimum safeguarding standards for the event that are communicated to and agreed by constituent national sports associations, delegations and teams, and to those responsible for the event infrastructure and support
- ensuring adequate first-aid/medical cover for the event which will comply with national governing body, local authority or other requirements
- in conjunction with the event safeguarding coordinator making decisions on appropriate responses to any safeguarding or disciplinary issues arising at the event
- ensuring that a complaints/disciplinary procedure is in place and implemented for participants and staff or volunteers at the event (this should have clear links to the policies and procedures of the participating national and international sports federations and national governing bodies).

### C. Event safeguarding manager/coordinator

Reporting to the event manager, the event safeguarding manager/coordinator has overall responsibility for safeguarding at the event. In best practice terms this should not be the same person as the event manager due to the complexity of these events and the number of other responsibilities the overall event manager will undoubtedly have, which will impact on their ability to focus on safeguarding.

The event safeguarding manager/coordinator should have undertaken at least basic safeguarding awareness training, and demonstrate experience of both safeguarding and sports event management.

The event safeguarding manager/coordinator is responsible for:

- developing, promoting and implementing the event safeguarding plan that provides minimum operating standards for the event, including details of reporting and referral process.
- linking with local statutory agencies to ensure that the event safeguarding plan complies with relevant national and local guidance, and that these agencies are aware of, and plan for, this event

- ensuring that plans cover all relevant aspects of the event:
  - an agreed safe recruitment process for all event and team/school staff and volunteers, including criminal record checks where eligible
  - registration and consents process
  - reporting and recording procedures
  - codes of conduct signed up to by staff and volunteers, participants and parents/spectators, and linked to a disciplinary/sanctions process
  - basic safeguarding training requirements for staff and volunteers (to include event specific aspects, eg disability awareness for an inclusive event)
  - procedures for missing participants
  - safeguarding staffing/roles requirements for participating teams, clubs or schools
  - how safeguarding concerns will be reported, responded to and managed at and after the event, including communication with statutory agencies, national governing bodies, schools and/or local authorities.
- liaising with those with lead safeguarding responsibilities in participating international or national sports associations, delegations and teams to ensure understanding of and compliance with safeguarding requirements for the event, including:
  - establishing identified persons with responsibility for supervising young people at the event during competition time and outside it
  - travel and handover arrangements before, during and after the event
  - seeking compliance with the safeguarding standards as identified in the event safeguarding plan
  - ensuring there is a list of all participants and their next of kin, emergency details, consent, medical information and photography consent available at the event
  - promote the coordination of pre-event briefings for parents/participants with their team/sport/school lead prior to the event
  - communicating key information to participants and parent prior to the event
  - receiving, responding to and managing safeguarding issues as they arise at or after the event.
- ensuring the additional needs of any participants (eg of disabled athletes) are identified and addressed
- ensuring that safeguarding issues related to participant's [accommodation](#) have been considered and addressed
- maintaining a minimum number of one team staff member for 10 participants, and mixed gender staff groups for mixed gender sports teams
- ensuring that a complaints/disciplinary procedure is in place and implemented for participants and staff or volunteers at the event (this should have clear links to the policies and procedures of the participating federations and national governing bodies)



- in conjunction with the event manager/organiser/coordinator establishing a system to make decisions on appropriate responses to any safeguarding or disciplinary issues arising at the event – this may involve establishing an event case management panel or triage system
- agree event communication processes (including consideration of translation services for overseas teams) for all event safeguarding staff.

#### **D. Sport manager (chef de mission or single point of contact)**

This is the person nominated by each sport's federation or national governing body to coordinate and oversee the sport's team at the event, including safeguarding considerations.

The sport manager must liaise with the event manager to ensure that minimum standards detailed in the event safeguarding plan are adhered to.

Responsibilities of the sport manager include:

- identifying, recruiting and supporting a suitably experienced and qualified sport safeguarding coordinator
- with or through the sport safeguarding coordinator ensuring that all staff and volunteers understand and implement the requirements of the event safeguarding plan
- undertaking a risk assessment of the site facilities prior to the event and report any deficiencies to the event manager
- ensuring that a full participant list of young participants, with details of consent, registration, and medical issues is available at and during the event
- ensuring appropriate recruitment, selection and safeguarding checks of all staff/volunteers ([see section B](#))
- ensuring that all staff, volunteers and participants have received an induction and safeguarding training appropriate to the level of the event – see [Further resources and information](#) (section H)
- clarifying the process for responding to safeguarding concerns that arise during or after the event, including: communication with the event safeguarding manager, statutory agencies, and the relevant sports federation or national governing body; and links to the national governing body's disciplinary processes.



### E. Sport safeguarding coordinator

The sport safeguarding coordinator is the person responsible to the sport manager for the general welfare and safety of their sport's participants at the event, as set out in the event safeguarding plan.

This person will normally be appointed by the individual sport's national governing body or sport manager, and should have demonstrable safeguarding knowledge and experience, and have received at least basic level safeguarding training and an induction to the particular event.

We recommended that there should be a minimum of one sport safeguarding officer for every 100 participants.

In addition to responding to more-serious safeguarding concerns, the sport safeguarding coordinator will also need to respond to and address more general issues associated with home sickness, minor disputes or other personal concerns.

Responsibilities of the sport safeguarding coordinator include:

- supporting the sport manager to ensure that all requirements of the event safeguarding plan are understood and implemented by all members of the sport event team (including home country and regional teams), including:

- safe recruitment of staff and volunteers
- pre-event communication with staff, volunteers, participants and parents
- ensuring required consents, registration, medical and emergency contact information is obtained and available to those with responsibility for participants at all stages of the event
- planning for transport (to, from and during the event), accommodation and arrangements for food and drink
- establishing clarity about arrivals, departures and handovers of duty of care
- ensuring all members of the sport event team sign up to the appropriate code of conduct (including the event-specific version) and understand the link to disciplinary processes in the event of breaches
- planning for require staffing and supervision levels for all stages of the event (competition, travelling, waiting and free time)
- identifying and addressing the needs of participants with additional vulnerabilities, eg disabled participants
- ensuring that all participants are aware who they can speak to if they have any concerns during the event.

- provide pre-event planning, training and induction briefing events for staff, volunteers, parents/carers and participants; and visits to sports venues and accommodation, and contributing to their sport's event risk assessment
- responding to any safeguarding concerns during or after the event in line with the event safeguarding plan, including communication with the event safeguarding manager, statutory agencies and the national governing body
- identifying and supporting suitable individuals for the roles of sport safeguarding officer and team managers
- liaising closely with the event safeguarding manager and the sport safeguarding team during the event.

### **F. Sport safeguarding officer**

The sport safeguarding officer should be recruited by the sport safeguarding coordinator, and should have experience and knowledge of a safeguarding role and working with children and young people. The person should have received at least basic safeguarding awareness training and an induction to the particular event.

Responsibilities of the sport safeguarding officer include:

- attending the pre-event briefing to familiarise themselves with the venue site and event requirements
- attending the briefings to be arranged by the sport manager or sport safeguarding coordinator for parents/carers and participants prior to the event
- supporting the sport safeguarding coordinator to fulfil the team's implementation of the event safeguarding plan, including reporting of any concerns.

### G. Team manager

The team manager is the person nominated to supervise and be responsible for participants when they are not playing sport at the event. There should be a minimum of one team manager for every 10 participants.

The team manager will act in loco parentis and should have demonstrable experience of working with, supervising and supporting young people (possibly by virtue of their professional role as, eg a teacher or social worker). They should have received at least basic safeguarding awareness training and an induction to the requirements of the event safeguarding plan.

Responsibilities of the team manager include:

- acting in loco parentis for young people on behalf of the specific sports team
- being the first point of contact with the individual participants
- being aware of their responsibility as detailed in the event safeguarding plan
- understanding what to do should any incident or concern be reported to them
- attending pre-event briefings and event training, and familiarising themselves with the sports venue, accommodation and transport arrangements
- ideally meeting the participants in their care prior to the event.

### H. Responsibilities of other event staff, coaches or volunteers

These individuals should:

- have received the appropriate level of safeguarding training
- understand their safeguarding responsibilities and what to do in the event of a safeguarding concern arising
- familiarise themselves with the event safeguarding plan and appropriate lines of communication
- read and sign up to the relevant event code of conduct.



# D

## Responding to safeguarding concerns

### Introduction

Everyone involved in delivering any type or size of event should know what to do if a safeguarding concern comes to their attention.

This section is about responding to concerns or worries about a child or young person, or the behaviour of adults or young people, which might occur during an event.

Your responsibility and that of the event team is not to decide whether or not abuse or harm has occurred – that is the role of the statutory agencies.

Your role is to respond appropriately to any concerns that arise by referring these concerns to the relevant agency in line with your event's procedures.

We describe structures, responsibilities and processes for reporting and responding to concerns against each of the five levels of event. By choosing the pathway corresponding to the level of your event, you can determine your role and the actions to take.

This section covers:

- [Recognising and responding to concerns](#)
- [Whistleblowing](#)
- Responding to concerns at each event level:
  - [Level 1: Organised but informal events](#)
  - [Level 2: Single-club or single-school events](#)
  - [Level 3: Local multi-club/inter-school sport events](#)
  - [Level 4: Regional or national events](#)
  - [Level 5: International events](#)



### Recognising and responding to concerns

Concerns about the welfare or safety of children can come to light in various ways:

- we may directly observe worrying behaviour on the part of a child, young person or adult
- someone (eg another child, spectator or coach) may report seeing or hearing something concerning
- worrying information may come to light during a recruitment process



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- information may come to light (eg from the police) to indicate that someone involved in the event may represent a risk to others
- a child may choose to tell someone (disclose) about something that is worrying them – a well-run sports event with trustworthy and approachable people in charge may provide just the opportunity or trigger for them to talk to someone they trust.

**If a child tells you that he or she is being abused:**

- react calmly so as not to worry, alarm or deter them
- reassure them that you are glad that they told you
- don't promise to keep it to yourself – explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately
- listen to what the child or young person says and take it seriously
- only ask questions if you need to clarify what the child is telling you – don't ask the child about explicit details
- don't ask leading questions – a leading question is one that pre-supposes the answer, eg "Sam hit you, didn't he?"
- make a detailed record of what the child has told you and don't delay passing on the information.

Even though it is not your responsibility to decide whether a child or young adult is being abused, you have a duty to act on your concerns. Make a detailed record of what you have seen or heard (preferably using the incident report form), but don't delay passing on the information to the appropriate person in line with your event safeguarding plan.

**Your written information should include:**

- the name of the child or young person about whom there are concerns, noting any disability or special needs (eg communication/language) they may have
- the nature of the concern, suspicion or allegation
- a description of any visible injury or other physical or behavioural indicators, taking care to be as accurate as you can, eg is the bruise on the right- or left-hand side?
- the individual's account of what has happened (whether they are the person to whom it happened or the person reporting it)
- dates, times and any other factual information, including details of the person suspected or alleged to have harmed the child
- the distinction between fact, opinion or hearsay.



## Whistleblowing

Staff or volunteers involved in your event must have the confidence to come forward to speak or act if they are unhappy with anything.

Whistleblowing occurs when a person raises a concern about dangerous or illegal activity, or any wrongdoing by staff or volunteers, within their organisation.

Whistleblowing can involve sharing potentially vital information about health and safety risks, environmental factors, fraud, harm of children or vulnerable adults, covering up for someone and more.

In the context of events, the behaviour or attitude of someone towards a child or young person may raise concerns. If this person is a coach, teacher or manager, it may be difficult for someone of perceived lower status (eg a new volunteer) to have the confidence to say anything.

However, it is essential that concerns are reported and acted upon as soon as possible. Every situation is different, so it is advisable to contact your event coordinator or designated person for advice before blowing the whistle.

When pursuing a concern:

- keep calm
- consider risks and next steps
- let the facts do the talking – don't make up allegations
- don't pursue the allegation yourself
- remember that you're a witness.

Many sports organisations have their own whistleblowing policies and your designated person should be aware of this. A policy makes it clear that reports of dangerous or illegal activity will be taken seriously. A simple, effective policy should cover both the person whistleblowing and the organisation by showing a step-by-step process for raising and dealing with issues.

For guidance on actions corresponding to the level of your event, select one of the following pathways:

- [Level 1: Organised but less formal events](#)
- [Level 2: Single-school or single-club events](#)
- [Level 3: Local, multi-club/inter-school sport events](#)
- [Level 4: Regional or national events](#)
- [Level 5: International events](#)



## Level 1: Organised but informal events

Events, activities or competitions held at the informal event level, which could include:

- park or leisure centre, weekend or holiday activities
- introductory or trial sports events, typically one day
- one-off or once-yearly charity fun runs or marathons
- activities on youth work premises
- street-based activities engaging hard-to-reach groups, such as Doorstep Sport Club activities.

These events are more likely to be open to the general public rather than to existing members or regular participants.

### Responding to concerns of suspected abuse or poor practice

#### Children or young people

Children or young people concerned by how someone is behaving towards them or worried that someone they know is being bullied or abused, need to talk to someone they can trust.

This could be:

- a parent or member of the event team, club or school staff
- ChildLine on 0800 1111 or at [www.childline.org.uk](http://www.childline.org.uk) <sup>↗</sup>

ChildLine is a free, confidential 24-hour service.

#### Event staff, volunteers, participants, parents/carers or spectators should:

- inform the event organiser, or (if this role is held by another member of the event staff) the person with lead safeguarding responsibility
- if you suspect this person may be involved, contact local statutory agencies (police, children's social care/social services) or call the NSPCC on 0808 800 5000
- Make a detailed note of what you have seen or heard but don't delay in passing on the information using your organisation's incident report form where available.

