**Safeguarding - A Guide for Clubs**

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# A Guide for Goalball Clubs

This document is designed to support goalball clubs providing participation, coaching and competitive opportunities for everyone involved in goalball.

These guidelines aim to help goalball clubs and organisations put in place practical and sensible policies and procedures. Working together we can protect and promote the welfare of all members in goalball so that they can enjoy the sport free from all forms of abuse and exploitation.   
Every individual, club and organisation within goalball has a role and responsibility to safeguard the safety and welfare of everyone to ensure that goalball activities are safe and FUN!!!

To ensure that procedures are followed to their utmost, Goalball UK (GUK) will follow and implement the principles set out below:

* The welfare of all members is paramount.
* GUK will take seriously, all concerns and allegations of abuse and respond swiftly and appropriately.
* GUK recognises that working together with children, individuals, parents/guardians, and the relevant safeguarding organisations is essential for the protection of all members.
* All persons, regardless of age, gender, ability, disability, ethnicity, religious belief, and sexual orientation, have a right to play goalball in an enjoyable and safe environment and to be protected from abuse.
* Everyone has a right to expect appropriate support in accordance with their personal and social development regarding their involvement in the sport of goalball.
* It is the responsibility of the protection experts and statutory agencies to determine whether abuse has taken place, but it is everyone’s responsibility to report any concerns.
* Personal information will be treated in strict confidence, within the limits of the law.

# GUK Policies

It is the responsibility of goalball clubs to ensure that the relevant policies are in place (with support of the GUK Safeguarding Lead and development team) and that they are communicated effectively to everyone involved.

All goalball clubs and organisations should have the following policies and procedures in place.

## Safeguarding Policies

Adult policy – Anyone 18 and over

Child policy – Anyone under the age of 18

This should include:

* When and how to report a concern, allegation, disclosure about poor practice or possible abuse.
* Who to contact should a welfare incident or concern arise.
* Guidelines of collection by parents/carers (including what to do if a parent/carer is late when collecting a participant).

GUK’s Safeguarding polices are available on the [GUK Safeguarding website](https://goalballuk.com/safeguarding/)

### **Safeguarding Concern / Incident Form**

It is important that information regarding the concerns is recorded properly and promptly. To assist with this process, GUK has developed a Safeguarding Incident Form which outlines the Information that is required. The form can be found at the end of this document or as a download or an online form on the [GUK safeguarding page.](https://goalballuk.com/safeguarding/)

### **Self-Reporting**

If you have a concern or need to report an incident involving yourself (however trivial) there is a separate form for this on the [GUK safeguarding page.](https://goalballuk.com/safeguarding/)

## Codes of Conduct/ Behaviour

Codes of Conduct/ Behaviour should be in place for; coaches, volunteers, spectators, parents/ carers, and participants. These should be promoted to and adopted by everyone concerned.

GUK’s Code of Conduct is available for download on the [GUK policies page](https://goalballuk.com/about-us/policies/).

## Anti-Bullying Policy

Everyone within goalball should understand what bullying is and the different forms it can occur. Bullying of any kind is unacceptable in any goalball club. If bullying does occur, all players or parents should be able to tell and know that incidents will be dealt with promptly and effectively.

GUK wishes to promote a TELLING culture and anyone who knows or suspects that bullying is happening must take the matter seriously and report it immediately.

## Health & Safety Policy

This should include details of:

* Risk assessment procedures
* Participants consent forms (including details of emergency contacts, medical history, specific requirements, and where necessary consent for photography and/or video to be taken)
* How to respond to an incident or accident
* How to complete an Accident book
* Who is the contact/s should a health and safety concern arise

## Equity Policy/Statement

This should reflect that the rights, dignity and worth of everyone should be respected and everyone should be treated equally within goalball. This should be reflected within the clubs’/organisation’s constitution.

# Club Delivery Check List

The wellbeing and safety of every goalball player should be always considered and in doing so the following must be considered.

## Valid insurance cover

All goalball clubs must have appropriate and up to date insurance cover.

