



Herts Sports Partnership
Safeguarding Implementation Plan
2017-2018

	Foundation/ Formation	Developing	Integrating/ Embedding	Continually Improving	Target for 2017/18
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Leadership 1 - Organisational commitment to safeguarding					Continually improving
Leadership: 2. Strategy and Action Plan					Continually improving
Leadership: 3. Accountability					Continually improving
Leadership: 4. Influencing					Continually improving
Procedures					Continually improving
Safeguarding Values & Culture 1. Additional vulnerability of some children					Integrating / embedding
Safeguarding Values & Culture 2. Child friendly safeguarding resources					Integrating / embedding
Safeguarding Values & Culture 3. Codes of Ethics & Conduct					Continually improving
Safeguarding Values & Culture 4. Openness & Communication					Integrating / embedding

Safeguarding Values & Culture 5. Respecting children's views and contributions					Developing
Training and education					Continually improving

Leadership: 1. Organisational commitment to safeguarding

HERTS SPORTS PARTNERSHIP: Continually improving

Actions	Outcomes	By whom	2017-2018 Targets	2017-2018 Progress
The Executive Board of Herts Sports Partnership show commitment to safeguarding	Safeguarding policies adopted for both children and adults at risk	JS	Promote Herts Sports Partnership's newly-adopted safeguarding policies for children and adults at risk.	Promoted on the website and Twitter
	Safeguarding features on the Board, as and when required	JS	Continue to keep the Board and Partner Forum updated on national and local safeguarding announcements.	Safeguarding is an item on the agenda as and when required, the Board Champion for Safeguarding has approved the progress report
	Training provided for Board members	JS	Encourage and facilitate attendance of Executive Board members at suitable training.	Board members are invited to attend safeguarding courses. These are provided for the Board free of charge.
Herts Sports Partnership team to receive suitable safeguarding training	All Herts Sports Partnership team members have a basic understanding of safeguarding		Provide relevant safeguarding training for all Herts Sports Partnership team members.	HSP staff are invited to attend safeguarding courses relevant to their role.

	and what the local procedures are for reporting a concern.			
	Training to include induction training, initial and refresher safeguarding training, specialist training (e.g. risk assessment, Time to Listen) as appropriate.	JS	Continue to provide refresher training, using a variety of learning methods – videos, scenarios, prompt sheets, etc.	Refresher courses are on offer for staff who need to refresh their knowledge or keep up to date with new courses/ training. Including updates at team meetings.
Herts Sports Partnership promotes safeguarding principles as good practice that should be embedded at all levels of sport	Information for Clubs, Coaches and Participants provided on the Herts Sports Partnership website.	Project officers	Monitor content under 'Safeguarding' tab on website.	Webpage content is regularly updated. Safeguarding documents are assessable and up to date on our webpage.
		TA	Monitor School Games' Health, Safety & Welfare Plan, revise as appropriate	TA currently revising the School Games Health, Safety & Welfare plan. Risk assessments to be revised and content to be re-typed.
	Safeguarding updates and good practice as part of Herts Sports Partnership e-zines, etc.	All	Include safeguarding updates as and when required in newsletters.	Safeguarding updates included in our HSP newsletter as when necessary.

	Local information provided to all participants at sports coach UK Safeguarding and Protecting Children workshops	Project officer/ tutors	Accurate information will continue to be provided	
	Develop, print and distribute Safeguarding leaflets, etc., appropriate to different groups	Project officers	Produce adults at risk leaflet – consult with Anne Craft Trust	
Safeguarding embedded within Herts Sports Partnership's projects and funded work, as part of a wider 'quality assurance' agenda	All Service Level Agreements and funding agreements state safeguarding as a condition of funding, including a commitment to CoachMark	Project Officers	Embed use of safeguarding clause in grant award template, as a condition of funding.	UH legal team have produced service level agreements for projects across the team to include all safeguarding conditions of funding, including CoachMark requirements.
	Safeguarding as part of Clubmark actively promoted by Herts Sports Partnership on the website and where possible supported on the ground.	JS	Encourage and support clubs through the Clubmark process, including appropriate safeguarding training.	Coaching Lead supports clubs through the Clubmark process. Including DBS workshops to support coaches through this process. Minimum standards for active coaches, including Clubmark process is available on our webpage.

