



# **LEICESTER SCHOOL SPORT & EVENT CHILD PROTECTION AND SAFEGUARDING PLAN/POLICY**

## **Associated Policies:**

**[Inspire Together Social Media Policy](#)**

**[Inspire Together Code of Conduct](#)**

**[GDPR Policies and Guidance](#)**

**[Leicester Safeguarding Children Partnership Board](#)**

**[Active Together Safeguarding & Protecting Children Policy](#)**

**Supporting local and national documents which can be found [HERE](#)**

**Throughout this plan the person responsible for the event/ competition could be:**

**School Games Organiser (SGO)**

**Inspire Together Lead Officer**

**The person nominated by the SGO/Inspire Together Lead responsible for the event/ competition.**

To be reviewed annually or immediately after any major national or local safeguarding incident
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Last reviewed May 2025
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# **Inspire Together - School Sport & Event Safeguarding 2025/26**

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## Introduction

This Safeguarding Plan has been designed to minimise the risks to the children and young people taking part in the Inspire Together competition and event programme, to help maximise their enjoyment and wellbeing. In order to help us achieve this goal we require partners to be familiar with the key aspects of this document so they can respond to situations appropriately.

This document complements the Active Together Safeguarding & Protecting Children Policy (2024) and should be used in-conjunction with this policy. The Active Together safeguarding policy is available [HERE](#).

This document has been written for those involved in the Inspire Together Competition & Events Programme. The 'Competition Programme' referred to includes School Games, Team Leicestershire and stand-alone city events, and should be read in-conjunction with the specific event information pack and pre-event confirmation emails which contain details of relevant health and safety information, including first aid provision and fire regulations.

This document is also designed for those involved in the Active Together School Games & Team Leicestershire County events and championships, and should be read in-conjunction with the specific event information pack and pre-event confirmation emails for Level 3 (County) events which contain details of relevant health and safety information, including first aid provision and fire regulations.

It is recognised that schools involved in these competitions and events already have in place comprehensive policies and procedures to cover the welfare and duty of care requirements when attending events. This document is intended to supplement and not replace or reproduce those details.

## Aims

### To ensure that:

- The welfare and wellbeing of the athlete is paramount.
- All athletes, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability have equal rights to safety and protection.
- All staff & volunteers can recognise and respond to safeguarding issues and receive appropriate support, information and training.
- All staff & volunteers are clear about their individual responsibility in relation to safeguarding athletes at the events organised by Inspire Together
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.
- Everyone involved in the event, including staff, volunteers, parents, carers, coaches, officials etc. enters into the spirit of the games.
- Every School involved has their own designated Safeguarding Officer.

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- Every School involved has their own first aider attending the event who is aware of medical requirements of all children from their school on the trip.

### **Recruitment of Staff & Volunteers**

All partners involved in the recruitment of staff and volunteers will ensure that all reasonable steps are taken to ensure that any unsuitable people are prevented from working with children. The procedures adopted should be the same for paid staff and for volunteers.

All staff and volunteers should:

- Be clear about their roles.
- Have been through a process where their attitudes and experiences / skills have been assessed.
- Possess appropriate qualifications and/or experience relevant to their role.
- Ideally attended recognised Child Protection Training e.g. UK Coaching, NGB or recognised Local Safeguarding Board course.
- Complete a self-declaration form if regularly supporting Inspire Together events (see Appendix 1)
- Where appropriate undertake a relevant criminal record checks.

### **Full Roles & Responsibilities**

#### **Responsibilities for the School Games Organiser (SGO), Inspire Together Lead OR the nominated person responsible for running the competition:**

The SGO will take responsibility for child welfare, child protection, health and safety matters and the duty of care towards the participants (including staff, volunteers and spectators at the event).

#### **The SGO/Lead should:**

- Clarify the role of staff/volunteers who are assisting with the event set up.
- Ensure staff and volunteers can be easily identifiable.
- Establish a briefing / debriefing system which will be implemented to ensure staff/ volunteers receive, and are kept up to date on child welfare policies and protocols. It is important that staff and volunteers understand how to deal with suspected child protection and welfare issues and are aware of lines of reporting.
- Ensure that all participants and staff/volunteers have signed and understood the code of conduct relevant to them.
- Communicate the relevant information from the School Sport Safeguarding policy to staff, volunteers, players and parents.
- Ensure any incidents and concerns are written down (see Appendix 2 for Incident Form).

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- Disciplinary procedures must be in place and appropriate action taken.

### **The SGO/Lead will also:**

- Work with the Active Together Safeguarding Lead to provide a School Sport Safeguarding plan, and manage the implementation of the plan in collaboration with partners.
- Aim for best practice and advocate the recommended standards in the plan, but ensure that minimum standards are met; e.g. in terms of recruitment, selection and training of staff.
- Work with the Inspire Together host school Safeguarding Lead to prepare for the management/coordination of welfare issues as and when they arise at competitions.
- To ensure that the Inspire Together School Sport Safeguarding plan and procedures are in place and reviewed regularly.
- To ensure that minimum standards are met as identified in the Safeguarding plan, e.g. recruitment and selection of all staff/volunteers
- To ensure that, together with Team Managers, relevant staff and volunteers have the opportunity to attend UK Coaching Good Practice & Child Protection Courses or equivalent before the competition.
- Implementation of the Safeguarding Plan at the event
- Managing / co-ordinating welfare issues as they arise at the event

