

Safe to Practice

Safe Deployment of Coaches, Volunteers and Helpers Related Resources

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Introduction

Welcome to the Safe to Practice: Safe Deployment of Coaches, Volunteers and Helpers Related Resources!

Curated to enhance your learning experience, these resources complement the lessons covered in the course, providing practical tools and templates that you can edit, download, and or print out to complete.

From worksheets to templates and guides, you'll find a diverse range of resources to support you every step of the way.



We've also included a section where you can take notes on action points, next steps or even a to-do list as you learn.

We believe that active engagement and practical application are key ingredients for effective learning, and we're excited to provide you with the tools you need to succeed on your learning journey.

Happy learning!

Safe Recruitment Process

It is the responsibility of all organisations working with children and adults at risk to have in place safe recruitment processes to ensure that they are only employing suitable people regardless of whether this is a paid or voluntary role.

A safe recruitment process includes:

<p>Pre-Recruitment</p>	<p>This is the stage when you assess exactly what you need and what skills and attributes you are looking for in the person.</p>	<p>This should include:</p> <ul style="list-style-type: none"> • Defining what the role will do • Defining key areas of responsibility • Defining what skills and attributes the ideal candidate should have • Defining the personal qualities you are looking for • Defining what training or qualifications that person should have • Deciding how you will attract candidates.
<p>Recruitment</p>	<p>At this stage, you advertise the role, attract candidates, and follow your safe recruitment process.</p>	<p>Prior to arranging to meet any applicants, you should be screening all applications to check:</p> <ul style="list-style-type: none"> • Details of working history, including any gaps in working • The skills, qualifications and personal attributes are what you are looking for • They have relevant experience. <p>For roles that will be working directly with children, young people or adults at risk, the process of advertising the role should include your commitment to safeguarding, and details of any requirements of employment, including the use of criminal record checks.</p>

Pre-Deployment

Once you have found the person you are looking for, you then need to follow a clear process of checks before they start working with you.

Pre-deployment checks should include:

DBS

Obtaining a criminal records check from the Disclosure and Barring Service (DBS) or Access NI for roles that fall within regulated activity, will help you to ensure Safe Recruitment has been followed. DBS checks will show previous criminal convictions including those related to safeguarding. There may be historic information from offences that do not relate to safeguarding, but you should still ask the candidate for details of the offence to enable you to satisfy yourself that they don't pose a risk to children or adults at risk.

References

Obtaining references from previous employers, including voluntary roles, is a critical part of safe recruitment. Reference requests should outline the role the person is applying for, including details of who they will be working with, and ask whether the Referee believes they have skills and attributes that would make them suitable for that role. References can be completed by phone or by email and should contain factual information that helps you to confirm suitability.

Verify Qualifications, Identity and Experience

Verifying identity, qualifications and experience is an important

		<p>step to make sure the candidate meets the requirements you set out. Qualifications and accreditations can be verified by the candidate, e.g. by providing certificates, or usually checked with the awarding body.</p> <p>Eligibility to work in the UK</p> <p>Employers need to check that potential employees have the right to work in the UK. If a candidate was born in the UK they are automatically eligible. If they were born overseas or have recently moved to the UK, additional checks are necessary.</p>
<p>Deployment</p>	<p>Before a person starts, whether that is employed or voluntary, coaching or helping, you should get them off to the best start and help them to understand what you are all about.</p>	<p>Policies and Procedures</p> <p>Provide the policies and procedures that are critical to your delivery and support new people to understand them. Your policies and procedures will only be worthwhile if everyone understands them, supports them and uses them as their frame of reference in all that they do.</p> <p>Workplace Induction</p> <p>Spaces are all different and you should invest some time in immersing new people into the space you work in. This should include elements such as:</p> <ul style="list-style-type: none"> • Location of Fire Exits and Assembly Points. • Location of toilets and changing facilities. • Location of break/food areas. • Venue access and locking up. • Equipment safe storage, assembly and dismantling. • Location of First Aid and emergency equipment (defibrillators etc).

<p>Deployment</p>	<ul style="list-style-type: none"> • Normal Operating Procedures. • Emergency Action Plans. <p>Activity Induction</p> <p>A new person in this environment, although they may have delivered your sport before, need to understand what your sessions feel like to the participants, and how they can ensure they deliver that same feeling too. Observing or shadowing during a session will help them to get under the skin of your coaching culture and give them the opportunity to align their practices to it.</p> <p>Training</p> <p>There may be specific training that you want people to complete, or it may be dictated by your National Governing Body, sports organisation, or venue management. Make sure the new candidates fully understand:</p> <ul style="list-style-type: none"> • What training is required of them. • When it needs to be completed. • Where they can access it. • How they can access your support during any training. • What evidence they need to provide to you after completion. • Be clear and prescriptive. If there are specific courses you think are the right ones, direct them to those courses.
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<p>Post-Deployment</p>	<p>Safe recruitment involves ongoing evaluation to ensure that people are meeting the expectations and standards expected of them.</p>	<p>Reviews</p> <p>Once people are up and running and working in your environment, make sure you have regular reviews with them to ensure they are up to speed, happy with the role and feel competent in their abilities. Ongoing support is critical to gaining trust and loyalty from the people you work with and supporting them to be the best they can be.</p> <p>Continuous Professional Development (CPD)</p> <p>Encourage and promote CPD to ensure people are up to date with the latest information and best practices within their physical activity or sport.</p> <p>Safe Recruitment</p> <p>From a Safe Recruitment perspective, if you have requirements for criminal record checks or safeguarding training to be completed after a specific period of time, make sure those checks are completed when they are due.</p>
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Code of Conduct for Coaches and Officials