#### The event organiser or person with lead safeguarding responsibility should:

- ensure the immediate safety of the child/ren, including making a decision and acting to immediately exclude a person from the event
- in consultation with the event organiser (where the roles are undertaken by different people), decide whether the concern could constitute abuse or (in the case of concerns about the behaviour of event staff or volunteers) poor practice
- contact statutory agencies (police or children's social care/social services), either to refer information if the concern appears to be abuse or to consult if unsure. Follow telephone referrals with a written report or call the NSPCC on 0808 800 5000



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- if the concern relates to a member of staff or volunteer, take steps to initiate your organisation's disciplinary procedures (on advice from statutory agencies where a referral has been made), including in England referral to the local authority designated officer (LADO) where appropriate
- make a detailed note of what has been reported, and what actions have been taken and agreed using an incident report form where available.

**If a child tells you that he or she is being abused:**

- react calmly so as not to worry, alarm or deter them
- reassure them that you are glad that they told you
- don't promise to keep it to yourself
- explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately
- listen to what the child or young person says and take it seriously
- only ask questions if you need to clarify what the child is telling you – don't ask the child about explicit details
- don't ask leading questions – a leading question is one that pre-supposes the answer, eg "Sam hit you, didn't he?"
- make a detailed record of what the child has told you but, as advised in the previous section, don't delay passing on the information.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. The event organiser should ensure that there is adequate support and an opportunity to debrief, bearing in mind confidentiality. Ideally, the organiser should arrange to provide a quiet area to chill out and talk confidentially.

Event organisers must ensure that they have made a clear policy statement about child or vulnerable adult concerns, available to everyone concerned at all events, and that there are clear reporting procedures. Event staff and volunteers should know what to do if a child protection or vulnerable young adult concern arises, in advance of the event.

If, at an event, concerns arise that a child or vulnerable young adult may be being abused at home or in the community (eg in school), this must be reported to the event organiser or (if this role is held by another member of the event staff) the person with lead safeguarding responsibility, who will then refer on to local statutory agencies where the child lives. The event organiser should have contact details for police and children's social care/social services (including "out of hours" services) for the local area.

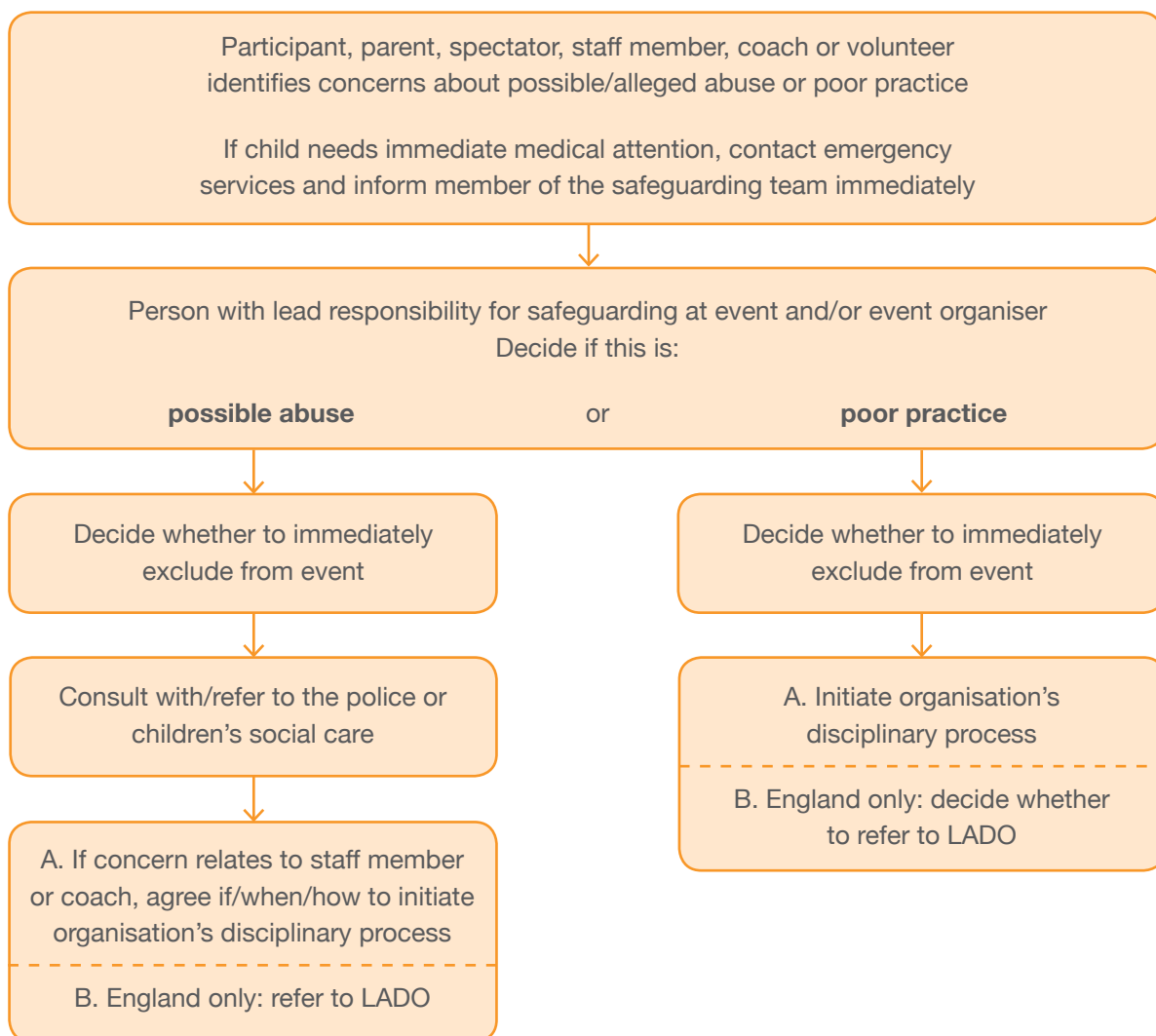


Any allegations/concerns about abuse of children and young people by staff/volunteers must be reported to the event organiser who will refer the situation to the local statutory agencies. The event organiser will have overall responsibility for deciding if the individual should remain at the event or be sent home. Children's or adults' social care/social services or the police will offer advice on whom should contact the child's parents/carers.

Allegations or concerns about poor practice (rather than abuse) by event staff or volunteers should also be reported to the event organiser or (if this role is held by another member of the event staff) the person with lead safeguarding responsibility who will take steps to initiate the organisation's complaints or disciplinary procedures.

Statutory agencies – police and children's social care/social services – will follow the local multi-agency procedures in these circumstances.

### Reporting of concerns flowchart



Consider informing the child's parents immediately (unless they are implicated, or if to do so could cause further risk of harm to the child or affect any police investigation). However, you should not delay reporting concerns to or consulting statutory agencies.

## Level 2: Single-club or single-school events

Single-club or single-school activities or competitions that do not involve competing against opposition outside the sports club or school in a local area. These could include school sports days, such as “your sport”, intra-club activities or annual club competitions; or school holiday activities. These events will involve existing members (or pupils), staff, volunteers or coaches rather than those from other clubs, schools or organisations, or the wider public. They equate to the School Games competition event level 1.

### Responding to concerns of suspected abuse or poor practice

#### Children or young people

Children or young people concerned at how someone is behaving towards them or worried that someone they know is being bullied or abused, need to talk to someone they can trust.

This could be:

- a parent or member of the event team, club or school staff
- ChildLine on 0800 1111 or at [www.childline.org.uk](http://www.childline.org.uk)

ChildLine is a free, confidential 24-hour service.

#### If concerns about alleged or suspected abuse come to the attention of event staff or volunteers, participants, club members, teachers, parents/carers or friends of an athlete or pupil, they should:

- inform the person with designated safeguarding responsibility at the event in line with the club, school, organisation or event-specific reporting procedures. Typically this will be the club welfare officer or school designated person (unless of course you suspect they might be involved) or the event coordinator or school head/senior member of school staff
- alternatively, contact local statutory agencies (ie police or children’s social care/social services) or the NSPCC on 0808 800 5000
- Make a detailed note of what you have seen or heard but don’t delay in passing on the information (use your organisation’s incident report form where available)

#### The person with designated responsibility for safeguarding at the event should:

- respond in line with the policy and procedures of their event, club, school or organisation, which may include contacting the NGB, local authority or other lead safeguarding officer
- talk to the child’s parents/carers about the concerns (if there are no indications that they may be involved or responsible for the concerns) as there could be an obvious explanation such as a bereavement or pressure from studies
- contact your local children’s social care or adults’ safeguarding services to refer the concern or seek advice or, in an emergency, the police



- if the concern relates to a member of staff or volunteer – take steps to initiate the organisation’s disciplinary procedures (on advice from statutory agencies where a referral has been made), including referral to the local authority designated officer (LADO) in England where appropriate
- ring the NSPCC on 0800 800 5000 to refer the concern or seek advice
- make a detailed note of what has been reported, and what actions have been taken and agreed.

**If a child tells you that he or she is being abused:**

- react calmly so as not to worry, alarm or deter them
- reassure them that you are glad that they told you
- don’t promise to keep it to yourself
- explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately
- listen to what the child or young person says and take it seriously
- only ask questions if you need to clarify what the child is telling you – don’t ask the child about explicit details
- don’t ask leading questions – a leading question is one that pre-supposes the answer, eg “Sam hit you, didn’t he?”
- make a detailed record of what the child has told you but, as advised in the previous section, don’t delay passing on the information.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. The event manager/organiser/coordinator should ensure that there is adequate support and an opportunity to debrief, bearing in mind confidentiality. Ideally, they should arrange to provide a quiet area to chill out and talk confidentially.

Event manager/organiser/coordinator must ensure that they have made a clear policy statement about child or vulnerable adult concerns, to everyone concerned at all events, and that there are clear reporting procedures. Event staff and volunteers should know what to do if a child protection or vulnerable young adult concern arises, in advance of the event.

**Out-of-sport concerns**

If, at an event, concerns arise that a child or vulnerable young adult may be being abused at home or in the community (eg in school), this must be reported to the event coordinator or (if this role is held by another member of the event staff) the person with lead safeguarding responsibility, who will then refer onto local statutory agencies where the child lives. The event coordinator or safeguarding lead should have contact details for police and social services (including out-of-hours services) for the local area.





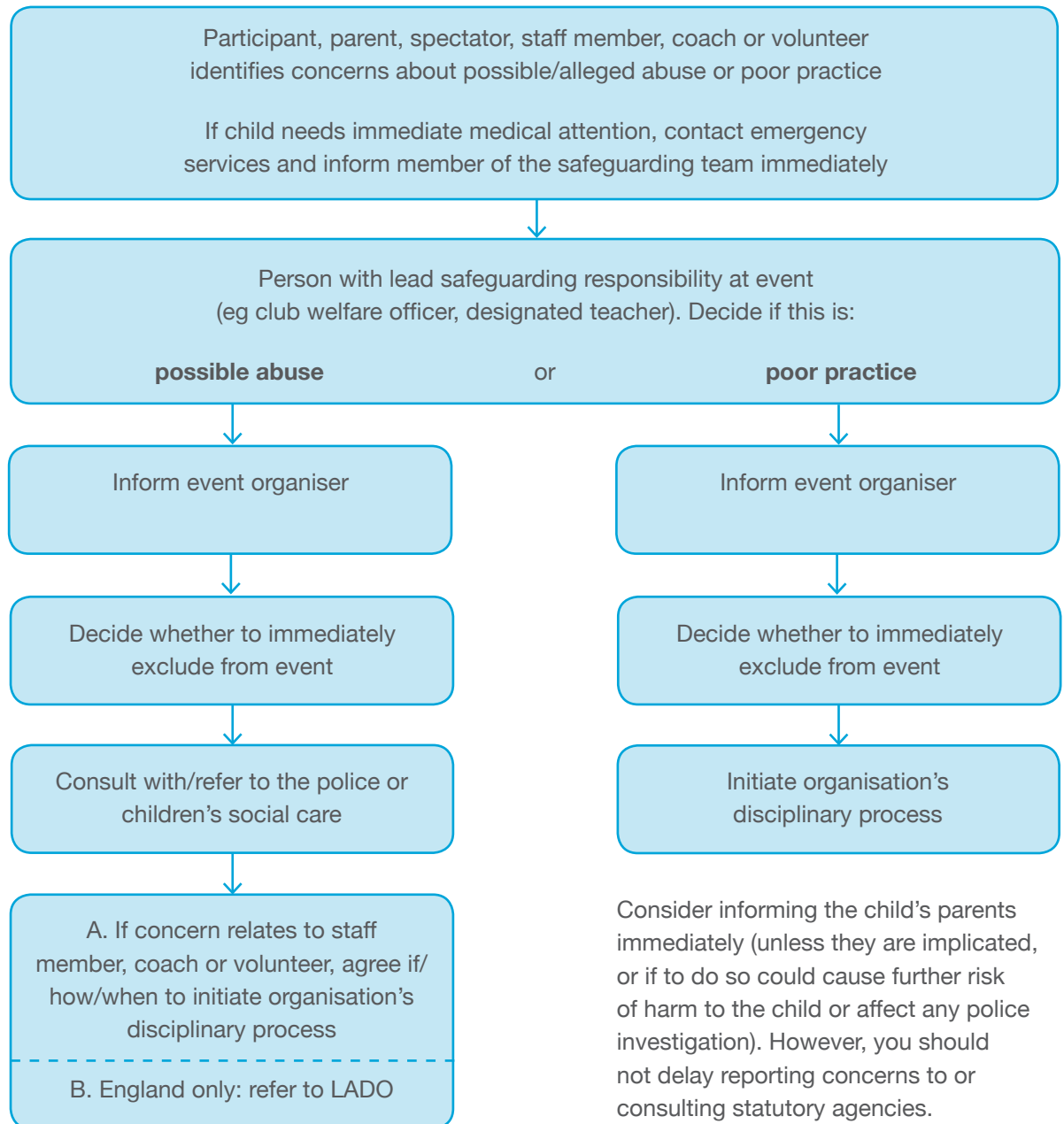
### **Allegations against staff or volunteers**

Any allegations/concerns about abuse of children and young people by staff/volunteers must be reported to the person with designate safeguarding responsibility at the event and/or the event coordinator who will refer the situation to the local statutory agencies. The event coordinator will have overall responsibility for deciding if the individual should remain at the event or be sent home. Children's social care or adults' safeguarding services or the police will advise as to who should contact the child's parents/carers.