### **The role and responsibilities of the School Team Manager**

- The School Team Manager may be the first point of contact with the individual participants.
- The School Team Manager must be familiar with the Safeguarding Plan and must know the lines of communication should any incident or concern be reported to them.
- Read and adhere to the Inspire Together Code of Conduct
- Read and adhere to the Inspire Together Social Media Policy
- Ensure that written consent has been obtained, for all participants from parents/carers in advance of the competition.
- Parents/carers must be asked to provide information about any medical condition/allergies, key contact details in the event of an emergency, any relevant disabilities and any religious/ cultural needs that their child may have. **The School Team Manager should have access to this information at all times.**
- The Team Manager must inform the SGO/Lead of appropriate information concerning a participant's welfare, if that information might improve that athletes experience, or if there are any specific needs that need addressing, e.g. volunteer ratio's need increasing or extra first aid provision is required.

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## **Responsibilities of Parents and Carers**

Parents/carers of participants at Inspire Together events are responsible for ensuring that:

- They have given their written consent for their child/young person's attendance to the School Team Manager and have provided emergency contact details, including whom has legal parental responsibility for the child.
- They have provided information about any medical needs/allergies and any specific dietary requirements that their child may have and provided sufficient medication for the Event when necessary.
- Where a child or young person is disabled, information must be provided via the school related to any additional care needs.
- They have read the Inspire Together School Sport Participation Code of Conduct and have discussed with their child how they will abide by these.
- Schools should ensure that parents and carers are made aware of the relevant sections of the Inspire Together Social Media Policy to ensure that photography and social media is used appropriately as outlined in the policy.
- Parents and carers should advise their School Team Manager/Inspire Together Safeguarding Officer of any non-sport related issues which may affect their child's participation at the Event. This may include:
  - A child who may be affected by bereavement
  - A child who is being bullied in another setting
  - Any child protection issues

## **Participants' (Children and Young People) responsibilities**

Children and young people participating at the School Games are responsible for:

- Reading and agreeing to abide by the Principles of Participation and Code of Conduct for the Event.
- Following the Code of Conduct that governs behaviour within their sport.
- Specifically, adhere to behaviour guidelines and treat their teammates, opponents and officials with respect.
- Ensuring that they know who their School Team Manager / Inspire Together Safeguarding Officer is and how to contact them.

Participants will be informed that their parents/carers will be contacted if they become involved in an accident or serious breach of safety as defined by the organisers.

## **General Safeguarding Issues**

School Team Managers & Inspire Together Safeguarding Officers will most commonly come across concerns for children such as: forgetting to bring things with them; lost items; anxiety about how they will perform and get on with other children and young people.

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These issues will normally be managed by the School Team Manager, ie. Teacher. If a Team Manager has any further concerns, then they should report this to their Inspire Together Safeguarding Officer.

### **Supervision Ratios**

#### **Supervision and Missing Participants**

From the moment children and young people arrive at the Event (or from when they are handed over by parents to be transported to the Event), staff and volunteers are acting in 'loco parentis' and have a duty of care towards them.

While risk assessments may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the following table shows recommended adult to child ratios. Below are the Ofsted guidelines and would be suitable for most organisations working with children and young people.

Childs age	Number of adults	Number of children
4 – 8	1	6
9 – 12	1	8
13 - 18	1	10

SGO's/Leads should consider higher ratio's where the School Team Manager is managing a mixed gender team. SGOs should also consider whether 1 adult is sufficient cover, in particular if that individual had to deal with an issue that takes them off site, e.g. accompany a child to hospital should they suffer an injury. At a minimum SGOs or Inspire Together Designated Safeguarding Officer should consider how they might deal with a situation that takes a School Team Manager off site and communicate that plan to the relevant individuals. SGOs should also be mindful of the arrangements a school will put into place should it be bringing 2 or more teams to the School Games Championships to represent the area.

#### **Reporting of Child Protection Incidents**

Any allegations/concerns about abuse of children and young people by staff/volunteers or where poor practice has thought to have occurred, must be reported to the relevant person who will follow the event reporting procedure. This would normally be the SGO or Inspire Together Lead Officer. See appendix 1 for information and appropriate forms regarding reporting incidents.

#### **Action if Bullying is Suspected**

- A procedure for dealing with bullying should be integral to the Safeguarding Plan for Inspire Together or Active Together led events. This should be made available to participants, parents and schools and will include; Speaking to the child engaging in bullying behaviour separately, and agree a course of action.
- Follow up to ensure the child being bullied is safe.

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- Aim to integrate the child being bullied into the group.
- Recording the incident using the Incident Report Form (see Appendix 2)
- Inform the SGO or Inspire Together Lead Officer (see page 18)
- Track and record any further action taken

### **Training and Education**

All staff involved with the Leicester City Competition Programme should have received the following training (MOS):

- Inspire Together Safeguarding Office / Inspire Together team Managers – Disclosure and Barring Service (DBS) Checked / Sports Coach UK Good Practice & Child Protection (or equivalent)
- Event Staff - DBS Checked / SCUk GP & CP (or equivalent)
- Event Volunteers / Young leaders - Event Induction / SCUk GP & CP (or equivalent) preferred

It is the responsibility of the schools to ensure that all their school team managers and support staff have received appropriate training and clearance for working with young people prior to attending the competitions. Active Together SG will provide a number of free places on SCUk Good Practice and Child Protection Courses to support School Sport Organisations and Networks.