We believe that it is important that all members, coaches, volunteers, and parents or carers associated with the organisation are accountable for their own actions and are fully aware of the behaviour our organisation expects from them. This code of conduct sets out those expectations.

As a coach, volunteer or official in our activity, we expect you to:

- ✓ Follow all guidelines, policies and procedures of our organisation and our NGB/sports organisation.
- ✓ Respect and champion the rights of every individual to participate in physical activity and sport.
- ✓ Maintain appropriate boundaries and relationships with all participants (irrespective of age) and their parents or carers.
- ✓ Lead by example when it comes to positive behaviour. Be a Role model!
- ✓ Encourage positive sportspersonship.
- ✓ Only coach within your qualification.
- ✓ Promote a balanced lifestyle, supporting the well-being of participants in and out of physical activity or sport.
- ✓ Behave respectfully towards other coaches and officials, participants and parents or carers using appropriate language.
- ✓ Maintain an environment free of fear and harassment.
- ✓ Do not allow any form of discrimination to go unchallenged.
- ✓ Promote good coaching practice in others and challenge any poor practice you observe.
- ✓ Communicate with and provide feedback to participants in a way that reflects respect and care.

- ✓ Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the participant's full consent and approval.
- ✓ Carry out a Risk Assessment of the activity and ensure you have the appropriate coach-to-participant ratio before beginning coaching.
- ✓ Wear appropriate and professional clothing/uniforms (including hair, jewellery, and nails) Safety is paramount; anything considered a safety hazard should be removed.
- ✓ Not smoke, take recreational drugs or consume alcohol before or during coaching.
- ✓ Use appropriate means of communicating with participants (and their parents or carers) ensuring you follow our communication policy.
- ✓ Use social media responsibly i.e., when discussing events or occurrences in sessions.
- ✓ Ensure equipment (including any individual protective equipment) is fit for purpose, safe to use and accessible.
- ✓ Keep your qualifications and training up to date.
- ✓ Notify us of any change of circumstance.
- ✓ Let us know as soon as possible if you are unable to attend your training sessions, events or competitions.
- ✓ Speak out when something isn't right. Follow the reporting procedures if you have a concern.
- ✓ Be supportive and kind!

We will ensure that:

- You are respected, treated fairly, listened to, and involved in decision making.
- You are supported in your role with training, mentoring, and conflict resolution with participants (and their parents or carers).
- Have access to and understand all our policies and procedures.
- You feel welcome and valued.

Breach of the Code of Conduct

Behaviour that breaches or falls below our expectations set out in the code of conduct will be addressed immediately and disciplinary action may be taken in line with our Disciplinary Policy.

Name:

Sign:

Date:

Code of Conduct for Participants

We believe that it is important that all participants, coaches, volunteers, and parents or carers associated with the organisation are accountable for their own actions and are fully aware of the behaviour our organisation expects from them. This code of conduct sets out those expectations.

As a participant taking part in our activity, we'd like you to:

- ✓ Follow the participant code of conduct.
- ✓ Try your best and have fun!
- ✓ Be supportive and kind to other participants and your coaches!
- ✓ Respect and celebrate differences.
- ✓ Complete all consent, contact and medical forms and update your coaches if anything changes.
- ✓ Ensure you are fit and well to take part in our activity- do not participate if you are unwell or injured.
- ✓ Follow our policies regarding clothing, kit, and jewellery. Safety is paramount, anything considered to be a safety hazard should be removed or participation may be prohibited.
- ✓ Respect your coaches and their decisions, they are there to keep you safe.
- ✓ Lead by example when it comes to positive behaviour.
- ✓ Encourage positive sportspersonship.
- ✓ Arrive to sessions on time, if you are running late, let someone know.
- ✓ If you arrive at your session late, wait for the right time to join the session.

- ✓ Stay in the places where you're supposed to, and don't leave without telling a member of staff.
- ✓ Look after our equipment, like it was your own.
- ✓ Use social media responsibly i.e., when discussing events or occurrences in sessions.
- ✓ Not smoke, consume alcohol, or take recreational drugs of any kind whilst taking part in our activity or representing us at competitions or other events.
- ✓ Remain with your coach until collected by your parent or carer/ Only leave if you are (insert age) and we have written consent from your parents to do so.
- ✓ Speak out when something isn't right, or you have a concern.