	<p>CoachMark to be an integral part of Herts Sports Partnership work and a driver for change. Discussions with schools on CoachMark as part of the satellite clubs project, and within primary schools. Continued liaison with officers and members from Herts County Council.</p>	<p>JS / Project Officers</p>	<p>Continued promotion of CoachMark, to include local professional clubs and coaching agencies.</p> <p>Promote “Hertfordshire Guide to High Quality Primary PE, Physical Activity and School Sport”, which includes CoachMark as one of the ambitions.</p> <p>Support development of a national CoachMark scheme.</p>	<p>CoachMark is working alongside professional clubs and coaching agencies.</p> <p>As a result of the guide being produced a quality assurance matrix is being devised for schools / coaching agencies, this will include CoachMark</p>
	<p>Support the CoachMark process by processing DBS checks and Risk Assessments</p>	<p>JS</p>	<p>Continue to process DBS checks and undertake risk assessments, as and when required.</p> <p>Promote use of DBS Update Service among Hertfordshire coaches.</p>	<p>DBS workshops available for coaches. Regular drop in sessions are available. Coaches are supported through the process.</p> <p>DBS workshops are promoted through our Club Matters newsletter.</p>

Leadership: 2. Strategy and Action Plan

HERTS SPORTS PARTNERSHIP: Integrating/Embedding

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Continue review of Self-Assessment Tool	Gathering of views about the role of Herts Sports Partnership around safeguarding, feeding into the Implementation Plan for 2016-17	JS / Board Champion	Board Champion to continue to provided progress updates at quarterly Board meetings	Board to approve safeguarding progress at September Board meeting
Include child protection/safeguarding within the current Herts Sports Partnership Business Plan.	Safeguarding reflected in the Business Plan for 2013-2017, linking the purpose/values of the Partnership with work on safeguarding and equality	JS	Safeguarding embedded within the Improvement Plan, which forms part of the new governance framework.	This plan is part of a suite of improvement plans that underpin the Business Plan - approval of all plans at Board meeting Sept 17
Improve communication around the work of the team with the CPSU, Hertfordshire County Council, local authorities and national governing bodies of sport. Investigate and signpost impacts around, for example, the numbers	Herts Sports Partnership's safeguarding work incorporated into communications plan, and regularly promoted to partners.	JS / Project Officers	Promote impact and outcomes through newsletters, social media, etc. Annual Report to include references to safeguarding and CoachMark.	

attending training and CoachMark coaches.			<p>Safeguarding issues regularly featured in both general and coaching Twitter and Facebook feeds.</p> <p>Maintain contacts with Hertfordshire Safeguarding Children Board and CPSU.</p>	
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Leadership: 3. Accountability

HERTS SPORTS PARTNERSHIP: Integrating/Embedding

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Internal and external staff at all levels will have clearly identified roles and responsibilities.	<p>To develop individual team members' responsibilities within their projects.</p> <p>Accountabilities will be set out with all key projects, events and</p>	JS	<p>Training on risk assessments to be made available to project officers with appropriate responsibilities.</p> <p>Herts Sport Partnership's contracted partners to have</p>	

	<p>partnerships linked to effective risk assessments.</p> <p>Outreach staff whether deployed directly or indirectly though partners are aware of thresholds and procedures around referrals.</p>		<p>updated and correct safeguarding training, valid DBS and CoachMark accreditation.</p>	<p>Up to date CoachMark database of contracted partners. Training records included, along with DBS records and safeguarding training details.</p>
<p>There will be annual reviews of policy and practice with partners as part of service planning days.</p>	<p>To develop partners' responsibilities within their projects.</p>	<p>JS</p>	<p>Continue to develop safeguarding dialogue with Sports Development Officers</p>	<p>SDO's reminded of the safeguarding requirements through projects, such as Satellite Clubs.</p>