Allegations or concerns about poor practice (rather than abuse) by event staff or volunteers should also be reported to the person with lead safeguarding responsibility or the event coordinator who will take steps to initiate the organisation's complaints or disciplinary procedures.

Statutory agencies – police and children's social care/social services – will follow the local LSCB procedures in these circumstances.

**Reporting of concerns flowchart**



**Reporting of other welfare issues**

The event coordinator needs to ensure that there are clear reporting procedures in place and that information has been properly conveyed to all staff or volunteers who are participating in the event. This should include information about responding to the range of welfare issues, which may affect children and young people at the event or competition, including anxieties about participating, making friends and bullying. Everyone (staff and volunteers) working at the event should be given clear guidance, so that they know to whom they should report their concerns. Children and young people should also be given information in advance about to whom to speak if they have worries and details of the designated person.

## Level 3: Local multi-club/inter-school sport events

Events, activities or competitions held on a local or county basis, such as club versus club or school versus school. This could include school or sports clubs festivals such as the Mini/Midi Festival, county sports competitions, such as the Youth Games, Inclusion Games. These events will typically not necessitate significant travel or overnight stays. They equate to School Games competition event level 2 and School Games Festival event level 3.

The main challenge for organisers of events of this type arises from the involvement of a number of clubs, teams, schools and possibly sports bodies and the need to ensure that in safeguarding terms everyone is clear about their responsibilities, particularly if concerns come to light. Although participating teams, clubs and schools may well have their own policies and procedures, they should also comply with common reporting procedures at the event, even though they may be required to initiate their own disciplinary procedures following the event.

Our Partnership safeguarding check and challenge tool will help to clarify key safeguarding responsibilities at the event and actions agreed with stakeholders.

### Responding to concerns of suspected abuse or poor practice

#### Children or young people

Children or young people concerned at how someone is behaving towards them or worried that someone they know is being bullied or abused, need to talk to someone they can trust.

This could be:

- a parent or member of the event team, club or school staff
- ChildLine on 0800 1111 or at [www.childline.org.uk](http://www.childline.org.uk) <sup>17</sup>

ChildLine is a free, confidential 24-hour service.

#### If you are a participant, club member, or the parent/carer or friend of an athlete, you should:

- tell the relevant safeguarding lead of the team, club, school or organisation, the event safeguarding manager/coordinator or any member of the event team – unless of course you suspect they might be involved, in which case speak to another member of the event team or contact the event coordinator.

#### If you are a member of staff, coach or volunteer, you should:

- take necessary action to protect a child or children from any immediate harm
- Immediately inform the relevant safeguarding lead for your team, club, school or organisation or the event safeguarding manager/coordinator
- make a record of what you have seen, heard or been told, using an incident report form where available.



Child Protection in Sport Unit



**If you are safeguarding lead for a team, club, school or organisation, you should:**

- inform the event safeguarding manager/coordinator and agree next steps
- make a record of what you have been told, what you have done, and any actions agreed using an incident report form where available
- undertake actions agreed with the event safeguarding manager and/or the event organiser.

**If you are the event safeguarding manager, you should:**

- decide whether on the basis of available information the concern relates to poor practice or possible abuse
- inform and advise the event coordinator to agree on:
  - whether the matter should be reported to statutory agencies (or whether they should be consulted) and if so by whom;
  - the immediate exclusion of an individual from the event;
  - informing the parents/carers of the child/ren involved;
  - informing the relevant club/NGB/school or local authority
- if the concern relates to a member of staff or volunteer – take steps to initiate the organisation’s disciplinary procedures (on advice from statutory agencies where a referral has been made), including in England referral to the local authority designated officer (LADO) where appropriate
- make a record of what you have been told, what you have done, and any actions agreed using an incident report form where available.

**If you are the event coordinator, you should:**

- decide on an appropriate response on advice from the event safeguarding manager, including:
  - whether on the basis of available information the concern relates to poor practice or possible abuse;
  - whether the matter should be reported to statutory agencies (or whether they should be consulted) and if so by whom;
  - the immediate exclusion of an individual from the event;
  - informing the parents/carers of the child/ren involved;
  - informing the relevant club/NGB/school or local authority.

**If a child tells you that he or she is being abused:**

- react calmly so as not to worry, alarm or deter them
- reassure them that you are glad that they told you
- don't promise to keep it to yourself
- explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately
- listen to what the child or young person says and take it seriously
- only ask questions if you need to clarify what the child is telling you – don't ask the child about explicit details
- don't ask leading questions – a leading question is one that pre-supposes the answer, eg "Sam hit you, didn't he?"
- make a detailed record of what the child has told you but, as advised in the previous section, don't delay passing on the information.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. The event coordinator should ensure that there is adequate support and an opportunity to debrief, bearing in mind confidentiality. Ideally, they should arrange to provide a quiet area to chill out and talk confidentially.

The event organiser must ensure that they have made a clear policy statement about child or vulnerable adult concerns, to everyone concerned at all events, and that there are clear reporting procedures. Event staff and volunteers should know what to do if a child protection or vulnerable young adult concern arises, in advance of the event.

**Out-of-sport concerns**

If, at an event, concerns arise that a child or vulnerable young adult may be being abused at home or in the community (eg in school), this must be reported to the event safeguarding manager, who will then refer onto local statutory agencies where the child lives. The event safeguarding manager should have contact details for police and social services (including "out of hours" services) for the local area.

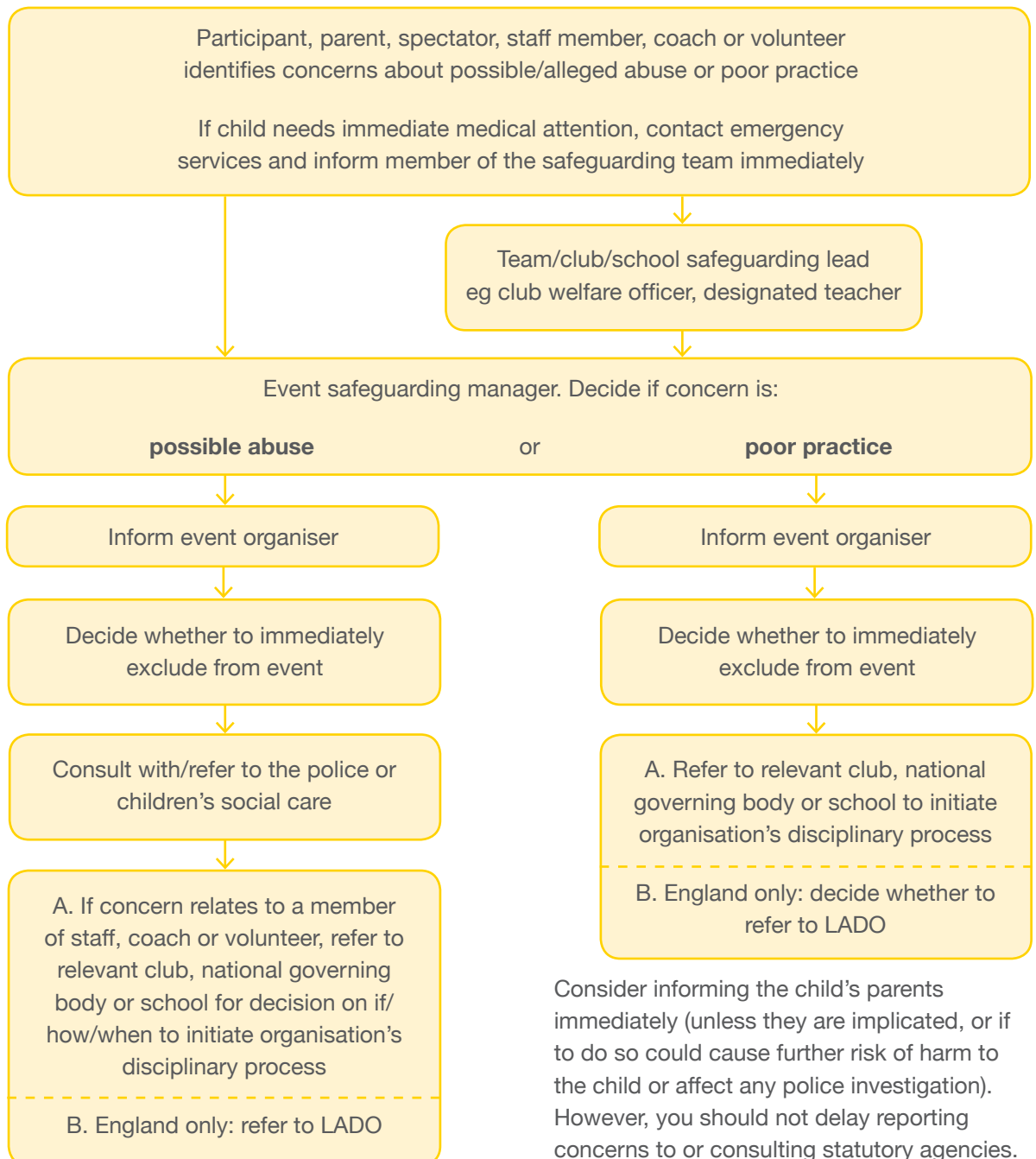
**Allegations against staff or volunteers**

Any allegations/concerns about abuse of children and young people by staff/volunteers must be reported to the event safeguarding manager and the event coordinator who will refer the situation to the local statutory agencies. The event coordinator will have overall responsibility for deciding if the individual should remain at the event or be sent home. Children's or adults' social care or the police will advise who should contact the child's parents/carers.

Allegations or concerns about poor practice (rather than abuse) by event staff or volunteers should also be reported to the event safeguarding manager or the event coordinator who will take steps to initiate the organisation’s complaints or disciplinary procedures or to ensure that information is passed to the relevant club, national governing body, school, local authority or other organisation.

Statutory agencies – police and children’s social care/social services –will follow the local multi-agency procedures in these circumstances.

**Reporting of concerns flowchart**



## Level 4: Regional or national events

Events, activities or competitions that are held regionally or nationally. These could include national training camps; sport-specific events, such as elite championship finals – regional or national; or multi-sport national competitions such as the School Games. This is likely to include higher performing or more elite event level participants and to involve significant travel and overnight stays. This equates to the School Games competition event level 4.

The event owners have responsibility for the event as a whole (even where they are not the event organiser) and would be liable for any incidents and/or concerns that arise. Sports bodies will have their own safeguarding policies and procedures but the event safeguarding plan will operate as the umbrella document for the event and reflect the minimum operating standards. It is therefore important that all concerns are routed through the event reporting/referral structure.

### Reporting child or vulnerable adult protection incidents

#### Children or young people

Children or young people concerned at how someone is behaving towards them or worried that someone they know is being bullied or abused, need to talk to someone they can trust.

This could be:

- a parent or member of the event team, club or school staff
- ChildLine on 0800 1111 or at [www.childline.org.uk](http://www.childline.org.uk) <sup>↗</sup>

ChildLine is a free, confidential 24-hour service.

#### **If you are a participant, staff or event squad member, team manager or the parent/carer or friend of an athlete, you should:**

- raise your concerns with a member of the safeguarding team: the sport safeguarding officer, sport safeguarding coordinator or the event safeguarding manager
- make a detailed note of what you have seen or heard (preferably using the event incident form) and pass this on when you report your concerns.

In most cases the issue will then be referred to the event's initial response team (IRT) (where a decision has been taken to establish one), although in some extreme circumstances the event safeguarding manager may identify the need for immediate medical attention or urgent referral to the police or children's social care/social services intervention.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. The event coordinator should ensure that there is adequate support and an opportunity to debrief, bearing in mind confidentiality. Ideally, you should arrange to provide a quiet area to chill out and talk confidentially.



### Initial response team

Some event organisers establish an initial response team (IRT) to consider and respond to concerns affecting young people. Many of these will not be safeguarding issues, eg they may concern transport, catering or accommodation.

The IRT usually meets twice a day. Where the IRT decides that the concerns represent possible poor practice or abuse, these will be referred to the event safeguarding panel. In the absence of an IRT, referrals should be made to the event safeguarding panel or directly to the event safeguarding manager.

### Event safeguarding panel

The event safeguarding panel (including the event safeguarding manager) is responsible for making decisions about the appropriate route the case will take (eg referral to police or children's social care; to the sport's national governing body, school or local authority; and/or expulsion from the event). The event safeguarding manager will be responsible for consulting with or making referrals to external statutory and other sports bodies, for deciding who will contact the parents of the young people concerned, and for informing the event manager.

### Recording concerns

You should keep clear records of concerns raised, and actions agreed and taken, at all stages in this process.

### Responding to general welfare issues

Safeguarding officers at away events will most commonly have to deal with children and young people concerned about such things as home-sickness, forgetting to bring things with them and anxiety about how they will get on with others. Although these are not concerns about abuse, they may still be significant for the young person.