It is the responsibility of the SGO and Inspire Together Safeguarding Lead to ensure that the all the Volunteer and staff involved in the event have received appropriate training and clearance for working with young people prior to attending the competition / games.

### **Implementation and Monitoring**

It is the responsibility of all partners to ensure that the actions in this policy are followed.

All those responsible for implementing the Safeguarding Plan should ensure that all participants taking part are aware of these principles and have agreed to abide by the Code of Conduct.

### **Codes of Conduct**

Codes of conduct have been developed for:

- Team Managers / Teachers / Volunteers
- Participants
- Parents and spectators

The codes of conduct will be circulated at the start of the academic year with the Inspire Together Membership information and will be accessible via the



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Inspire Together website at any time. They will be reviewed annually by the Inspire Together Managers in partnership with Leicester-Shire & Rutland Sport School Games Local Organising Committee and Team Leicestershire Board.

Please see appendix 5 for the School Games codes of conduct.

### Breaches of Code of Conduct, Complaints and Disciplinary Procedures

All breaches of the Events' code of conduct, whether by adults or participants, must be reported through the event procedures. It will remain the overall responsibility of the SGO to decide on the appropriate response. Where the complaint is directed at the SGO the complaint should be directed to the head teacher of the relevant hubsite.

### Disclosure and Barring Service (This section is extracted from the Active Together Sport Safeguarding Policy)

The Protection of Freedoms Act 2012 received Royal Assent on the 1st May 2012 and has introduced new safeguarding and vetting requirements affecting all individuals who have contact with children and adults at risk.

The three main significant changes are:

- Definition of Regulated Activity - This will affect who is eligible for a DBS check and which level of check they require.
- The introduction of Single Disclosures - Only the applicant will receive a copy of their DBS Certificate.
- The introduction of the DBS Update service - This service will keep a subscribed individual's DBS Certificate continually up to date, allowing instant online checks and enabling portability (when certain criteria is met).

There are essentially two types of DBS check:

A **Barred List** check is a legal requirement for all individuals applying to work in Regulated Activity and can only be applied for if the person is in Regulated Activity. This check will show whether an individual is barred from working with children or adults at risk in Regulated Activity.

A **DBS Enhanced Disclosure** will include information about warnings, reprimands, cautions and convictions from local and national police records. Information may also be disclosed at the discretion of the Chief Police Officer if that information is deemed relevant to the role the individual is applying for.

### Regulated Activity

Regulated Activity is defined by type and place of work and the frequency and intensity of the contact with children. It is vital to understand the new definition of Regulated Activity and important to note that:

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Barred List information can only be requested for individuals applying to work or volunteer in Regulated Activity. **A one-off event such as the School Games would not be classified as Regulated Activity.** It is recommended that adult volunteers, ie. those over the age of 16, complete a self-declaration form. See Appendix 1.

Inspire Together is required by law to refer an individual to the DBS if they remove them from Regulated Activity because they have caused harm or because they may cause harm to a child or adult at risk.

Finally, Inspire Together will promote and undertake DBS checks on staff and volunteers when required to by law.

### Evaluation and Management of Disclosure Information

Any concerns raised as a result of a DBS check must be followed up. Where information is disclosed, employers must carry out an initial evaluation and make a judgment about the person's suitability to work with children taking into account only those offences that may be relevant to the post in question. Where further information is required, the applicant's consent must be sought and the information should be obtained by a person with an understanding of child protection matters.

In deciding the relevance of disclosure information, the following should be considered:

- The nature of the appointment;
- The nature and circumstances of the offence;
- The age at which the offence took place;
- The frequency of the offence;
- A full written record must be kept about this decision-making process.

### Photography

Parents, spectators and friends will naturally want to take positive photographic and video images of children and young people taking part in sport. This should not be discouraged, but appropriate and proportionate measures should be put in place to protect and safeguard children and young people.

- Anyone who has a camera, camera phone or video camera and wishes to take photos and/or video footage at the events need to register their camera at the appropriate registration desks.
- Once registered they will be given a sticker that corresponds with their contact details. This sticker should be visible at all times. All staff/volunteers should direct photographers to an appropriate registration desk.
- Group leaders/staff must identify to the competition organisers at the registration desk any participant/volunteer that cannot have their photograph taken, so that appropriate measures can be taken. These

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young people will be identified by a sticker and or bib showing clearly that they are not to be photographed. Please respect their wishes.

- Photos taken by the event organisers may be used on the Inspire Together's Social Media pages, website or promotional materials. Please ensure that you make the organisers aware at the start of the event if you do not want photos of your group used for these purposes.
- **Photographers are asked only to take photos of the athletes that they are linked to or responsible for.** Please respect the wishes of other participants/volunteers who may not want to be photographed or filmed.
- Photos or films taken at the event should be used appropriately and responsibly – please consider this before posting on social media or other websites.
- All event staff/volunteers must be vigilant with any concerns, and challenge those not authorised to take photographs or video footage at the events. Event staff/volunteers should report any specific concerns to the competition organiser or nominated person.
- **Anyone that is behaving inappropriately or suspiciously should be reported to the event organisers.**

## Social Media

Inspire Together has embraced the opportunity to use social media to promote and advocate its work and the work of partner organisations and has established Facebook, Twitter, Instagram and You Tube accounts and programmes regular information feeds.