<p>Staff to be annually surveyed for satisfaction around the support and training provided to them.</p> <p>All activities run, or funded, by Herts Sports Partnership will have a customer feedback system in place and information on hot line numbers.</p>	<p>Provide annual training for staff around safeguarding policies and procedures.</p> <p>Develop annual staff satisfaction survey around the support and training provided to them.</p> <p>Put in place a customer feedback system for all Herts Sports Partnership funded programmes.</p>	<p>JS</p>	<p>Annual training (including outreach staff) to continue.</p> <p>Analysis of training needs around vulnerable adults.</p> <p>Systematically review the inclusion of feedback on safeguarding (policies and issues) in customer/partner surveys.</p>	<p>Safeguarding survey distributed and completed by HSP staff in December. From this survey safeguarding understanding and training needs were identified.</p> <p>Safeguarding scenario's included in HSP team meeting in December to highlight examples of vulnerable adults at risk.</p>
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Leadership: 4. Influencing

HERTS SPORTS PARTNERSHIP: Integrating/Embedding

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Continue to develop relationships with significant local partners, e.g. county council, schools contacts, national governing bodies	<p>Closer work with Partners around safeguarding.</p> <p>Set up a County Safeguarding group to explore potential common ground and local issues.</p>	JS	<p>Follow-up with County Welfare Officers Group (meeting March 2017) – explore viability of unified approach to safeguarding through NGBs and Herts Sports Partnership.</p> <p>Further work with coaching agencies, to reinforce ‘good practice’ and explore potential role as safeguarding ambassadors.</p>	Schools / coaching agencies quality assurance matrix in development
	To ensure standards of safeguarding are being met by Partners	Project officers	Maintain use of the Check and Challenge toolkit.	HSP staff were reminded of the Check and Challenge toolkit during our December team meeting. This toolkit can be used across projects to ensure standards of safeguarding are being met by partners.

<p>Promote good practice across the county and among other CSPs.</p>	<p>To provide case studies of good practice for local partners.</p> <p>Communicate good practice as part of a wider communications strategy.</p>	<p>JS / Project officers</p>	<p>Continue work on establishing impact of good practice.</p>	
<p>Advice and information from, e.g., CPSU and Herts LSCB to be signposted on website, publications and social media.</p>	<p>All appropriate safeguarding communication is available to partners.</p>	<p>JS</p>	<p>Improve exchanges of information with Hertfordshire LSCB.</p> <p>Support further CPSU communication campaigns</p>	<p>Promote and support CPSU campaigns through our social media channels and newsletters.</p>

Procedures

HERTS SPORTS PARTNERSHIP: Integrating/Embedding

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Review and maintain safeguarding checklist for project work	Establish procedure that gives consistency across Herts Sports Partnership	Project officers	Safeguarding and welfare continues to underpin existing programmes and developments such as the primary sports premium.	Maintain up to date safeguarding checklists of project work undertaken within HSP.
Establish, as part of a Quality Management System, an internal folder on the shared drive, holding all child protection / safeguarding procedures.	More streamlined approach to processes for all office/remote staff.	JS	Herts Sports Partnership will continue to embed its procedures in line with Quest safeguarding guidance. A Quest reassessment will take place by October 2017. (n.b. Current rating is 'Outstanding' – the only CSP to achieve this rating.)	Recently awarded excellent during our recent QUEST assessment. Next QUEST validation assessment to reach Outstanding commences on Wednesday 20 th September.