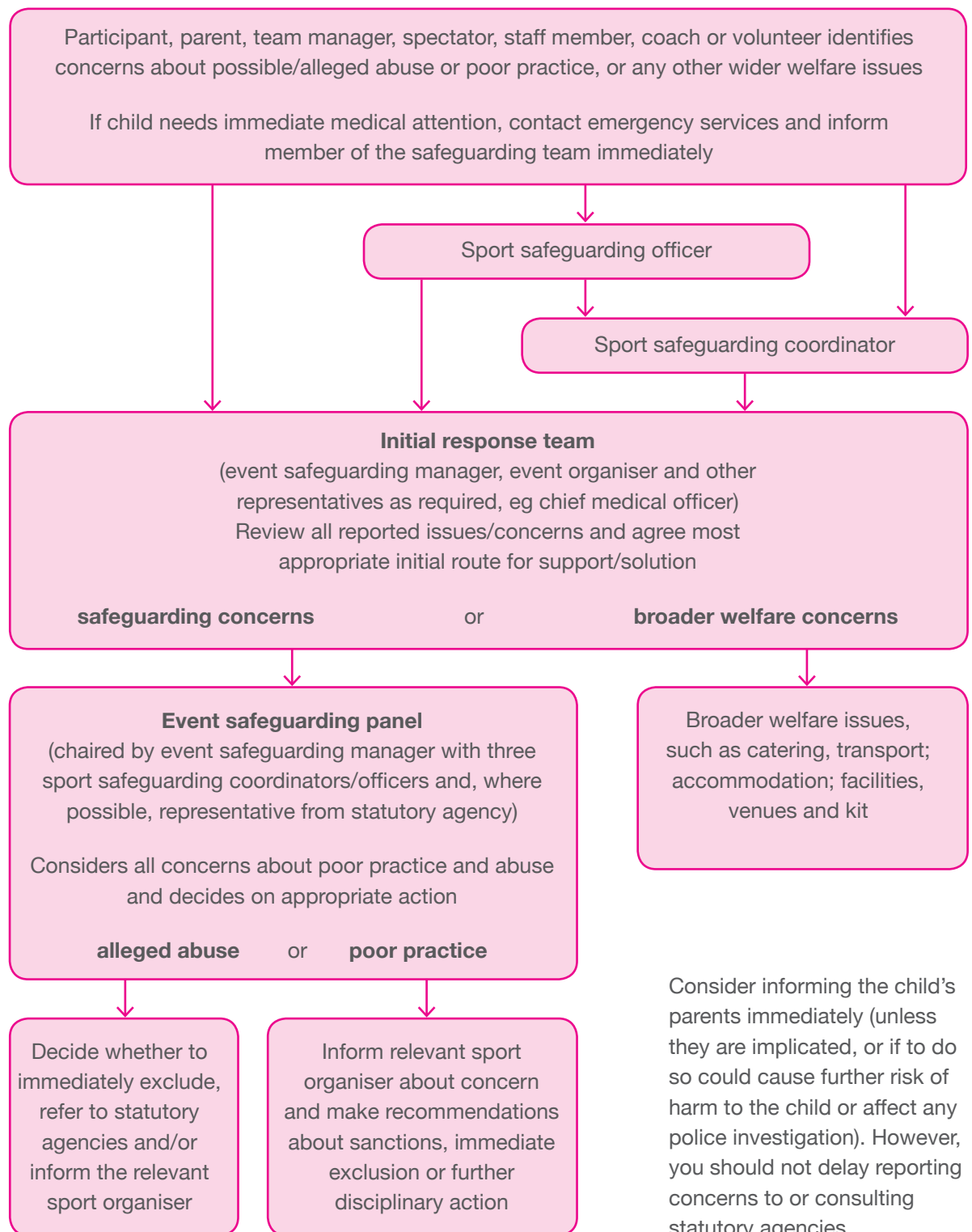
Most of these issues can be managed by the team manager. All safeguarding issues should be reported to the team's safeguarding officer and a record kept of incidents in line with the event safeguarding plan. Regular briefing sessions should be held throughout the event at residential events. This will help to pick up any emerging themes, such as bullying behaviour, and provide support to the safeguarding officers.

Ideally, at residential events, there should be quiet, time-out areas, where participants can go if they are upset, homesick or need to talk to someone about anything concerning them.





## Reporting process



## Level 5: International events

Events, activities or competitions that are held internationally as single sport or multi-sport events, such as: international competitions or matches, European Championships; European Youth Olympic Festivals; Youth Commonwealth Games, World Junior Championships or Youth Olympic Games. These will involve elite performance level young people (from UK or abroad), travel (overseas) and accommodation requirements. Team managers should check what safeguarding arrangements may be in place by referring to the international standards for safeguarding and protecting children in sport, which are currently being piloted.

One of the challenges for a multi-sport international event is the difference between UK legislation and guidance and those of participating teams from abroad or from the host country when the event is held overseas. It is essential to remember that wherever the event is being held the team staff still retain safeguarding and duty of care responsibilities for all children and vulnerable adults that are part of the team.

The British Olympic Association coordinate Team GB for Youth Olympic festivals and Youth Olympic Games. Commonwealth Games England coordinate the England team for Youth Commonwealth Games events. All team members sign a team members' agreement and this document should work in conjunction with good practice standards and adherence to the codes of conduct identified in the event safeguarding plan. The understanding and implementation of the event safeguarding plan should be viewed as a minimum requirement for all roles and participants at **event level 5**.

Given the complexity of international events, there may well not be a centralised event safeguarding structure or process. Therefore teams, squads and groups need to ensure that they have robust arrangements to respond to concerns that may arise.

This section should be read in conjunction with [Away fixtures, day trips and overnight stays](#) (section F) and [Travel abroad and hosting](#) (section G).

### Responding to safeguarding concerns

If you are a participant, staff or event squad member, team manager or the parent/carer or friend of an athlete, you should raise your concerns with a member of the safeguarding team: the sport safeguarding officer or the sport safeguarding coordinator. Make a detailed note of what you have seen or heard (preferably using an incident form) and pass this on when you report your concerns. Concerns may arise about the experiences of a young person away from the sport setting (eg at home or at school), or about the behaviour of someone within the sport (eg a coach or another athlete).

It will be the responsibility of the sport safeguarding coordinator in consultation with the sport coordinator or head of delegation to decide on an appropriate response. This will include:

- dealing with the matter on the basis of poor practice (a breach of the sport's code of conduct)
- initiating disciplinary proceedings and/or treating the concerns as potential abuse requiring the involvement of statutory agencies – both abroad or in the UK
- informing the event manager
- contacting the parents of the young people involved.



### Recording concerns

At all stages in this process, you should make clear records of concerns raised, including actions agreed and taken.

### Responding to general welfare issues

Safeguarding officers at away events will most commonly have to deal with children and young people concerned about such things as home-sickness, forgetting to bring things with them and anxiety about how they will get on with others. Although these are not concerns about abuse, they may still be significant for the young person.

Most of these issues will be able to be managed by the team manager. All safeguarding issues should be reported to the team's safeguarding officer and a record kept of incidents in line with the safeguarding plan. Regular briefing sessions should be held throughout the event at residential events. This will help to pick up any emerging themes such as bullying behaviour and provide support to the safeguarding officers.

Ideally, at residential events, there should be quiet, time-out areas, where participants can go if they are upset, homesick or need to talk to someone about anything concerning them.

### Concerns arising at overseas events

When events take place overseas it is essential that the sport coordinator or sport safeguarding coordinator proactively obtain information and guidance about procedures to report any concerns about abuse or other illegal activity which may arise. These can be obtained from the British Consulate, High Commission or Consulate in the area to be visited, and from sports organisations in the country to be visited. In addition these matters should also be reported to statutory authorities in the UK at the earliest opportunity.

### The British Consulate, High Commission or Consulate

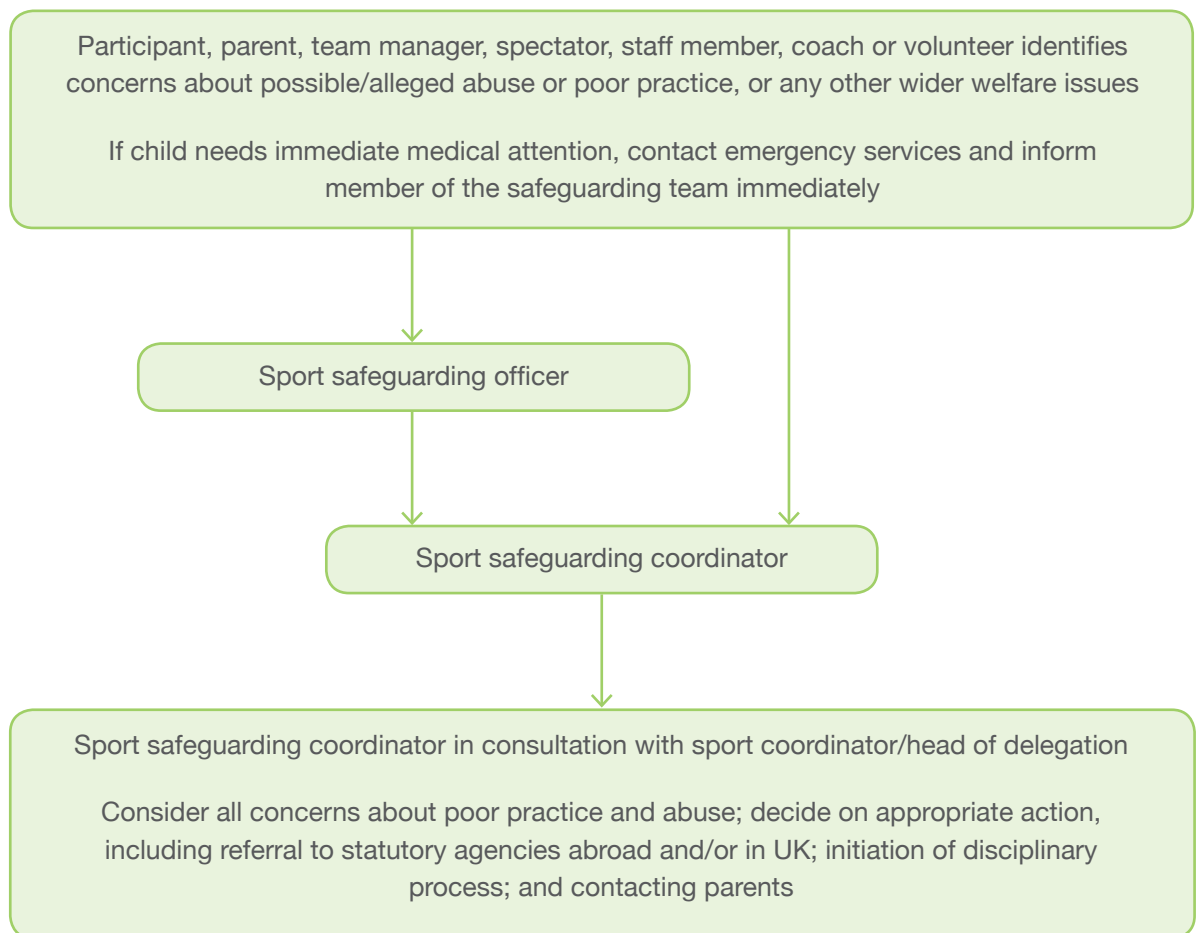
The Foreign and Commonwealth Office offer advice and practical tips on staying safe secure and healthy while abroad.

Their advice is to identify the nearest British Embassy, High Commission or Consulate in the area that you are going and to take the telephone number, address, open times and list of services offered, this number should also be left with your main contact in the UK.

You are also advised to register you and your group on their LOCATE service at [www.fco.gov.uk/locate](http://www.fco.gov.uk/locate) <sup>↗</sup>

This will be forwarded to the nearest British Embassy, High Commission or Consulate. This will help should you need any crisis staff support during your trip for such things as being admitted to hospital, being a victim of crime or losing your passport.

### Reporting flowchart



Consider informing the child's parents immediately (unless they are implicated, or if to do so could cause further risk of harm to the child or affect any police investigation). However, you should not delay reporting concerns to or consulting statutory agencies.

# Specific practice guidance

## Introduction

Depending on your event and other circumstances, you may need to consider:

- [Deaf or disabled participants](#)
- [Vulnerable young adults](#)
- [Elite young athletes](#)
- [Children from minority ethnic groups](#)
- [Interpreters](#)
- [Chaperones](#)
- [E-technology: social media, mobile phones and the internet](#)



## Deaf or disabled participants

### Terminology

We use the term “deaf or disabled” because many deaf people do not define themselves as disabled. Those who were born deaf have never experienced “hearing” as a usual activity and for this reason many describe themselves as belonging to a specific cultural group with its own language (British Sign Language), often referred to as the Deaf community.

### Inclusion

Increasing numbers of deaf or disabled children enjoy taking part in sport and physical activity. Despite some traditionally negative preconceptions, the vast majority of deaf and disabled children and young people are ready, willing and able to participate when their additional needs have been understood, considered and addressed. These needs may include: access to facilities; adapted or modified equipment, coaching practices or aspects of the sport; and appropriately trained staff to support them. Some sports bodies cater specifically for disabled athletes, while others provide opportunities for both disabled and non-disabled participants.

### Vulnerability

It is important to recognise that deaf or disabled children are more vulnerable to all types of abuse than other young participants. Reasons for this include:

- increased likelihood of social isolation
- fewer outside contacts than children without a disability
- dependency on others for practical assistance in daily living, including intimate care
- impaired capacity to resist, avoid or understand abuse
- speech and language communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- their particular vulnerability to bullying.



## Key steps to safeguard and protect disabled young people

Everyone who will be responsible for or in contact with disabled children and young people should appreciate and understand their increased vulnerability and additional needs.

In consultation with the young person and their carer(s), consider:

- use of language and appropriate communication methods, including signers or interpreters when appropriate
- access to sports (and non-sport) facilities, transport and accommodation
- adaptations needed to coaching practices, equipment and activity
- increased supervision ratios during all parts of the event, including any specialist support required, eg chaperones
- relevant training, information or other learning opportunities and support for staff and volunteers
- what information is required about the young person's impairment or disability, or any medication they may require
- how the young person will understand and be able to access means to express any safeguarding concerns that arise, including poor practice and bullying.

### Additional considerations include:

- Are changing and showering facilities at the venue appropriate for wheelchair users or others with physical impairments – in terms of both physical access and privacy?
- Is information about all aspects of the event provided in an appropriate and accessible format for disabled participants?
- Are all forms of transport to be used, and all routes around, within and between the venue and accommodation, fully wheelchair accessible and reasonable for young people with a range of mobility impairments?
- Have issues of privacy been addressed when carers need to assist with a young person's personal care in a public changing area?
- Do venue changing facilities and toilets have all the required adaptations and equipment, eg for athletes with a spinal injury?



## Vulnerable young adults

The guidance in *Safe sport events, activities and competitions* is primarily to safeguard children and young people involved in sport in accordance with the Children Act 1989, which defines a child as anyone who has not yet reached their eighteenth birthday. However, many sports events will also be open to adults, some of whom may be regarded as vulnerable due to their disability or mental health problems – or even drug or alcohol abuse, homelessness or refugee status.

