



Partnership Check and Challenge Tool:
 Community use of school sports facilities
 Keeping children safe in activities delivered by
 community groups

Keeping children safe is *everyone's* responsibility

Schools have a legal responsibility to ensure that appropriate safeguarding arrangements are in place for any children's activities taking place on their sites. This simple-to-use checklist has been developed to support school facility managers clarify safeguarding arrangements when external users/activity deliverers provide activities for children and young people on school sites.

How to use the check and challenge tool

This resource is designed as a working tool to ensure that key aspects of keeping children and young people safe are understood by all parties and addressed before the activity begins. School facility managers are encouraged to liaise with community groups and activity deliverers in order to clarify and address each of the key areas. More detailed information is available in the reference section.

Introduction

The provision of high quality sport and physical activities makes a significant contribution to children's well-being and development. It helps children to become healthy, active people, improving their self-esteem and confidence. School sport and leisure facilities play an essential role in providing or hosting many of these opportunities.

Children have sometimes been put at risk or actually harmed either because adequate safeguards were not in place or because partners were unclear about their respective responsibilities.

It is important when external organisations (eg sports clubs, community groups, private instructors, or individual coaches) use school facilities to deliver activities for children that all parties understand their respective safeguarding responsibilities, and how they will fulfil their duty of care and provide a positive environment for young participants.

Many sports governing bodies (NGBs) set out clear minimum safeguarding requirements as part of their MOS with which facilities should require affiliated clubs, instructors or coaches to comply.

School:	
Name of activity:	
Date of activity:	
Activity deliverer:	
Linked NGB/affiliating organisation:	

Accountability

Safeguarding issues are more likely to arise when accountability is not clarified in planning activities for children and young people. As part of the planning process it is essential that school facility managers, activity deliverers and (where relevant) funders/commissioners are all clear about who is responsible for addressing core safeguarding area. It is particularly important that before an activity is delivered clear arrangements are agreed and implemented to address the deliverer's suitability and how any safeguarding concerns that may arise will be managed.

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

Recruitment

Any staff member, instructor, coach or volunteer who works with or comes into regular contact with children and young people should be subject to a safe recruitment process, including criminal records checking when eligible.

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

Induction

It is important that all school facility staff, instructors, coaches and volunteers are supported to understand their role in keeping children and young people safe.

Before activities begin, have you clarified If there is an induction plan that addresses::	Comments	Lead responsibility (name & agency)
• Getting to know the building and equipment?		
• Health & safety including supervision ratios?		
• Who has operational responsibility for the activity/event being delivered?		
• Lines of management/ supervisory accountability?		
• Who to report safeguarding concerns to?		
• Expected standards of behaviour/safe working practice guidance?		

Duty of care

Duty of care refers to the responsibility of all those in a position of responsibility for children and young people. In essence it means that a school facility, sports organisation or individual member of staff, instructor, coach or volunteer needs to take reasonable measures to ensure that participants will be safe to take part in an activity.

Before commissioning activities, have you clarified that the operating procedures include the following:	Comments	Lead responsibility (name & agency)
• Consent forms for the specific activity?		
• Participant registration including medical information and emergency contact details?		
• First aid arrangements?		
• Clear guidance on responsibility for children's supervision before and after sessions?		
• Late collections procedures and guidance?		

Managing allegations and concerns:

Allegations and concerns should be managed in line with the procedures of the identified lead organisation. It is therefore essential that unambiguous arrangements are in place from the outset so everyone is clear whose procedures will be followed in the event of concerns arising and what their responsibilities are.

Before commissioning activities, have you clarified:	Comments	Lead responsibility (name & agency)
Do identified procedures include responding to concerns (poor practice or possible abuse) arising in and out of normal school hours?		
Do the safeguarding procedures include the following key elements:		
<ul style="list-style-type: none"> • Responding to allegations against members of the public, school/facility staff, instructors, coaches or volunteers? 		
<ul style="list-style-type: none"> • When and how to involve the LADO (Local Authority Designated Officer)? 		
<ul style="list-style-type: none"> • Responding to concerns arising away from the activity/sport (eg at home, in the community)? 		
<ul style="list-style-type: none"> • Clear guidance about reporting to Police and Children’s Social Care? 		
<ul style="list-style-type: none"> • Guidance about informing partner organisations? 		
<ul style="list-style-type: none"> • Arrangements to support whistle-blowers? 		
<ul style="list-style-type: none"> • Information for parents and children about how they can raise concerns? 		

Partnership Check and Challenge Information Template

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

Reference Section

Accountability

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

Recruitment

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

Induction

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

Duty of care

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

Managing allegation and concerns see:

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

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