Inspire Together actively encourage the community, including children and young people, to utilise its social media functions to access information and comment on its programmes and events. However, users of social media should operate within appropriate parameters.

Inspire Together have a Social Media Policy that clearly sets out the expectations of responsible Social Media use. Please take the time to read and understand the policy which is available [here](#).

Active Together (LRS) have produced Social Media Guidelines and Safety Tips for young people & parents/carers/teachers:  
([www.active-together.org/safeguarding](http://www.active-together.org/safeguarding)).

## Transport

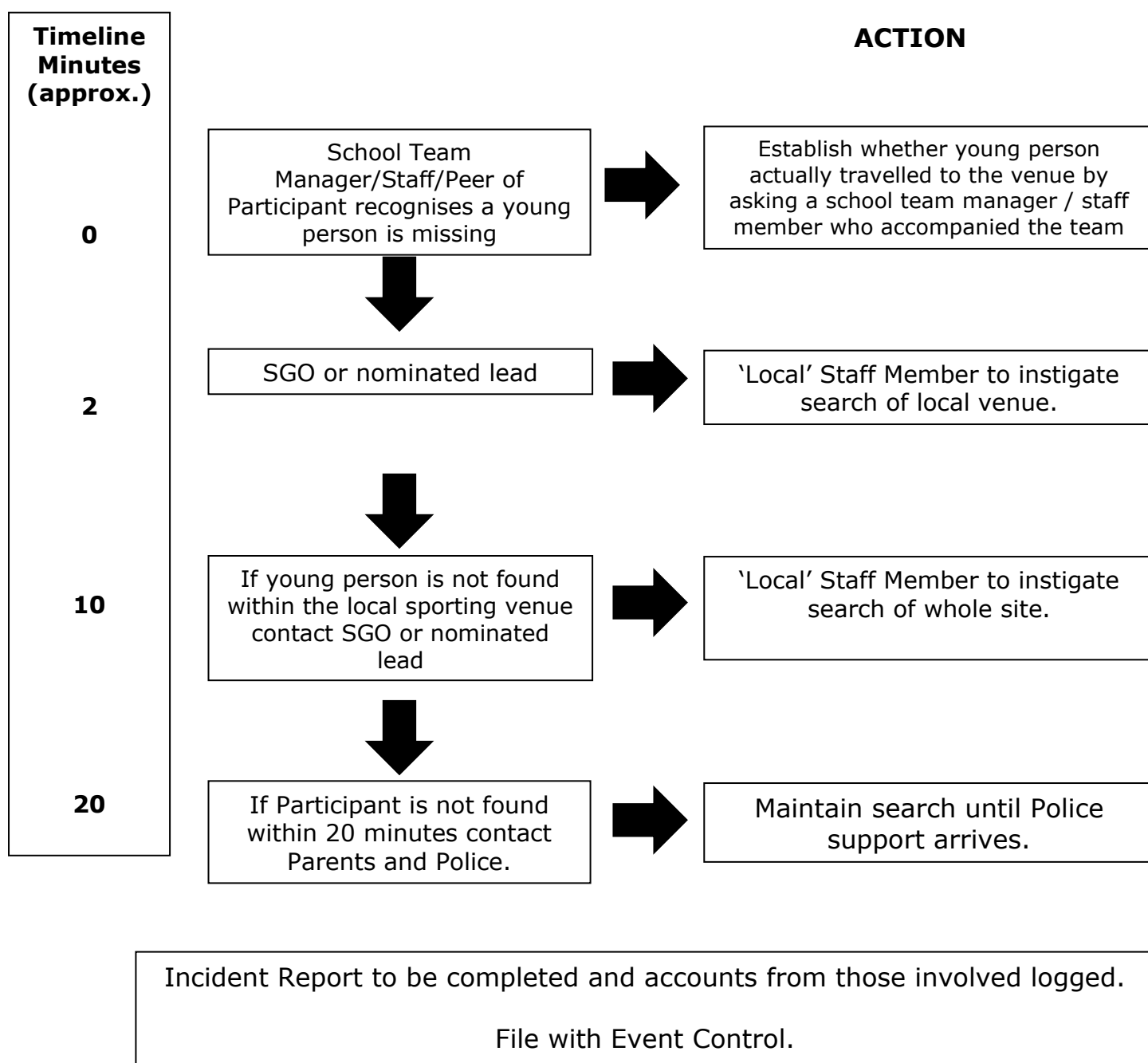
Times of particular concern are when children are arriving at/leaving the event and when they are transferring between venues/facilities. There will be a specific risk assessment addressing these concerns.

- An adult must be present on the team buses **at all times**. Please see page 7 for recommended adult to child ratios.