You can find guidance for safeguarding vulnerable young adults in the document *No secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse* (Department of Health and Home Office, 2000). This defines “vulnerable adult” as a person:

“who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”

The youth sector encompasses young people aged 13–19 and up to 25 for vulnerable (young) adults, while the UN Convention on the Rights of the Child applies to disabled young people up to the age of 21 years. Funded sports programmes are increasingly focusing on engaging both children and young adults – often those specifically considered vulnerable adults. Organisations therefore need to ensure that they have safeguarding policies and procedures that address the needs of vulnerable adults, as well as children and young people.

Also, the definition of abuse or harm is less clear and comprehensive for vulnerable adults than it is for children, and tends to be seen as referring mainly to those vulnerable adults resident in care homes through age, disability or mental illness.

The categories of abuse of vulnerable adults are wider than those of children. As well as *physical abuse, sexual abuse, psychological (emotional) abuse* and *neglect*, they also include *discriminatory abuse* and *financial or material abuse*.

You can find the signs and indicators of these categories either in the *No secrets* document referred to above or in your local safeguarding vulnerable adult procedures.

In essence, the values, principles and most of the best practice guidance and procedures that relate to safeguarding children will be relevant to safeguarding vulnerable adults. The main practical differences relate to:

- issues of consent
- referral of concerns to adult social care, rather than children’s social care services.



## Elite young athletes

There is increasing evidence (Alexander et al, 2011; Brackenridge and Rhind, 2010) that children and young people at the pre-peak and peak performance stages of their sporting career are particularly vulnerable to poor practice and abuse.

Increased risk factors for elite young athletes include:

- high levels of dependency on their coach
- intensity of the training/competition schedule
- isolation from family and wider support network
- frequent travel and trips away.

Those responsible for elite or pre-elite young athletes should be aware of and address the additional vulnerability of this group of participants within safeguarding planning, training and practices.

## Children from minority ethnic groups

When running or taking part in any event or competition, it is important that you take account of the diversity of participants and avoid making assumptions about cultural or language differences. Your code of conduct should cover discrimination and the need to challenge any discriminatory remarks or behaviour, but you need to bear other considerations in mind.

### Vulnerability

Children and young people from minority ethnic communities can be additionally vulnerable to abuse because of:

- increased likelihood of social isolation due to language or cultural differences
- stereotypes and prejudicial assumptions can lead to abuse not being detected or being misinterpreted
- language/communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose to
- particular vulnerability to bullying.





### Key steps to safeguard and protect children and young people coming from minority ethnic groups

- Take account of religious festivals or daily practices and (depending on your participants) avoid holding events that may clash with these. This may be particularly important at **event level 1**, where you may wish to attract the widest possible target group of participants within a particular locality.
- Check with your participants in advance and take account of any dietary requirements.
- Ensure communication about what to do in the event of concerns is made readily available in appropriate formats/language.

### Interpreters

You may need to use interpreters, either for communication with some deaf or disabled participants or for multicultural events, when you may have participants for whom English is not their first language.

### Chaperones

Chaperones are identified adults with a legal responsibility and duty of care for the safety, welfare and supervision of a specific child or group of children. They are responsible for implementing the relevant aspects of the sport's safeguarding policy and procedures, and the event safeguarding plan, including ensuring that those whom they are chaperoning understand their rights and responsibilities at the event.

The chaperone will support the child or group of children to enable them to maximise their opportunity at the event, but can also help if any issues/concerns arise. Their immediate support may be required to enable some children with significant impairments to participate in the sport or activity. Event organisers need to be assured of the suitability of chaperones for this role, particularly in safeguarding terms.

Chaperones therefore need to be subject to the same checks and vetting processes as others in roles that bring them into close contact with children or vulnerable adults.

## E-technology: social networking; mobile phones and the internet

Organisers are increasingly using e-technology and social media as an integral part of larger events to:

- engage with staff, volunteers and participants
- promote the event to the wider online community
- provide and receive live feedback
- publicise successes
- generally support the event.

Many individuals accessing this information are young people, so it is important that organisers recognise, consider and address the potential safeguarding concerns associated with e-technology before systems go live.

Potential risks to consider include:

- cyberbullying
- sexting
- misuse of texting and social media to identify, contact or groom children and young people for abuse.

Organisations and event organisers therefore need to ensure that these risks are addressed in their safeguarding plans and codes of conduct for adults and young participants.

# Away fixtures, day trips and overnight stays

## Introduction

Many individual clubs, schools or teams travel to away fixtures, competitions or training camps. Larger events (**event levels 3, 4 and 5**) almost inevitably involve significant travel, and often overnight stays, for many participants.

While these trips can offer many young people exciting and positive experiences, they also bring particular challenges for those charged with their care. They raise safeguarding issues that you need to address to ensure that your events meet their aims.

**Pre-peak and peak performing athletes** are particularly vulnerable to abuse and poor practice, and spend significant periods away from their home and family when training and competing.



Trips abroad are covered separately in **Travel abroad and hosting** (section G).

Even the simplest, shortest trip away with young athletes requires some planning and this section gives guidance to clubs, schools or others organising away fixtures or day trips, including overnight accommodation where this applies.

When planning a trip, you should allow sufficient time to cover the various elements listed below. You should adopt a pick-and-mix approach, choosing the appropriate level of detail according to your particular event.

- **Planning**
- **Communicating with parents and carers**
- **Preparing the athletes**
- **Assessing the risks**
- **Transport**
- **Emergency procedures**
- **Insurance cover**
- **Supervising children and young people**
- **Accommodation**
- **Catering**
- **General advice**
- **When you arrive**
- **Briefing and de-briefing**
- **What helps young people away from home?**



## Planning

### Objectives/purpose

What is the objective or purpose of the trip? Is it for competition, training or social purposes, or will the programme be a combination of these?

### When, where and for how long?

Having decided on the purpose of the trip, you should consider:

- the likely date – check the sports calendar and, with school-age children, the school calendar, including examination periods. You may also need to consider religious festivals or holidays of all the major faiths (eg some young participants may be unavailable or may be fasting, which would have a significant impact on their ability to compete). You can get more information on religious festivals and holidays from the Citizens Advice service [www.adviceguide.org.uk](http://www.adviceguide.org.uk) or local religious settings.
- the duration of the trip – you should take into account the purpose of the trip, the age and any particular needs of the children, the distance to be travelled and the mode of transport
- a suitable venue – including sporting facilities, accommodation and general location. Consider access for participants with physical impairments.

### Who will be going?

The objective of your trip will determine some issues regarding the profile of those who will be taking part. You should consider the following areas:

### Athletes in the group

- Is the group predominately of one age or is there a wide age range?
- Is it a mixed gender group?
- How large is the group?
- How will specific needs relating to any disability, medical considerations or cultural or ethnic considerations be met? Do you need to plan for how you will access an interpreter?

Your planning of the programme will depend on this profile, eg there may be little or no unsupervised time if the children are young, the size of the group may limit activities and some activities may need to be shorter for younger children.



## Staff and volunteers

The profile of the group will determine other issues such as:

- ratio of adults to children
- whether members of staff and volunteers are suitable for the role
- requirements for any specialist staff, eg physiotherapists, carers or medical staff
- ensuring adequate supervision during competition and activity and during free time.

## How much will it cost?

The planning stage will include looking at the cost of the trip:

- How much is the travel and accommodation?
- How will the trip be funded?
- What will be included in the overall cost?
- What will be optional extras?
- Are there any contingency costs?

For younger children, you should try to include all the basic requirements in the overall cost, as this ensures they will be able to have meals and take part in all the activities. With older groups, the athletes may pay for some or all meals themselves and choose whether or not to participate in certain activities.

While it is difficult to organise trips without first gauging the likely support, it is important to ensure that parents have sufficient opportunity to organise their finances. For example, some athletes may be socially excluded if you need deposits within a short space of time or fill trips on a first come, first served basis. Where possible, you should give parents the opportunity to agree a payment schedule, so as not to disadvantage any athletes.

## Spending money

All children will need some money that they can spend themselves. This can be a problem with some children and many are vulnerable where money is concerned. You should advise parents how much money their child will need, as it can be difficult to manage situations where one child has barely enough to finance even small items when another has large amounts of money.

## Communicating with parents and carers

For straightforward away fixtures, you may only need to cover:

- method of transport, pick-up point and estimated time of return
- destination and venue
- competition details
- name of coach and team manager with contact details
- emergency contact details
- costs (coach fare or money required for meals)
- kit, clothing or other items needed by their child.



You may also need to cover any special kit required by people with disabilities, if appropriate.

For overnight trips, it is good practice to meet with parents beforehand. You can explain the arrangements (including those for athletes with disabilities), the need for medical information, confidentiality issues and consent forms. You should provide information on discipline policies (referring to your code of conduct) and other matters, such as pocket money, phoning home, homesickness and remote supervision.

It may be appropriate to share information with the parents that has been obtained when assessing safety issues involved in the trip and the steps taken to reduce these risks to an acceptable level for the event. You can explain any accident and emergency procedures, and provide information cards or leaflets if possible.

### Information for parents

The paperwork you prepare for parents and athletes should give them as much information as possible. For trips where athletes are staying overnight, this will need to be more comprehensive and include:

- objectives and purpose of the trip
- name and contact number of the organiser
- names of all staff and volunteers
- name and contact number of the person acting as the home–club contact
- details of transport to and from venue and during the trip
- details of accommodation with address and contact number
- itinerary, which should give as much information as possible, particularly the type of activities (competition, training, educational/social) and an indication of any unsupervised free time
- kit and equipment list
- emergency procedures and telephone contact
- code of conduct
- safeguarding children procedures and/or vulnerable adult procedures
- estimated cost (final costs will depend on the number of athletes participating, so you may need to indicate that the cost could vary up or down)
- date for paying a deposit to book a place and details of whether there are any circumstances under which the deposit is returnable
- schedule for settling the balance
- spending money
- expectations around the use of mobile phones or social networking sites
- details of insurance cover.



### Information required from parents and carers

For all athletes under 16 years of age a **parental consent form** should be completed and should include the following information:

- acceptance of the code of conduct
- emergency contact numbers (at least two)
- any specific medical information or information relating to an impairment or disability
- information about any other factors that may affect the young person (eg family bereavement).

Medical information should identify any allergies (eg to non-prescription medicines such as painkillers, or to insect bites and stings). You should ask parents which type of painkillers or other medication the athlete usually takes, if at all. Medication should then only be administered according to this information. You should also clarify personal responsibility for asthma inhalers.

The sample **parental consent form** also covers contact with contagious or infectious diseases, which you may need to check again just before the departure date, as it refers to the four weeks prior to departure.

Those athletes who indicate that they have a medical condition are likely to be required by the insurers to complete a more detailed information form:

- special requirements – dietary or special care needs arising from an impairment, potential behavioural difficulties or the possibility of epilepsy
- specific cultural or religious needs
- consent for emergency medical treatment
- agreement to pay any fees associated with this treatment.

## Preparing the athletes

It is good to include the athletes in your meeting with parents and carers, but a separate meeting with the athletes gives them an opportunity to discuss and jointly adopt a code of behaviour.

You can also give them advice on policies and procedures to help them keep safe while away. Children of different ages or abilities may have different needs or requirements. You can talk to them about telling someone they trust if they are being bullied, feel frightened or homesick, as well as identifying opportunities to do this and the named adult to whom they might speak in confidence.

You can also use this meeting to discuss any shared chores or activities, including individual preferences and the ever-popular cooking, cleaning or job rotas. If it is not possible to meet before the trip, you should cover these items at the briefing meeting on arrival.



## Assessing the risks

No amount of planning can guarantee that a visit or overnight trip will be totally incident free, but good planning and attention to safety measures can reduce the likelihood or seriousness of any incidents.

Formally assessing potential problem areas is central to ensuring that you have appropriate procedures in place for all activities and stages of a trip. Your assessment should aim to prevent the risks or reduce them. You must not place children and young people in situations that expose them to an unacceptable event level of risk; your prime consideration must always be safety.

You should base your risk assessment on the following considerations:

- What are the hazards?
- Who might be affected by them?
- What safety measures need to be in place to reduce the risks to an acceptable event level?
- Can the group leader put the safety measures in place?
- What steps will be taken in an emergency?

Referring back to [Creating a safe environment for children](#) (section B) if necessary, you should ask these questions in respect of the venue, transport, staffing, sleeping arrangements, food and catering arrangements, as well as the various sporting activities in the programme.

We strongly recommend a pre-trip visit to check many of the above points. Although good practice, this may sometimes not be practical, but you can always write to the sports venue and accommodation to ask for specific information for your risk assessment. You can also seek references from other clubs or schools that have used the same facilities.

You should also establish how many staff you will need at all times to supervise the group adequately on your trip.

Changes to the weather may adversely affect the environment and add to risks, so it is important for staff to be suitably experienced to assess the continued safety of the activity.



## Transport

You should follow your sport's policy on transport, as this may bring a number of considerations including:

- passenger safety
- suitability, competence and training of the driver to drive the vehicle and whether the driver holds the appropriate valid licence and insurance
- number of driving hours for the journey and length of the driver's day, including non-driving hours
- arrangements to ensure that drivers take breaks and are aware of emergency procedures
- whether more than one driver is required and that the same checks are applied as for the main driver
- type of journey, traffic conditions, weather, appropriate insurance cover
- journey time, distance and stopping points
- supervision requirements
- suitability of transport if group includes athletes with a disability.

### Minibuses

We recommend training in minibus driving and passenger management for anyone who may drive a group. Some larger driving schools provide minibus training and can take people through a specific test.

### Private cars

You should avoid the use of private cars to transport children, unless this involves parents carrying their own children and any other children by private agreement with another parent – rather than at the request or on behalf of the club, school or organisation. If, like many, your governing body, club, school or organisation already has clear policies and guidelines around the use of private cars to transport children, you should check and comply with these.

The driver is responsible for ensuring that children and young people have and use a seat belt. You should not use vehicles without seat belts or exceed the recommended number of passengers for the vehicle.