Becoming an affiliated club and holding membership with GUK provides your club with £5m Public Liability Insurance cover for GUK recognised activities.

## Qualifications & Training

All goalball coaches, leaders, volunteers, and paid staff should have the appropriate skills, and where necessary qualifications and experience to enable them to conduct their role effectively.

All coaches / leaders must hold an up-to-date goalball coaching qualification/s which are appropriate to the level being coached.

Qualification levels and checks required can be found on the [GUK Club Minimum Standards Resources page](https://goalballuk.com/club-minimum-standards-resources/).

## Know your participants

It is important that as a goalball club you have relevant details of all participants. This could include any medical information or requirements or health needs. Parents should be asked to complete a consent form where this information is provided along with emergency contact details.

## Activities to take place in a safe environment, using safe equipment.

All goalball clubs should have risk assessments in place. Risk assessments should be undertaken (and documented) by named club personnel prior to the delivery of activities. More information can be found on the [GUK Club Minimum Standards Resources page](https://goalballuk.com/club-minimum-standards-resources/).

## Deliver appropriate activities

All activities must be appropriate for the age, maturity, experience, and ability of the participant.

It is recommended that all sessions are planned in advance identifying specific outcomes and appropriate activities.

## Club Training Facility

Consideration needs to be made to ensure that all players can access the building, changing rooms and facilities and to make sure that the needs of players with disabilities are met. Clubs should consider arranging walking buses or meet and greets if venues are difficult to find/access.

## Coaching Ratios

It is poor practice for coaches to work alone with children. At least one qualified coach must be present at all sessions. Participants under the age of 18, even those qualified as coaches, should be always supervised and should not be counted in supervision ratios.

In line with the national guidance, the level of supervision should take account of the:

* Age and ability of the members
* Type of training session being undertaken
* The members independence
* Environment that the session is taking place in
* Risk Assessment

Given the specific needs of the main target group for the sport, Goalball UK recommends an adequate ratio of staff member/volunteer to participants. This will ensure that adequate cover remains in place in the event of an emergency and considers the additional vulnerability of the participants. Coaches working with children should ensure that they do not work in isolation.

## Changing Rooms

If public facilities are used, then follow the venue guidance along with the following:

* Adult coaches or volunteers should not shower or change at the same time as the children they have been working with.
* In mixed gender clubs separate changing facilities should be available
* Given that goalball is a disability sport, if the club has children with additional disabilities, they and their carers should be involved in deciding how best they can be assisted. This will involve a full discussion of the impact of the disability on functioning and the strategies that are in place to support the child in day-to-day life. Where assistance is needed with personal care, (e.g., changing, toileting) then the parent/carer should remain present throughout the goalball activity to ensure that appropriate, qualified support can be given to the child if required. It is essential to ensure that the child consents to the assistance that is offered.
* If adults and children need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club.

## Transportation

When using transport, it is important to distinguish between private and club provided arrangements.

### **Private transport**

* It is the responsibility of parents to transport their child/children to and from the club or activity. It is not the coach’s or a volunteer’s responsibility.

### **Club provided transport**

* Coaches and club staff will be responsible for children in their care.
* The club must receive consent from parents for children to participate in all competitions and away fixtures/events.
* The club will require emergency contact numbers for parents completed on the appropriate consent form.
* Use a reputable transport company which has all the necessary insurance cover.
* Sufficient supervision is on each vehicle to ensure that adequate cover remains in place in the event of an emergency and considers the additional vulnerability of the participants.
* Parents/carers are issued with written information about the pickup and drop off points and times.
* Children are not left unsupervised (i.e., dropped off and a parent/carer is not present).