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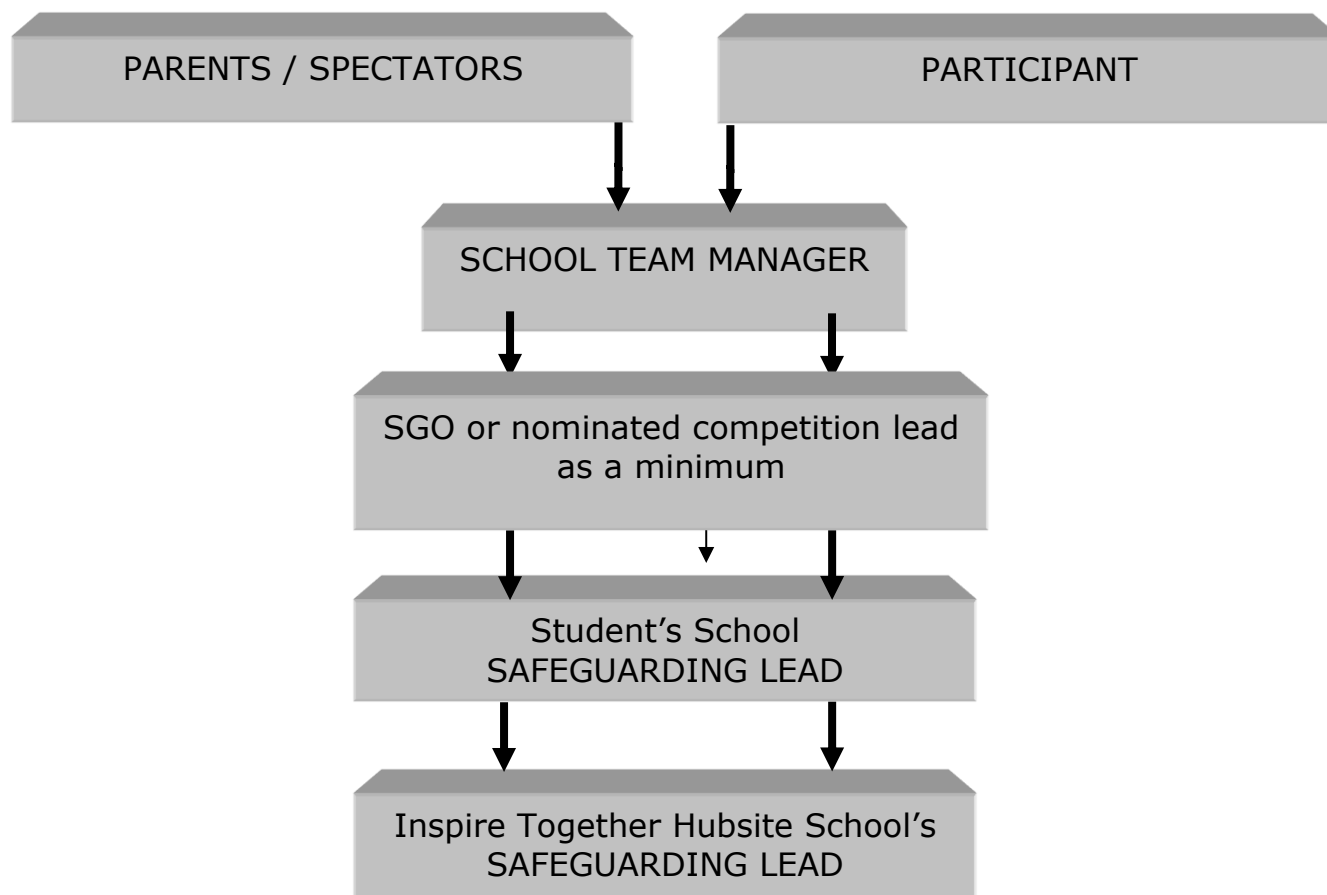
- Parents, children and young people should be notified of any changes in arrival/collection plans by individual school staff
- Parents should notify their schools of any changes to their travel arrangements to or from an event venue (e.g. a child being collected or not going on the team coach). Under no circumstances should a young person be left unsupervised at the drop off / collection points for the team buses.
- It is the school staff's responsibility to ensure that all the participants are registered in and out.

### PROCEDURE FOR MISSING PARTICIPANTS



### REPORTING INCIDENTS

Below demonstrates the usual management chain for reporting incidents.



The SGO will liaise with the relevant school Safeguarding Lead to decide appropriate action to take the matter further.

## **Safeguarding Procedures at a Glance**

### **Allegations of child abuse**

Contact the SCHOOL Safeguarding Lead IMMEDIATELY.  
Be calm and reassuring. Do not promise 'not to tell'.

### **Allegations of poor practice**

Inform SGO who will deal with this level of incident  
Inform the relevant Line Manager of the incident

### **Allegations of Bullying**

Inform Inspire Together Safeguarding Officer who will deal with this level of incident.

### ***Suspicious 'Stranger' is seen on site***

Inform the SGO and/or Inspire Together Safeguarding Lead IMMEDIATELY.  
Ensure that young people are safe.

### ***Non-Accredited Photographer taking photos***

All event staff are empowered to approach individual and explain accreditation procedure and ask for support from school staff and parents in policing this.  
Contact SGO if suspicious.

**Missing Young Person** (Refer to Missing Young Persons procedure – see p.12).

### ***A Major Health and Safety Incident Occurs***

Inform the SGO immediately.  
Ensure young people are safe.

### **Key Points:**

- **Always ensure young people are safe**
- **Never be on your own with a young person**
- **If you have to be with a young person on your own tell someone**
- **Never make false promises**
- **Inform the SGO of all incidents**
- **Always ensure that appropriate records are logged**

### **Reporting**

There are a number of ways in which abuse can become apparent. In any of the following circumstances, an Incident Report Form (see Appendix 2) should be immediately referred to the Designated Safeguarding Officer and the reporting procedures followed.