We will ensure that:

- We keep you safe.
- You enjoy the time you spend with us.
- You know who you can speak to if something's not right.
- You are respected by us and other team members, treated fairly, and listened to.
- You feel welcome and valued.
- We work with you to understand and achieve your goals.

Breach of the Code of Conduct

Behaviour that breaches or falls below our expectations set out in the code of conduct will be addressed immediately with the parent or carer and disciplinary action may be taken in line with our Disciplinary Policy.

Name:

Sign:

Date:

Code of Conduct for Parents and Carers

We believe that it is important that all members, coaches, volunteers, and parents or carers associated with the organisation are accountable for their own actions and are fully aware of the behaviour our organisation expects from them. This code of conduct sets out those expectations.

As a parent or carer of a child (anyone under the age of 18) participating in our activity, we expect you to:

- ✓ Ensure your child understands and follows the participant code of conduct.
- ✓ Complete all consent, contact and medical forms and update us if anything changes.
- ✓ Ensure your child is fit and well to participate in our activity- do not send them if they are unwell or injured. If you are unsure speak to a coach before leaving.
- ✓ Follow our policies regarding clothing, kit, and jewellery. Safety is paramount; anything considered a safety hazard should be removed or participation may be prohibited.
- ✓ Be a role model and lead by example when it comes to positive behaviour.
- ✓ Encourage positive sportspersonship.
- ✓ Not to force your child to take part in an activity.
- ✓ Not to distract your child during their session.
- ✓ Follow our policy on the use of photography and video, including posting images and videos of participants on social media.
- ✓ Use social media responsibly i.e., when discussing events or occurrences in sessions.

- ✓ Behave respectfully towards coaches, participants and other parents or carers using appropriate language.
- ✓ Let us know if you have any concerns about your child's involvement in our activity through the appropriate channels i.e., child's coach or Welfare Officer.
- ✓ Support your child's involvement and help them to enjoy the activity!

We will ensure that:

- Your child is safeguarded during their time with us.
- You have access to any of our policies and procedures at any time.
- You know who our welfare officer is and have their contact details.
- You are aware of the training and qualifications our coaches hold.
- You are informed of problems or concerns relating to your child.
- You know what happens if there is an accident or injury, be informed if your child is injured and see records of any accidents.
- We have your consent for anything outside of our initial consent form.
- Concerns about any aspect of your child's welfare are listened to and responded to.

Breach of the Code of Conduct

Behaviour that breaches or falls below our expectations set out in the code of conduct will be addressed immediately with the parent or carer and disciplinary action may be taken in line with our Disciplinary Policy.

Name:

Sign:

Date:

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Question	Response
Safe Recruitment	
1. How do you/your organisation ensure safe recruitment?	
2. How do you make sure the safe recruitment process is followed every time?	
3. What steps are in place to verify the qualifications and experience of individuals before they are appointed?	
4. When was the last time you reviewed and updated your recruitment policies and procedures to align with best practices in safeguarding?	
Professional Boundaries and Expectations	
1. How do you establish clear and appropriate boundaries between coaches, members of the wider coaching team, and participants?	
2. Do you/your organisation have a code of conduct for coaches and members of the wider coaching team?	
3. Who is involved in the development of the code of conduct?	
4. How do you ensure participants (and parents or carers) have read and understood the code of conduct?	

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Question	Response
Qualifications	
1. Do you hold the appropriate level of qualification for the sport or physical activity you are coaching?	
2. What skills are included in your coaching syllabus? Where can you find this information?	
3. What additional learning and development have you completed to ensure you remain competent in your role as a coach?	
4. Where can you find information about ongoing personal development opportunities available to you?	
Unqualified Volunteers and Helpers	
1. How do you/your organisation use unqualified volunteers or helpers?	
2. How do you ensure the unqualified volunteers and helpers are clear on what they can and can't do?	
3. How are unqualified volunteers and helpers supervised to ensure they work under the guidance of qualified coaches?	

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Question	Response
4. When was the last time you assessed the effectiveness of your strategies for integrating unqualified volunteers and helpers into the coaching team?	
Shared Mental Model	
1. What strategies are in place to encourage open dialogue and collaboration among the wider coaching team?	
2. Where are the potential areas of miscommunication or misunderstanding among the wider coaching team?	
3. How is communication facilitated among coaches, volunteers, and helpers to ensure a shared understanding of coaching objectives?	

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Question	Response
General	
1. What principles are you/your organisation doing really well?	
2. What do you need to improve on?	
3. Which areas are important, and which are urgent?	
4. What have you learnt today that you'll communicate to others?	
5. How can you create more opportunities to reflect on safe practice?	
6. Where/who can you go to for support if you need it?	

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Notes



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