If you want volunteers, parents or athletes to use their own cars to transport young people on your club's or organisation's behalf (rather than as a private arrangement between parents), you must ensure that these drivers are aware of their legal responsibility for the children and young people in their cars. You should assess drivers' suitability to transport other people's children on behalf of your club or school, as you would with any other voluntary role with responsibility for children. You should check their insurance and driving licences. You should seek agreement from parents for their children to be carried in other parents' cars.

Generally, adult drivers should not be alone with a young person in a car on journeys, however short. If this is absolutely necessary, you should get written permission, tell all relevant people the expected departure/arrival times and the athlete should travel in the back of the car. In the event of an emergency, this should be recorded afterwards.



The team manager should arrange a central dropping point for all athletes rather than individual home drops. Those in charge of arrangements need to check that the athletes are collected. Clubs should refer to their national governing body's child protection procedures regarding the use of private vehicles, as drivers should be carefully vetted.

### Supervision while travelling

The event level of supervision necessary should be considered as part of the risk assessment and also as part of the supervision requirements outlined in your own event level in [section D](#).

- The team manager is responsible for the group at all times, including maintaining good discipline.
- The driver should not normally be responsible for supervision, but this may be the case with smaller groups of older athletes.
- All group members should be aware of the location of the emergency door, first-aid kit and fire extinguisher on the transport.
- The team manager should be aware of alternative routes or means of travel in the event of delay or cancellation.

When planning supervision on transport, the team manager should consider:

- level of supervision necessary on double-decker buses and coaches – in normal circumstances, one supervisor on each deck should be appropriate
- safety of the group when crossing roads
- safety on buses, trains or ferries – the team manager should make clear to the group members how much or how little freedom they have to roam. Misbehaviour is a main cause of accidents to children when travelling, so you should maintain appropriate supervision and discipline at all times. Ferry operators may demand that youngsters are supervised when on deck.
- sufficient stops at suitable locations to ensure the safety and comfort of all group members, including staff and the driver.

Where possible when using public transport, the team manager should book well in advance, so that seats can be reserved and the party can travel together.

In the event of a vehicle breakdown or accident, the group should remain under the direct supervision of the team manager or other staff wherever possible.

When getting on or off transport, you should conduct a headcount and provide support for athletes who have mobility difficulties, including wheelchair users. If anyone in the group uses a wheelchair, the team manager should ensure that the vehicle has appropriate access and securing facilities. It may be appropriate to use portable ramps.

## Emergency procedures

### First aid

Your group organiser should know how to contact the emergency services and have access to first-aid provision in a suitable first-aid box.

When assessing minimum first-aid requirements, you should consider:

- numbers in your group
- nature of activities
- possible injuries and how effective first aid would be.

### Medical conditions and medication

Your group organiser should be aware of any specific medical conditions of children and young people, including any allergies.

Club and school staff have a duty of care to make sure that those young people in their charge during a trip remain safe and healthy. They also have a common law duty to act as would a reasonably prudent parent. Staff should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

### On-site procedures

If an emergency occurs on a club trip:

- establish the nature of the emergency as quickly as possible
- ensure group members are safe and looked after
- establish the names of any casualties and get them immediate medical attention
- ensure that those group members who need to know are aware of the incident and that they all follow the emergency procedures
- ensure that a member of staff accompanies any casualties to hospital and that those members of the group remaining are adequately supervised and kept together at all times
- notify the police if necessary
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence
- keep a written account of all events, times and contacts after the incident; date and sign your record with your full name
- complete an accident/incident report form as soon as possible



- ensure that no one in the group speaks to the media. Names of those involved in the incident should not be given to the media, as this could cause distress to the families. Media enquiries should be referred to a designated media contact in the home area
- ensure that no one in the group discusses legal liability with other parties
- ensure appropriate **insurance cover** is in place.

### **Liaison between club/school and home**

If contacted about an emergency that has occurred on a trip, the person acting as the club/school-home contact should:

- ensure that the team manager is in control of the emergency and establish if any assistance is required from the club or school
- contact parents and keep them as well informed as possible at all stages of the emergency
- liaise with the club or school coordinators and, if necessary, the sport's governing body
- liaise with a designated media contact if appropriate
- report the incident to insurers using appropriate forms if necessary.

## Insurance cover

Insurance for transport is briefly covered above.

Other insurance cover may be provided through affiliation, so you should first consult your national governing body (if you represent a club) or local authority (if you represent a school). Some insurance cover is essential for all club activities, whether at home or away.

When arranging insurance cover, you should be sure that insurers are aware of all the activities in which the club will be involved. If arrangements have been made through a company or travel agency, you should consider cover for failure or bankruptcy.

Insurance arrangements may vary from sport to sport, so you are advised to check and follow your own sport's recommendations.

If you are in charge of a school team, you should check that your school insurance provides adequate cover for all aspects of your trip and activities. You need to clarify what is covered by your organisation's insurance and what needs to be covered by parents.

Public liability insurance is the minimum requirement for clubs, schools and organisations, although this should be extended to civil liability to cover all issues that may arise.

For travel within the UK, clubs, schools and organisations should also consider personal accident insurance that gives a no-fault payout in the event of serious injury or death.



When travelling in motor vehicles in the UK, passengers are covered by law by insurances required under the Road Traffic Act (1988). You should consider accident, breakdown and recovery cover for self-drive vehicles through a reputable motoring service

## Supervising children and young people

### Checking suitability of supervisors

Anyone acting in a supervisory capacity with children or vulnerable adults must have complied with the safe recruitment procedures outlined in their national governing body's child or adult protection policy, or school's or organisation's safeguarding policy regarding volunteer groups.

If there is any doubt about the suitability of a person to act in a supervisory role, you should not appoint them. Within the staff group there should be someone familiar with the child protection policy and procedures, and who ideally has received training. They will be in a better position to make this judgement.

Mixed gender groups should be accompanied by at least one male and one female member of staff. The profile of your trip will determine how many staff you will need and their differing responsibilities. You should consider the individual requirements of disabled athletes, including their carers and/or interpreters if needed.

### Supervisors' roles and responsibilities

Generally, staff are expected to take the role of a responsible parent, ie to act in loco parentis. Parents expect their children to be cared for safely and sensibly.

Clubs should ensure that all staff have been properly inducted and have an understanding of child protection procedures, ethical issues of equality and standards of behaviour.

Where there is more than one supervisor, you should appoint a group leader. It is usual for there to be a head coach and a team manager: coaching staff deal with issues at competition or training; team managers provide the necessary support and supervision in other areas and at other times.

However, in some sports the team manager has responsibilities in competition and coaches will often fulfil additional supervisory roles.

You should provide all supervisory staff with a full itinerary, including contact information and transport arrangements.

Supervising groups of athletes can become difficult when their parents are present. You should make it clear beforehand that the athletes are under the supervision of staff and advise parents that they should seek not to compromise this relationship.

You should always have a list of group members to hand, so that you can conduct a simple headcount or take a register easily, as well as access home contact numbers.



### Ratio of staff to athletes

You should have a sufficient ratio of staff to athletes on any trip. Factors to consider are:

- gender, age, ethnicity and ability of the group
- athletes with special educational or medical needs
- athletes who are deaf or disabled
- nature of the activities in the programme
- duration and nature of the journey
- competence and possible behaviour of the athletes
- number of team managers, assistants, teachers, coaches and specialist staff
- experience of the staff in supervising the type of programme.

Staffing ratios are difficult to prescribe, as they will vary according to the activity, age group, location and efficient use of resources. You must also consider ensuring that you have enough people to be able to deal with an emergency, including staff illness or accident.

As a guide, a ratio of 1:10 (with at least two adults) should be considered as a minimum requirement where the athletes are aged 11 and over. Ratios of supervisors to children/young people are covered under [Creating a safe environment for children](#) (section B).

For younger children and those people with disabilities, the ratio may be increased depending on the group's requirements and the activity. It is essential to ensure that you have sufficient supervisory cover should someone be taken ill, have to leave the group or need to care for a sick child.

Staff and volunteers should meet to discuss their roles in advance of the trip, particularly if away for a period of time, so that everyone understands and supports each other. Coaches or teachers often have the ultimate disciplinary sanction with athletes, so they should agree with the team manager how to apply the code of conduct.

### Additional support

Some children may require individual physical or emotional support from a person or people who know them well. Some organisations or carers provide one-to-one support for children during sporting or other leisure activities, either because of their behavioural or medical needs.

Events are more likely to be a success for everyone when roles are clear beforehand, involving the child where appropriate. For example, you could draw up a written agreement with a child, coach and support worker that clarifies that the coach is in overall charge and the support worker provides support to enable the child and others to be safe.

All staff members should be familiar with safeguarding/child protection policies and procedures, and able to respond appropriately should the need arise. Ideally, they should have received child protection training.



### Home contact

For trips involving overnight stays, an adult from your club, school or organisation who is based at home should have contact details of all those in the group and the address of the accommodation.

You should consider the practicalities of supervising the group, including how subgroups will be supervised if or when the group needs to be split. For example, while some athletes are competing, others may need to be resting or may have finished their events.

With younger athletes or those who require behavioural support, you should not assume that bedtime curfews will mean they will be going straight to sleep or will stay in their room.

You should consider the possibility of homesickness, as some athletes may not have been away from home before. It helps to discuss this openly at your group briefing, identifying the member of staff to whom athletes can talk about this if they need to. Allowing flexibility to phone home will help, as well as enable parents to inform the home-based contact for the club/school should their child become distressed or constantly ring home.

### Using mobile phones, email and social media

Increasingly clubs, schools and event organisers use e-technology and social media (eg Facebook, Twitter or blogs) to promote events, provide live comment and communicate with participants and staff.

However, you should clarify your expectations of participants and adults involved in trips with regard to their use of these electronic media. Young people and adults in positions of trust have abused these media to cause offence, bully, groom or abuse young people.

### Unsupervised time

There are often situations where athletes may not be directly supervised, such as returning to hotels or bases after events, shopping trips or during social visits. Unsupervised situations may arise at competitions or training camps with older athletes, or may be part of your planned programme.

As a general rule, you should not allow youngsters (under 11s) unsupervised free time. You should always inform parents if there will be times when youngsters will be unsupervised.

If using remote supervision, the group leader must ensure that everyone understands the ground rules and is adequately equipped to be unsupervised.

Time limits should be clear to everyone and not too long. Youngsters should not be on their own, but in groups of at least three.



They should know:

- where and how to contact a member of staff
- where they are staying, including the telephone number.

They should have:

- some money
- some form of identification
- maps, plans and any other information for them to act effectively and safely
- an understanding of any areas that are out of bounds
- at least one mobile phone between members of each group.

It may help for one or two members of staff to establish an informal group base (such as in a central square, park or café), so that they are easily available and young people can check in with them.

## Accommodation

Groups may use different types of accommodation, including hotels, guest houses, university accommodation, hostels, sports complexes or host families.

Arrangements may vary from full board, timed to suit the activities, to self-catering. Accommodation may consist of single rooms, shared rooms, or en-suite or shared facilities.

Each type of accommodation will place different demands on supervision requirements.

### Hostels and residential centres

You should consider:

- What are the establishment's policies and procedures?
- Are the facilities accessible?
- Are there any health, safety or other procedures to ensure that children are safe?
- Are there any smoking and alcohol restrictions?
- Will the group have any responsibilities, such as for setting tables, cleaning up and washing dishes?

If sleeping in dormitories, check that you are not sharing with other unknown groups.

Males and females, staff and athletes, and possibly different age groups, should have separate sleeping, washing and toilet areas. Always ensure that staff accommodation is close to the athletes. Where children are on different floors, adult staff should be available on each floor.

Make sure that disabled athletes can access the building, rooms and facilities.





## Hotels and guest houses

This type of accommodation raises particular challenges for those responsible for groups of young athletes, due mainly to the possible interaction with other paying guests, and the availability of bars and other facilities.

You should:

- where possible, visit the accommodation beforehand to assess risks, ask questions, negotiate with the managers and gather information
- seek exclusive use of the accommodation, perhaps in cooperation with other teams or squads attending the same event
- in the absence of exclusive use, ensure participants are not spread across the hotel, eg by negotiating the use of all rooms on a particular floor
- separate sets of rooms used by male from those used by female athletes
- ensure disabled athletes will have access to all parts of the hotel and all areas within the allotted bedrooms, particularly wheelchair users for whom the height of the bed may be a factor
- establish whether rooms include internet access, access to adult films, mini-bars and, depending on the age of the young people, kettles
- assess the access to and use of facilities, including bars, restaurants, pools, gymnasiums, TV/games rooms, the internet and so on
- consider any additional supervision levels required, particularly during down time or free periods
- negotiate with hotel security about young people accessing the bar or leaving the premises
- set participants very clear guidelines on their expected behaviour at the accommodation, including alcohol consumption, smoking and wearing of team kit
- maintain details of which athletes are using which rooms
- establish fire and other emergency arrangements, including access to athletes' rooms
- establish arrangements for meals, arrivals and departures.



## Catering

You should thoroughly check that food requirements can be met.

You should ensure athletes have sufficient quality and quantity of diet, communicating any nutritional requirements to the establishment if you will be taking meals there. Mealtimes should be appropriate for the programme and special requirements may include vegetarian food, gluten- or nut-free foods, cultural preferences or food that complies with religious requirements.

If you are self-catering, you should check the availability of the kitchen equipment you will need.

## General advice

Whatever the accommodation, here are some basic guidelines to good practice:

- Discuss your **control and discipline policy** with the staff of the centre.
- Ensure athletes cannot access **inappropriate TV programmes** if rooms are fitted with televisions.
- Check the policy for **extras on bills**, eg breakages, lost keys or lost property.
- Ensure **cleanliness** and sufficient **toilet/bathing facilities**; check if athletes have specific cultural requirements.
- Athletes should **not share a bed**; male and female athletes should **not share a room**; staff should not share a room with an athlete unless parent and child.
- To ensure athletes will be safe, check that **rooms can be locked**, but arrange for **access to a passkey** if required.
- Check **wheelchair accessibility** if required; discuss providing a carer with the young person and their parents.
- Check accommodation for athletes who are **visually or hearing impaired**, or have **mobility difficulties**.
- Brief everyone on **fire procedures and exits**; tell accommodation staff if any room is occupied by someone with difficulties responding to alarms.
- Tell athletes **how to contact staff**, including which rooms they occupy and room telephone numbers, particularly on trips abroad – see [Travel abroad and hosting](#) (section G).