- A disclosure by a child of poor practice/abuse.
- A suspicion or observation that poor practice/abuse has taken place.
- An allegation by a third party of poor practice/abuse.

### **Dealing with a Disclosure by a Child**

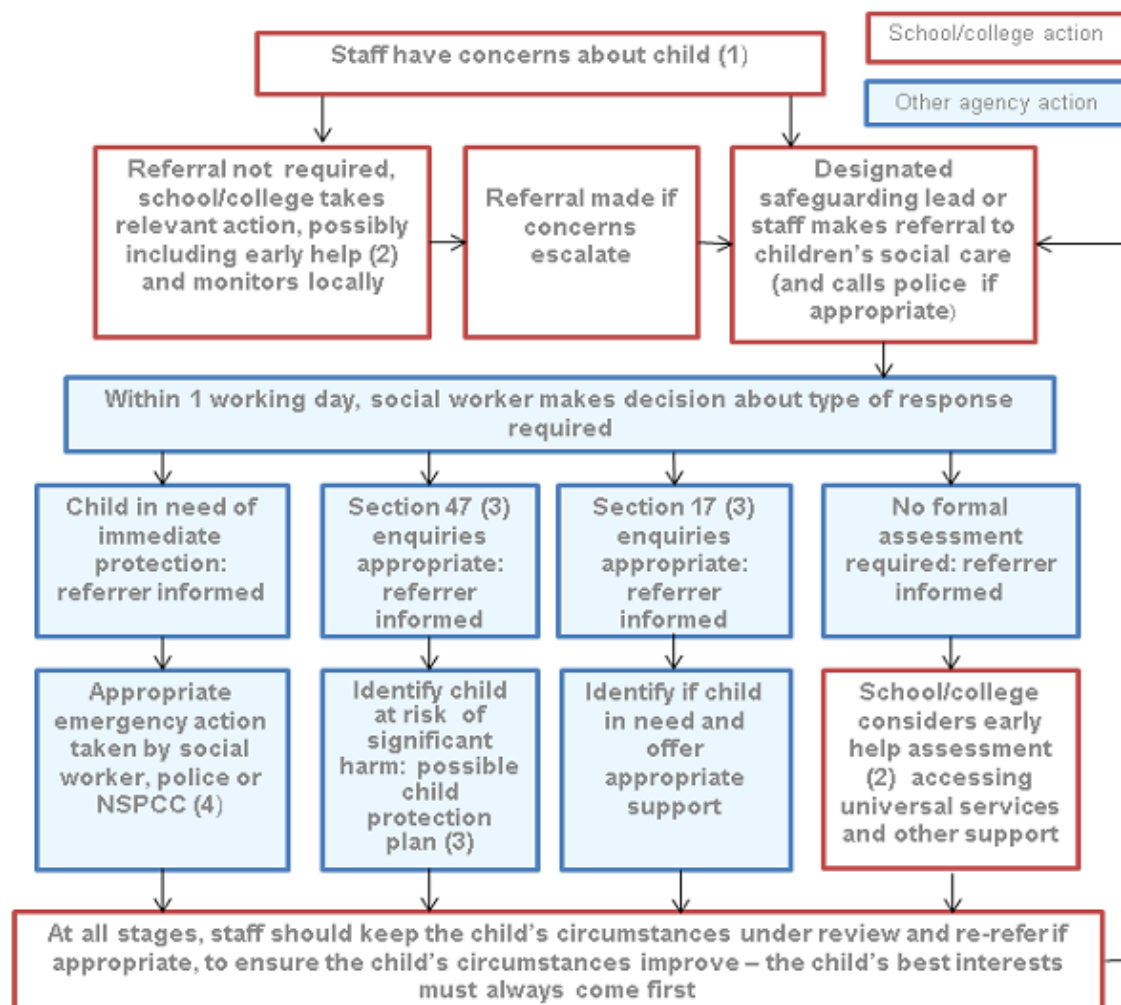
Children who are being abused will only tell people they trust and with whom they feel safe. By listening to and taking seriously what a child is telling you, you will already be helping to protect them. If a child starts to disclose abuse, use the following guidelines:

- React calmly so as not to frighten or deter the child.
- Reassure the child that s/he is right to tell you and is not to blame.
- Do not make promises of confidentiality; explain that you have to make sure that s/he is safe, and that you may need to ask other adults to help you to do this.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said. Questions should only consist of Who...? What...? When...? Where...? Questions should not be leading.
- Let the child tell you what s/he wants to tell you and no more. S/he may have to disclose to a specialist later, and too much detail now may interfere with later investigations.
- When the child has finished, make sure s/he feels secure. Explain what you will do next.
- Ensure the safety of the young person – if they need immediate medical attention, call an ambulance, inform doctors of concerns and ensure that they are aware it is a child protection issue.
- Make a full written record of what has been said, heard and/or seen, including the date and time, and sign them. Record as much as you can remember, using the child's own words.
- Remember: Listen – write it down – report it. Fill in the Incident Report Form (see Appendix 2).
- Immediately inform the Designated Officer/Deputy/Senior Manager (see page 18).
- Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of young people.

The designated person will seek advice from Children's Duty Team who may involve the police and invoke the appropriate procedures. The parents or carers of the child will be contacted as soon as possible following advice from the Children's Services.