## Overnight stays

It is vitally important that when planning an overnight stay that sufficient time and planning is completed before the trip. The following action plan needs to be fulfilled and completed:

* Established the purpose of the trip
* Confirm the dates of the trip (departure and return)
* Identify VI (Visual Impairment) friendly accommodation and facilities
* Identify who will be going and ensure they have appropriate qualifications
* Consider the cost
* Complete the necessary risk assessment
* What insurance is required? (Public liability, employers’ liability, equipment, travel)
* Supervision of players both playing and non-playing
* Catering and food requirements
* Communication with parents/carers
* Consider implications of communication barriers where countries are not English speaking (if travelling abroad)
* Confirm travel requirements i.e., visas, passport and or pre trip medication

## Photography and Videoing

GUK is committed to providing a safe environment for its members in this commitment is ensuring that all necessary steps are taken to protect children and adults from the inappropriate use of their images in resources and media publications, on the internet, and elsewhere.

## Key Contacts

Goalball UK

English Institute of Sport Sheffield, Coleridge Road, Sheffield, S9 5DA.

Email: [enquiries@goalballuk.com](mailto:enquiries@goalballuk.com)

Goalball UK Lead Safeguarding Officer

Steve Cox

Email: [steve.cox@goalballuk.com](mailto:steve.cox@goalballuk.com),

Tel: 07706 286584

Goalball UK Independent Careline

Text: 07999 968376

NSPCC (National Society for the Prevention of Cruelty to Children) Helpline (24 hours)

Tel: 0808 800 5000

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

NSPCC Child Protection in Sport Unit (CSPU)

Tel: 0116 366 5580

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

LSCB (Local Safeguarding Children’s Board)

Website: [www.safenetwork.org.uk/](http://www.safenetwork.org.uk/)

Victim Support Helpline

Tel: 0845 3030 900

Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

Child line

Tel: 0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)

Ann Craft Trust

Email: [Anncrafttrust@nottingham.ac.uk](mailto:Anncrafttrust@nottingham.ac.uk)

Tel: 0115 951 5400

Website: [www.anncrafttrust.org](http://www.anncrafttrust.org)

LADO\* (Local Authority Designated Officers)

Name:

Tel:

Email:

Your Club Welfare Officer\*

Name:

Tel:

Email:

\*Please complete these details

# Safeguarding Concern / Incident Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Goalball UK Logo | | | **Safeguarding Concern / Incident Form** | | |
| Use this form to record any safeguarding concern, however trivial. Forward it **immediately** to the Goalball UK Safeguarding Lead Officer. | | | | | |
| Answer every question - Continue using a blank sheet if necessary. | | | | | |
| **About You (the person filling in this form)** | | | | | |
| Name |  | | | Job title |  |
| Home Address |  | | | Date |  |
| Email Address |  | | | Phone |  |
| **Details of person at risk** | | | | | |
| Name |  | | | DOB: |  |
| Home Address |  | | | Age: |  |
| Email Address |  | | | Phone |  |
| **Details of adult/child against whom the allegation is made** | | | | | |
| Name |  | | | Job title / Position |  |
| Home Address |  | | | | |
| Email Address |  | | | Phone |  |
| **About the safeguarding concern / incident** | | | | | |
| Date of incident: | |  | | | |
| Place of incident: | |  | | | |
| Are you reporting your own concern, or one raised by someone else? | |  | | | |
| If you are raising a concern made by someone else, please provide their full name, status, and contact details | |  | | | |
| Please provide details of the concern you have including dates, times, descriptions of events, full names and whether the information is first-hand or the accounts of others | |  | | | |
| The person at risk’s account (if applicable). ***Include what they want the outcome to be*** | |  | | | |
| Provide details of the person causing harm (if known) | |  | | | |
| Provide details of any witnesses to the concern | |  | | | |
| Provide details of any previous incidents or concerns relating to this person (if known) | |  | | | |
| **Actions:** Please state the immediate actions you took in response to the concern: | | | | | |
|  | | | | | |
| **People contacted** | | | | | |
| **Give details below of any people outside Goalball UK that you have communicated this concern to – give name, position, contact details, and the date and time that you contacted them:** | | | | | |
|  | | | | | |
| **Declaration:** I have completed all sections of this form to the best of my knowledge | | | | | |
| Signature |  | | | | |