## When you arrive

On arrival at the destination, team managers should:

- Confirm room numbers with the venue, check these against any prior agreements, allocate rooms in consultation with the other staff and then tell the athletes. Allowing free choice of rooms and sharing arrangements may not be appropriate, but you may wish to consider particular requests from parents and athletes.
- Check arrangements such as mealtimes and facilities; consider giving your itinerary to the venue for their information.
- Check on room phones – charges for calls, access to outside lines and calls between rooms.
- Clarify the use of mobile phones and re-charging, access to the internet and use of social media.
- Check the rooms are all suitable and in good order – noting and reporting any damage or spills immediately will save any blame or costs for your group members.
- Check out the sporting venues.

Decide how to ensure the safety of money, both the club's or group's contingency fund and individuals' cash or cards.

With younger athletes, it may help to collect their money and organise a daily bank, which also helps to ration the money over a number of days – one envelope per person is useful for this.

You should provide for safekeeping of valuables and belongings while away from home, such as making someone responsible for items and recording what is handed in for safe keeping. We advise using the hotel or hostel safe for this.

To ensure that correct doses are administered and reduce the possibility of inappropriate drugs being given to or tried by athletes, it is advisable for one person to collect all medications and hold these centrally.

This person should be made known to all of the group. A second member of staff should also know how to access the medications in case of emergency.

If deemed responsible by their parent or carer, a young athlete may hold some medications, such as asthma inhalers.

## Briefing and de-briefing

### Briefing on arrival

On arrival the team manager and head coach or lead teacher should hold a briefing meeting with the whole group.

This briefing would provide an opportunity to clarify child protection procedures and roles of different staff, to brief the group on any rules, including curfews and emergency procedures, and to reinforce the code of conduct.

You can also distribute information cards with key information and contact details at this briefing.

### Daily briefing

Daily briefings provide a focal, check-in point for all group members. They allow for a discussion of the day's events, planning for the next day and the opportunity to clarify or reinforce rules and procedures.

Athletes should also have the opportunity at these briefings to speak one-to-one with staff should they wish or need to express any personal worries or concerns.

Staff should also look out for and respond to any signs of homesickness or distress, particularly among younger athletes.

### De-briefing after the trip

After a trip, it is useful for staff to meet to discuss how plans worked in practice and report verbally or in writing to the club committee, school head or organisational managers.

We recommend detailing any significant issues that may have arisen in writing, eg in the minutes of a meeting.

You should assess the pre-planning, the information provided about the programme, the athletes, the venue and the staff responsibilities. You should also consider the suitability of the programme and any health and safety, discipline, or child or vulnerable adult protection issues. Your assessments may form the basis of brief, written feedback to parents.

It may help to de-brief parents and athletes.

You may wish to produce a general evaluation form, which provides the opportunity for staff, parents and athletes to comment. You should seek feedback from all groups of stakeholders, particularly young athletes.

From this feedback, you can determine any lessons to be learnt and what could be done differently in the future.

## What helps young people away from home?

We asked young people of different ages what they thought would help them while away from home on trips. This is what they said:

**“Be able to take a special personal belonging and it being OK”**

**“Help in finding your way around a new place. In particular where are the toilets, dormitories, eating place, meeting place, sports area?”**

**“Grown-ups to select who is sharing rooms so that no one is left out”**

**“Communal area for playing or meeting people”**

**“Being able to phone home”**

**“Access to my mobile”**

**“Having someone to talk to – about anything – an identified adult”**

**“Someone who understands the pressures of sport and competition and going away”**

**“Not being left out on your own for long – it affects your confidence and then your performance”**

**“A grown-up who has a sense of humour about it all – someone who jokes”**

**“Being part of a team – feeling that you’re all in the same boat”**

**“Something that helps teamwork. ‘Getting to know you’ games or activities”**

One of the nine-year-olds wanted three-legged races; an 11-year-old wanted some shared warm-up games that were not too serious; a 14-year-old wanted more physical activity party games.

Everyone wanted some way of knowing each other’s names – a meeting before they go away or having a photo of everyone with their name on it.

Another popular suggestion was a meeting together before they went away – either with or without parents.

# Travel abroad and hosting

## Introduction

This section deals with events, activities or competitions that are held internationally as single or multi-sport events. It will be most relevant at **event level 5**, but could also be applicable to some overseas visits at **event levels 2, 3 or 4**.

Examples include:

- international competitions or matches (European Championships, European Youth Olympic Festivals, Youth Commonwealth Games, World Junior Championships)
- training camps and tours by individual teams, clubs or school groups taking place abroad.

These events will often involve elite performing young people (from the UK or abroad), significant (overseas) travel and accommodation requirements.

- [Planning and preparation](#)
- [Additional insurance cover](#)
- [Documentation](#)
- [Travel abroad](#)
- [Supervision abroad](#)
- [Preparing your group to go abroad](#)
- [Emergency procedures](#)
- [Hosting with families](#)

Please read this section in conjunction with [Away fixtures, day trips and overnight stays](#) (section F), as it builds on this.

## Planning and preparation

It is good practice for an exploratory visit to the location to be made, but this is often not practical due to cost and distance. If this is not possible organisers should gather as much information as possible from:

- other clubs, schools or organisations who have been to the area
- sports clubs or organisations in the area being visited
- relevant embassies and consulates
- travel agents and tour operators
- books, magazines and the internet.

The information gathered at this stage should include any cultural issues, including attitudes to sexuality, ethnicity, disability and dress, as well types of food available and any laws and penalties relating to exposure to drugs and alcohol.




There may be a requirement to obtain a letter of consent from the national governing body in order to compete abroad. This is a prerequisite of the Passport Agency for most sports if a group is travelling on a group passport.

If a child is subject to care proceedings or is a ward of court, you should seek advice from the appropriate children's social care/social services (typically through the carers) before taking them out of the country.

## Additional insurance cover

In addition to any insurance cover that the club or school may already have (see sections B and F Insurance), we recommend that groups travelling abroad have the following:

- medical cover, including repatriation expenses – the European Health Insurance Card (EHIC) is available via the NHS [www.ehic.org.uk](http://www.ehic.org.uk) 
- compensation for loss of baggage, passports or money
- emergency expenses to cover accommodation and transport
- legal assistance in recovery of claims.

Where a group member indicates that they have a medical condition, the insurance company will most likely need further information about this. The information required may vary from insurer to insurer, so check your club or school insurance procedures and guidance first before contacting the insurer.

Organisers should check that the travel insurance company is aware of the activities that will be taking place, as some general travel insurances exclude any sporting activities. Additionally, if your group will be involved in any high-risk activities do not presume that these will be covered; check with the company.

Always obtain a full copy of the insurance policy and read carefully, noting any exclusions.

## Documentation

The organiser will need to decide whether to travel on a group passport or individual passports. This may be influenced by the fact that, in many European countries, if the group are staying in individual households, personal ID is required by all foreign nationals.

### Paperwork to take

The team manager should ensure that young people obtain and take with them:

- travel tickets, passports and visas
- medical papers, eg their EHIC and any significant medical histories
- a copy of the contract or booking email with the hotel or other accommodation and the travel company
- parental or carer consent forms
- contact phone number and address for home contact
- details of insurance arrangements
- location of local hospital or medical services
- contact details for the British embassy or consulate



Photocopies of travel tickets, passports, visas and medical papers should be taken for emergency use and copies also left behind with the club/school–home contact (see below).

Organisers may wish to ask parents for passport-sized photographs of the athletes as a reference in an emergency.

### **Paperwork to leave with the club/school–home contact**

The club/school–home contact is an identified person in the UK whose role it is to act as a link between the travelling party abroad, and parents, carers, statutory agencies or other organisations in the UK during the trip.

This person should have:

- itinerary and contact number and address of the accommodation
- list of all group members
- contact names and address for all group members
- copies of individual parental consent forms
- photocopies of travel tickets, passports, visas and medical papers.

## Travel abroad

Where possible, the team manager should book transport well in advance to reserve seats and ensure that the party can travel together.

In addition to the issues covered in [Away fixtures, day trips and overnight stays](#) (section F), you should also address the following:

### **Ferries and boats**

The team manager should make clear to group members how much or how little freedom they have to roam. You should consider not allowing any young person on deck unless an adult is present.

Misbehaviour on ferries and boats is a main cause of accidents to children, so you should maintain appropriate supervision and discipline at all times.

You should consider not allowing any member of the party (adult and/or young person) to consume alcohol.

### **Travel by air**

Taking groups on aircraft requires careful planning and preparation. Your airline/travel agent can advise on particular requirements.

Team managers should ensure that athletes understand any legal requirements and behave appropriately, both on aircraft and in airports.



You should ensure you have an appropriate number of supervising adults. If your group includes members with disabilities, you should check if the airline has a service for these athletes.

Team managers should resist any attempt by the airline to split their group between different aircraft.

### Self-drive transport

If you are organising your own **transport**, you need to be aware that legislation and regulations regarding travel and transport may differ in different countries, including special documentation required for minibuses.

All group members should be aware of unfamiliar right-hand drive traffic and that UK minibuses and coaches may not open on the kerbside of the road.

### Crossing roads abroad

You may need additional supervisors to address any lack of familiarity with right-hand drive traffic.

## Supervision abroad

Staffing ratios for visits abroad will vary, but you may feel it appropriate to take more staff, specifically staff or volunteers of both genders who can speak the local language.

You should carefully read **Creating a safe environment for children** (section B) and **Away fixtures, day trips and overnight stays** (section F), as all the issues covered apply.

It is particularly important for staff to meet in advance of the trip to discuss and agree roles and responsibilities. You should identify who among the staff is familiar with the child protection or vulnerable young adult policies and procedures, and ensure that all staff are clear on their responsibilities in these areas.

Staff and volunteers should have read, understood and signed up to their respective code of conduct. Ideally, staff should have received relevant training.

## Preparing your group to go abroad

You should consider:

- information on the language, particularly common phrases
- the culture of the country, including rules and regulations, body language, dress codes, local customs and attitudes to gender
- exposure to drugs and alcohol and any consequences of their use (while the laws of other countries may set different age limits for alcohol consumption, parents generally expect codes of conduct to follow UK law)



- providing simple maps of the area with key locations
- food and drink – the suitability or otherwise of drinking tap water and care in eating uncooked foods; information about local food and arrangements for accessing alternative types of food if required
- currency and the use of credit or debit cards
- telephones abroad and how to use them, including the code for phoning home, and advice on phone cards and mobile phones
- passports and visas if required
- check requirements for any non-EU nationals
- vaccinations if required
- code of conduct for participants.

## Emergency procedures

### Medical facilities

Some of medical facilities are available to EU nationals through reciprocal healthcare arrangements in European Community Countries.

EHIC cards entitle owners to free or reduced treatment in Europe. Applications must be completed by the parents of athletes under 16 years or, if they are older, by the athletes themselves.

EHIC applications are obtainable from [www.ehic.org.uk](http://www.ehic.org.uk) or [www.ehic.org.uk application form](http://www.ehic.org.uk/application-form) – NHS Prescription Pricing Authority or call: 0845 606 2030 or visit your local Post Office or write to: EHIC Enquiries, PO Box 1114, Newcastle upon Tyne NE99 2TL.

The card lasts for 3–5 years and entitles owners to receive free or reduced-cost emergency healthcare when visiting European Economic Area (EEA) countries.

The EHIC is not a substitute for travel insurance: it does not cover repatriation (return home) or losses due to crime or natural disasters.

### On-site procedures

If an emergency occurs on a trip, the emergency factors covered in [Away fixtures, day trips and overnight stays](#) (section F) apply. You should also:

- notify the British Embassy/Consulate (the group should take details with them) if an emergency occurs abroad
- inform the club/school-home contact (the club/school-home contact number should be accessible at all times during the trip)
- pass on details to parents should including:
  - nature, date and time of incident
  - location of incident
  - details of any injuries
  - names of others involved
  - the action taken so far and action planned and by whom
  - contact details for hospitals where relevant.
- notify insurers, especially if medical assistance is required
- notify the provider or tour operator if appropriate
- ascertain phone numbers for future calls (do not rely only on mobile phones).

### Procedures for the club/school-home contact

If contacted about an emergency that has occurred on a trip, the person acting as club/school-home contact should:

- ensure that the team manager is in control of the emergency and establish if any assistance is required from the club
- contact parents and keep them as well informed as possible at all stages of the emergency
- liaise with the club/school officers and, if necessary, the sport's governing body or local authority
- liaise with a designated media contact if appropriate
- report the incident to insurers using appropriate forms if necessary.



## Hosting with families

One of the greatest causes for concern can be accommodation supplied by host families. The success of an exchange visit largely depends on good relationships and communications between the organisations concerned.

On a club-to-club or school-to-school basis, the organiser of the accommodation at the host club or school is more likely to know and can easily check the host families.

However, checking becomes more difficult when groups are larger and hosting arrangements have to be organised more remotely across several clubs or schools. This problem compounds when the trip is abroad.

You must make parents aware that children living with host families will not always be under direct staff supervision.

We also recommend that you keep up to date with any guidance your local authority may have developed on hosting with families.

### Being a host club or host school

When you recruit hosts, you should outline the requirements that they must meet.

It is good practice for the organising club or school to put together a small group of two or three people to visit host families at their home to check suitability.

Organisers should ensure that:

- all adult members of a host family comply with the child (or vulnerable young adult) safeguarding procedures from their national governing body or school in respect of personal checks
- athletes are placed with families where there is an athlete of a similar age and, where possible, of the same sex; if athletes are of different sexes, both sexes must be in the household
- visiting athletes have their own bedroom, although it is acceptable for them to share a bedroom with another person of similar age and of the same sex
- host families are informed of any special medical, dietary or cultural needs of their guest athletes
- if the group includes people with disabilities, host families are aware of any special requirements and arrangements, such as size of room and access to bathroom facilities, which must be appropriate for the athlete
- hosts are aware of the arrangements for collecting and transporting guest athletes throughout the trip
- guest athletes have easy access to staff on the trip, usually by telephone
- information about all practical aspects of the hosting arrangements are agreed by both organisations, and shared in advance with the carers of any children or young people involved.