**It is not the responsibility of those working in sport to decide whether child abuse is occurring, but it is their responsibility to act on any concerns.**

## **Guide to actions where there are concerns about a child**



1. In cases which also involve an allegation of abuse against a staff member, see Part four of [Keeping Children Safe in Education](#).
2. Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working together to safeguard children](#) provides detailed guidance on the early help process.
3. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of [Working together to safeguard children](#)
4. This could include applying for an Emergency Protection Order (EPO).



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### Key External Contacts

First Response Children's Duty Team)  
(Referral in Leicestershire)  
Phone: 0116 3050005

Emergency Duty Team (Out of hours emergencies)  
Phone: 0116 3050005

Leicestershire County Council  
Allegations Manager: 0116 3057597

Leicester City referrals  
0116 4541004

Rutland referrals  
01572 722577 (Ext 8407)

Leicestershire Constabulary  
Contact 999 (If there is a danger to life, a risk of injury or a crime is taking place)

Contact Leicestershire police on 101 if you think a crime has been committed but there is no immediate danger.

### Other Key Contacts:

Child Protection in Sport Unit	0116 3665590
Child Line	0800 1111
Football Association – Historic Abuse	0800 0232642
National Governing Bodies of Sport	<a href="http://www.thecpsu.org.uk/help-advice/deal-with-a-concern">www.thecpsu.org.uk/help-advice/deal-with-a-concern</a>

### Communication of policy to Parents & Carers

A version of the 'Inspire Together Code of Conduct' and the 'Inspire Together Social Media Policy' is available on the Inspire Together website [HERE](#).

We ask all schools to please highlight this to parents and carers who may wish to attend our events to spectate or as volunteers supporting the school.

Where possible we will also display the Code of Conduct on site at our events.

## APPENDIX 1

### Inspire Together Event Self-Declaration and Disclosure Form

Private and Confidential

For roles involving contact with children (under 18 year olds).



All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Competition: \_\_\_\_\_ Date: \_\_\_\_\_

#### Part One

Name:	
Address and Postcode:	
Telephone/Mobile No:	
Email address:	
Date of Birth:	
National Insurance Number	
Gender:	Male / Female

#### Relevant experience (50 words

<u>Relevant experience (50 words</u>	
Reference 1 (Name, Contact details, Organisation)	Reference 2 (Name, Contact details, Organisation)

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### Part Two

#### NOTE:

If the role you have applied for involves frequent or regular contact with or responsibility for children (i.e. more than once per week) you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

Have you ever been known to any Children's Services department as being a risk or potential risk to children?	YES / NO <i>(if Yes, please provide further information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, please provide further information)</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children.
<input type="checkbox"/>	I confirm that I have read the <b>Inspire Together Safeguarding Plan 2022/23</b> and the <b>Inspire Together Code of Conduct</b> and will adhere to these policies at the event.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

**APPENDIX 2 – ACCIDENT / INCIDENT REPORT FORM**

Adapted from 'The Good Sports Guide' with kind permission of Southampton City Council

Venue	Location of accident/incident
Date of accident/incident	Name of individual(s) who dealt with the accident/incident
Nature of accident/incident	
Details leading up to the accident/incident	
Details of events after the accident/incident	
First Aid treatment given	
Signed ..... (coach) (print name)	
Signed ..... (First aider) (print name)	
Signed ..... (Site Co-ordinator) (print name)	
Date: .....	

**APPENDIX 3 - CHILD PROTECTION DISCLOSURE FORM**

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few a questions as possible
- Encouraged the child to use their own words

Your Name: .....

Your Position .....

Young Person's Name: .....

Young Person's address: .....

.....

Parent's Name & Address: .....

.....

Your Observations:

.....

.....

.....

Exactly what the young person said to you:

.....

.....

.....

Any action you have taken so far:

.....

.....

.....

## Inspire Together - School Sport & Event Safeguarding 2025/26

Intended Action:

.....

.....

.....

Signature: .....

Date: .....

**REMEMBER TO MAINTAIN CONFIDENTIALITY.  
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE THAT NEED TO  
KNOW**

## APPENDIX 4

### SAMPLE 'FIT PERSON' CHECKLIST

Adapted from 'The Good Sports Guide' with kind permission of Southampton City Council

When interviewing candidates for a position of coach/leader or volunteer, certain criteria should be checked to determine whether the person is a 'fit' person for the post they will be undertaking:

- Knowledge of child protection issues ☐
- Relevant sports qualifications/training ☐
- Willingness to update skills ☐
- Previous experience of working with children ☐
- Knowledge of and positive attitudes to equal opportunities ☐
- Commitment to treat all children as individuals and with equal concern ☐
- Physical health ☐
- Mental stability, integrity and flexibility ☐
- No known involvement in criminal cases involving abuse to children ☐
- No disqualifying previous criminal records ☐

If any person is considered not to be a 'fit' person to work with children, his/her application should be refused.

## APPENDIX 5 - CODE OF CONDUCT

### Code of Conduct for Participants, Parents, Spectators, Staff & Volunteers

***An environment which allows bullying, shouting, racism, or sexism is not acceptable.***

#### **Participants**

- Treat all people fairly and with respect regardless of race, background, religious beliefs or gender.
- Respect the referee, umpire or officials' decisions and the rules of the game.
- Co-operate with teachers, coaches, volunteers, team mates and opponents.
- Control your temper, do you and do not criticise others by words or gesture.
- Work to the best of your ability both individually and as a team.
- Be a good sport. Recognise good play even when it comes from the other team.
- Respect the facility and equipment being used.
- Wear appropriate kit and remove jewellery before play.

#### **Parents / Spectators**

- Young people play school sport for fun.
- Applaud good performance and effort by your team and the opponents. Congratulate both teams.
- Encourage players to play by the rules and the respect the official's decision.
- Never ridicule or criticise young people for making a mistake during a competition, mistakes are part of learning.
- Condemn the use of violence in any form, be it by spectators, coaches, teachers, officials or players.
- Show respect for your team's opponents.
- Demonstrate appropriate social behaviour by not using foul language or harassing players, coaches, teachers or officials.
- Recognise the value and importance of teachers, volunteer coaches and officials, and show your appreciation.
- Let the teacher/coach do their job, don't confuse the players by telling them what to do.
- Anyone taking photos should complete a photo consent form and wear sticker

#### **Team Managers / Teachers / Volunteers**

- Show respect to others involved in the game including your players, match officials, opposition players, coaches, managers, and spectators
- Compliment both teams on their effort, giving positive, constructive criticism.
- Be consistent, objective and courteous in calling infractions.
- Don't use inappropriate language, behaviour and violence of any form.
- Act as a positive role model, adhere to the rules and teach players to.
- Promote fair play and appropriate sports behaviour.
- Ensure that your behaviour is consistent with the principles of good sportsmanship at all times.
- Place the wellbeing and safety of a player before the development of performance
- Encourage players to value their performance and not just results
- Treat all people fairly and with respect regardless of race, background, religious beliefs or gender
- Use common sense to ensure that the "spirit of the game" for young people is not lost by overcalling violations.

#### **School Games Values**





## **APPENDIX 6 - CONTACT INFORMATION**

Inspire Together is based at a host school site within the city:

<b>Identified Roles &amp; Contact Details</b>	
<b>Inspire Together Host School</b> <b>Crown Hills Community College</b> <b>Mr F Adam (Principal)</b> <b>Gwendolen Road</b> <b>Leicester LE5 5FT</b>  <b>0116 273 6893</b>	
<b>Inspire Together Managers &amp; Officers / Safeguarding Representatives</b>	
<b>Partnership</b>	<b>School Games Organiser &amp; Safeguarding Representative</b>
<b>Inspire Together Manager</b>	Dan Hewins (Manager) <a href="mailto:dhewins@crownhills.leicester.sch.uk">dhewins@crownhills.leicester.sch.uk</a> / 07511 163 783
<b>Inspire Together Competition Assistant Manager</b>	Charlotte Spencer (Assistant Manager) <a href="mailto:cspencer@crownhills.leicester.sch.uk">cspencer@crownhills.leicester.sch.uk</a> / 07511 163 779
<b>Inspire Together Primary School Games Organiser</b>	Jo Pegg (School Games Organiser) <a href="mailto:jpegg@crownhills.leicester.sch.uk">jpegg@crownhills.leicester.sch.uk</a> / 07511 163 821
<b>Inspire Together Secondary School Games Organiser</b>	Amy Slater (School Games Organiser) <a href="mailto:aslater@crownhills.leicester.sch.uk">aslater@crownhills.leicester.sch.uk</a> / 07871 731 891
<b>Inspire Together Inclusion Development Officer</b>	Tom Lemmon (Inclusion Development Officer) <a href="mailto:tlemmon@crownhills.leicester.sch.uk">tlemmon@crownhills.leicester.sch.uk</a> / 07511 163 788

## Inspire Together - School Sport & Event Safeguarding 2025/26

### APPENDIX 7 - Draft Parental Photo Consent Request Letter

Please note: Schools are free to use the below letter to support their own safeguarding and social media policies. Any revised versions of this must be shared with Inspire Together and have the consent of the manager before being circulated to parents.

*At Inspire Together, we like to celebrate pupils' achievements as often as we can and promote the good work of the organisation within the local and wider community. To comply with the United Kingdom General Data Protection Regulations (UK-GDPR), we need your consent before we can use the photographs of your child. Please read the information below, then tick the relevant box, sign and date the form where shown and return the completed form to .....*

Inspire Together will be using photographs and/or video recordings including images of my child named below both internally and externally to promote Inspire Together. I understand these images could be used in print and digital media formats including print publications, websites, e-marketing, posters, banners, advertising, film, social media and for teaching and research purposes. When using the photographs of individual pupils/groups, Inspire Together will not use the name of the child in the accompanying text or photo caption.

I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as UK legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive of Inspire Together life.

☐ I have read and understand the conditions and **I consent** to my child's images being used as described.

☐ I have read and understand the conditions and **I do not** consent to my child's images being used as described.

Name of Pupil \_\_\_\_\_

Signature of Parent/Carer \_\_\_\_\_

Date \_\_\_\_\_

#### What is consent?

Consent is defined by the UK-GDPR as 'any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her'. We do wish to remind parents/carers that once consent has been given or refused, this can be amended at any time in writing. The school will then take all reasonable efforts to enact this request as quickly as possible. If consent is removed, images will not be used any further. Where possible images that have been used will be removed.

**Inspire Together are part of Crown Hills Community College, adhering to their governance & policies.** For further information on use of data and details on who to contact if you would like to change your wishes on the use of photos, please access our privacy policies on the [Crown Hills website HERE](#)