All staff should have a list of the visiting group, with the names, addresses and telephone numbers of the families with whom they are staying.

### **Being hosted**

Much again will depend on the relationship between the two organisations concerned. Although regular exchange visits between the same groups promote familiarity, organisers should not become complacent.

Your list of requirements for host clubs should form the basis of any agreement and must include some clear procedures for vetting host families.

If the host club does not have appropriate measures for checking to ensure the health, safety and welfare of athletes staying in homes, the team manager should reconsider whether the trip should take place.

The requirements for host clubs apply in reverse when athletes are being hosted. All staff and the home contact should have a list of all members of the group, indicating the name, address and telephone number of the families with whom each member is staying.



## Further resources and information

- [Safeguarding legislation and guidance](#)
- [Criminal record checks: legislation, guidance and structures](#)
- [Safeguarding training](#)
- [Guidance about safe minibus use](#)
- [Guidance on protecting vulnerable adults](#)
- [Useful links](#)

### Safeguarding legislation and guidance

The NSPCC factsheet [An introduction to child protection legislation in the UK](#)<sup>27</sup> provides a brief introduction to some of the key legislation that protects children and young people in the UK.

### Criminal record checks: legislation, guidance and structures

The Rehabilitation of Offenders Act 1974 (England, Wales and Scotland), Rehabilitation of Offenders (Exceptions) (Northern Ireland) Order 1979, and Rehabilitation of Offenders (Scotland) Amendment Order 2010 enable criminal convictions to become “spent” or ignored after a “rehabilitation period”.

After this period, with certain exceptions, an ex-offender is not normally obliged to mention their conviction when applying for a job, obtaining insurance or when involved in criminal or civil proceedings.

However, there are exemptions to this when a job (paid or voluntary) involves significant contact with vulnerable people – principally children and vulnerable adults – and prospective employers have the right to seek a disclosure of relevant conviction information, regardless of whether convictions are spent or not. Criminal record checks should form part of all organisations’ overall safe recruitment practice where the posts or roles under consideration meet the relevant eligibility criteria.

The **Disclosure and Barring Service** (DBS) (England and Wales) helps to prevent unsuitable people from working with children and vulnerable adults.

Employers or organisations (eg regulatory bodies) make referrals to the DBS when they have concerns that a person has caused harm or poses a future risk of harm to children or vulnerable adults. In these circumstances, the employer or regulatory body must make a referral to the DBS. The DBS makes decisions about whether individuals should be added to the lists of those barred from working in regulated activity with children or vulnerable adults. The lists are held and maintained by the DBS [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)<sup>27</sup>

The DBS also helps employers in England and Wales make safer recruitment decisions. A number of roles, especially those involving children or vulnerable adults, are entitled to a criminal record check subject to meeting eligibility requirements.



These functions were undertaken by the Independent Safeguarding Authority (ISA) and the Criminal Records Bureau (CRB) (England and Wales) until December 2012, when these organisations merged to become the DBS.

The DBS's aim is to help protect children and vulnerable adults by providing a first-class service to support organisations recruiting people into positions of trust.

[www.homeoffice.gov.uk/agencies-public-bodies/crb](http://www.homeoffice.gov.uk/agencies-public-bodies/crb) 

### Northern Ireland

AccessNI in Northern Ireland provides information that might have a bearing on someone's suitability for a post working with children or vulnerable adults, such as criminal history or relevant information in police records. AccessNI issues enhanced disclosures that indicate whether an applicant is on the DBS's list and therefore barred from working with these groups.

[www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni) 

### Scotland

In February 2011, through the Protection of Vulnerable Groups (Scotland) Act 2007, the Scottish Government introduced a new membership scheme to replace and improve upon the Protection of Children (Scotland) Act 2002 arrangements for people who work with vulnerable groups.

The **Protecting Vulnerable Groups Scheme** (PVG Scheme) will:

- help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour
- be quick and easy to use, reducing the need for PVG Scheme members to complete a detailed application form every time a disclosure check is required
- strike a balance between proportionate protection and robust regulation and make it easier for employers to determine who they should check to protect their client group.

The PVG Scheme is managed and delivered by **Disclosure Scotland**, which, as an executive agency of the Scottish Government, will also make decisions about who should be barred from working with children or vulnerable adults.

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) 

## Safeguarding training

For information about safeguarding training options for individuals with responsibility for children and young people, follow this link:

[Child protection training and safeguarding courses](#) 



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## Guidance about safe minibus use

For the RoSPA code of practice for minibus safety (2012), follow this link:

[Minibus safety: a code of practice](#)




## Guidance on protecting vulnerable adults

[No secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse](#)

## Useful links

Child Exploitation and Online Protection (CEOP)	Works across UK to provide internet safety advice and help	<a href="http://www.ceop.police.uk">www.ceop.police.uk</a>
Child Protection in Sport Unit (CPSU)	Provides information, guidance and resources to help safeguard children in sport	<a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>
ChildLine	A free, confidential advice service and helpline for children and young people	0800 11 11 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
Children1st Safeguarding in Sport	Provides information, guidance and resources to help protect children in sport in Scotland	<a href="http://www.safeguardinginsport.org.uk">www.safeguardinginsport.org.uk</a>
Foreign and Commonwealth Office	Provides information and advice about travel abroad	<a href="http://www.fco.gov.uk">www.fco.gov.uk</a>
NSPCC	Provides a free 24-hour helpline service for anyone with concerns about children's wellbeing	0808 800 5000 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Safe Network	Provides safeguarding information and advice for the voluntary sector (England)	<a href="http://www.safenetwork.org.uk">www.safenetwork.org.uk</a>
Sport England	The sports council for England	<a href="http://www.sportengland.org">www.sportengland.org</a>



Sport Scotland	The sports council for Scotland	<a href="http://www.sportscotland.org.uk">www.sportscotland.org.uk</a> 
Sport Wales	The sports council for Wales	<a href="http://www.sportwales.org.uk">www.sportwales.org.uk</a> 
UK Sport	The UK's high-performance sport agency	<a href="http://www.uksport.org.uk">www.uksport.org.uk</a> 



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Department of Health and Home Office (2000) *No secrets: guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse*. London: Department of Health.

HM Government (2013) *Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children*. [London]: Department for Education

NSPCC (2012) *NSPCC factsheet: an introduction to child protection legislation in the UK* [online]. London: NSPCC. Available at: [www.nspcc.org.uk/Inform/research/questions/child\\_protection\\_legislation\\_in\\_the\\_uk\\_pdf\\_wdf48953.pdf](http://www.nspcc.org.uk/Inform/research/questions/child_protection_legislation_in_the_uk_pdf_wdf48953.pdf)<sup>[2]</sup> (accessed 19 March 2013).

NSPCC Child Protection in Sport Unit et al (2003) *Safe sports events*. London: NSPCC.

## Glossary of terms

When planning an event, activity or competition, everyone should fully understand the terminology involved, including the various roles and responsibilities.

This glossary alphabetically lists and succinctly describes such terms divided as follows:

- [Roles and responsibilities](#)
- [Other terms](#)

### Roles and responsibilities

Chaperone	A person with responsibilities for supervising and supporting a specific child or children at an event
Child	Anyone under the age of 18 years
Child protection officer, welfare officer or safeguarding officer	A person in a club or sports organisation with responsibility for ensuring there are policies, procedures, systems and resources in place to promote the welfare and protection of children
Deaf or disabled participants	Any young sports person who is deaf and uses signing or other non-verbal methods of communication, or has a physical or sensory impairment, or with a learning disability; and whose needs require assessing and addressing by sports organisers, and who may be additionally vulnerable to abuse
Event coordinator (or event organiser or event manager)	The person appointed to be responsible for organising and overall running an event. This includes a responsibility for ensuring the welfare of all participants and attendees and implementing an event safeguarding plan in line with the minimum standards within this guide.
Event management company	Company or organisation commissioned to plan, deliver and manage an event
Event organising committee/group	Group tasked with overseeing the development and delivery of an event
Event safeguarding manager	Person appointed by the event coordinator with lead safeguarding responsibility, including the planning, development, promotion and implementation of the event safeguarding plan



Event safeguarding plan	The document that outlines the safeguarding standards, policies and practices that will operate throughout the event
Local authority designated officer (LADO) – England	<p>LADOs work within children’s services and should be alerted to all cases in which it is alleged that a person who works with children (in a paid, unpaid, volunteer, casual, agency or self-employed capacity) has:</p> <ul style="list-style-type: none"> <li>• behaved in a way that has harmed, or may have harmed, a child;</li> <li>• possibly committed a criminal offence against children; or</li> <li>• related to or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.</li> </ul> <p>The LADO will support the organisation with advice and guidance from the initial phase of a concern arising to the conclusion of the case, whether or not a police investigation continues. The LADO helps coordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.</p>
National governing body of sport (NGB) or Scottish governing body of sport (SGB)	The body that governs a particular sport, with jurisdiction over all the sport’s rules, regulations, leagues and competitions. The NGB will develop and promote a safeguarding policy for the sport and appoint a lead safeguarding officer.
Parent/carer	The person with parental responsibilities for a child or young person
Sport coordinator	The person nominated by the national governing body for each sport to coordinate the sport-specific programme for the event.
Sport manager, single point of contact or chef de mission	Individual with overall responsibility for delivery of all aspects of their specific sport activity at an event

Sport safeguarding coordinator	The person responsible to the sports coordinator for the welfare of the participants at the event, as set out in the event welfare plan. The individual sport's governing body will usually appoint the safeguarding coordinators.
Sport safeguarding coordinator	Person appointed by the sport manager with lead safeguarding responsibility for the specific sport at the event
Sport safeguarding officer	Person/s appointed by the sport safeguarding manager to support their sport in implementing the relevant parts of the event safeguarding plan
Staff and volunteers	Any paid staff or volunteers working for or on behalf of an organisation or event
Statutory agencies or services	Police and children's social care (England), social services (Wales), social work services (Scotland) or health and social care trust (Northern Ireland) – local agencies with a duty to receive and respond to referrals about suspected child abuse
Team manager	The person nominated to supervise and be responsible for participants when they are not playing sport. There should be a minimum of one team manager for every 10 participants. The team manager will act "in loco parentis".
Vulnerable adult	Someone over the age of 18 years who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation ( <i>Who Decides?</i> HM Government, 1997)
Vulnerable young adult	Someone aged 18–25 years who is considered vulnerable by virtue of a disability, illness or other circumstances
Young person	A person aged 13–17 years



## Other terms

AccessNI	AccessNI provides a means for accessing any information (criminal history and non-conviction) which might have a bearing on an individual's suitability a post working with children or vulnerable adults. It is the process for undertaking vetting checks in Northern Ireland to ensure that applicants for certain positions are not barred from working with vulnerable groups.
Child abuse	Forms of maltreatment of a child – includes sexual, emotional, physical or neglect
Child protection	Action taken to protect individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect as a result of the behaviour of an adult or another young person
Code of conduct	A written document that details the standard of behaviour (including specific issues) with which individuals are required to comply at an event or more generally within their sport
County sports partnerships (CSPs) – England	A network of partnerships across England comprising local authorities, national governing bodies, sports clubs, schools and school sport partnerships, primary care trusts and other local agencies committed to working together to increase community participation in sport and physical activity. Their national umbrella body is the County Sports Partnership Network (CPSN).
Deaf or disabled participants	Anyone young sports person who is deaf and uses signing or other non-verbal methods of communication, or has a physical or sensory impairment, or with a learning disability; and whose needs require assessing and addressing by sports organisers, and who may be additionally vulnerable to abuse
Disclosure and Barring Service (DBS)	Service established in December 2012 (England, Wales and Northern Ireland) to combine the services provided previously by the Criminal Records Bureau (CRB) and ISA



Disclosure of abuse	A child or young person telling someone about abuse they have experienced
Disclosure Scotland	A service designed to enhance public safety by providing potential employers and voluntary sector organisations with criminal history information on individuals applying for posts involving children and vulnerable adults (PVG Scheme)
Duty of care	The (legal and moral) responsibility that a sports body or event organiser has to take reasonable steps to ensure that children will be safe to participate in an event or activity
Event	A specific sports competition, festival, event or activity
Event safeguarding plan	The document that outlines the safeguarding standards, policies and practices that will operate throughout the event
Independent Safeguarding Authority (ISA)	Body whose role is to help prevent unsuitable people from working with children and vulnerable adults by assessing information held on individuals, making barring decisions, and maintaining the barred lists (children and vulnerable adults)
Local authority (LA)	This is the administrative body of local government and is responsible for all statutory services such as social care or social services (adults and children), education, health, police. They are frequently involved in some capacity in all local or regional sporting events. In this guide they include children and adult services.
Lower level councils (eg borough councils) are often responsible for public sports facilities and many local sports activities	Person appointed by the sport manager with lead safeguarding responsibility for the specific sport at the event
Poor practice	Behaviour that contravenes the code of conduct for the event or of the organisation



Position of trust	This exists wherever an adult (or sometimes a young person) is responsible for or (by virtue of their position or role) has authority over children or young people. Examples can include coaches, chaperones, medical staff, officials, team managers and volunteer supervisors.
Recruitment process	The process for assessing the suitability of an individual for a particular post
Risk assessment	A pre-emptive process to consider, identify and document potential risks to children or young people (and mitigating actions or arrangements) associated with any aspect of an event, including travel arrangements, accommodation, sports venue and equipment, and non-competition arrangements
Safeguarding	Protecting children from abuse and neglect, preventing impairment of their health and development, and providing safe and effective care
Safeguarding or child protection concern	An incident, information, report or situation which raises the possibility that a child may have been subjected to, or may be at risk of, abuse or poor practice
Young person	A person aged 13–17 years