Review DBS and risk assessment procedures.	Defined accountability and responsibility throughout Herts Sports Partnership and projects.	JS	Herts Sports Partnership will continue to review, as part of CoachMark scheme.	Review of DBS and risk assessment is kept up-to-date in line with Herts County Council guidance as part of CoachMark scheme
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Safeguarding Values & Culture 1. Additional vulnerability of some children

HERTS SPORTS PARTNERSHIP: Integrating/embedding

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Use Sportivate work with FE colleges as a case study/model of good practice.	Case Studies written and put on website for the Inter FE games	Project officer	Maintain links with FE re: safeguarding and welfare via College Sport Makers, academies, Coach Education Week contacts, etc.	Safeguarding courses available to CSM's, Academies and Clubs scheduled during Coach Education week. Safeguarding updates and good practice shared via FE college meetings.
Extend safeguarding work to include additional vulnerable groups	Improved links and training with a greater range of vulnerable groups	JS / Project officer / RC	Further develop action plan with Herts Disability Sports Forum to provide information to parents and carers. Link to Talented Athlete Programme run by HSV.	

			Carry out further consultation on the additional vulnerabilities of some children and adults.	
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Safeguarding Values & Culture 2. Child friendly safeguarding resources

HERTS SPORTS PARTNERSHIP: Integrating/embedding

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Identify alternative methods of consulting with young people about development of resources	Access to advice from young people re: child friendly resources	Project officer	Further discussion re: potential of apprentices to reach young people and get their feedback. Increase dissemination of video/other material via funded programmes.	
Consult with Adults at Risk about the development of suitable resources.			Further consultation with suitable groups on resources, including Herts Sports Partnership website.	Up to date Adult at Risks safeguarding policy available on our webpage.

Safeguarding Values & Culture 3. Codes of Ethics & Conduct

HERTS SPORTS PARTNERSHIP: Continually improving

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Ensure all Service Level Agreements and funding agreements incorporate CoachMark	Reinforces minimum standards, including child welfare and safeguarding, with all clubs and organisations working with Herts Sports Partnership	JS / Project Officers	<p>In line with clause in grant award template, support inclusion of CoachMark accreditation in projects.</p> <p>Importance of CoachMark and associated standards reinforced by support for relevant workshops etc.</p>	All coaches delivering on HSP projects are Coack Mark registered. Coaches need to complete this process before delivering any projects.
Conduct staff training on Codes of Ethics and Conduct linked to CoachMark for Herts Sports Partnership staff and other partners	Increase understanding by Herts Sports Partnership staff and others of their responsibility within Codes of Conduct	JS	Importance of Codes of Conduct, etc., reinforced within Herts Sports Partnership team via staff meetings, development days, etc.	Code of conduct reinforced during team meetings. Appropriate updates shared with HSP staff.

			Regular updates on child welfare issues as appropriate.	
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Safeguarding Values & Culture 4. Openness & Communication

HERTS SPORTS PARTNERSHIP: Integrating/Embedding

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Ensure Safeguarding is included in all new marketing & communication work and strategies.	Team automatically to check any new communication work with Herts Sports Partnership Safeguarding policy.	Project officers		Safeguarding policies and relating documents to be imbedded and assessable on our new webpage.
Identify and engage with a Board champion for Safeguarding	Board champion for Safeguarding supports and adds value to the safeguarding self-assessment process	JS	Board champion contributes to discussions - under new Governance Framework, champions meet quarterly with officers	Board champion agreed
Include safeguarding as a discussion item in team meetings	Reinforce strategic importance of safeguarding to Herts Sports Partnership	JS	Safeguarding included as agenda item as appropriate, with specific training as required.	Safeguarding to be revisited at the next team meeting. Any outstanding training to be addressed.
Adopt a communication strategy around advocacy	Communications plan promotes CoachMark and identifies key	JS	A review of Herts Sports Partnership's approach to	

and the positioning of Herts Sports Partnership as a leader in the field of safeguarding work.	partner groups for safeguarding work.		communication, in light of changes to the role of CSPs, necessitates a reappraisal of the Communication Plan.	
Introduce CoachMark and CPSU logos as part of branding of Herts Sports Partnership, across projects and Partnership as a whole.	Greater promotion of the 'quality mark' of the Partnership's work	Project officer	Development of CoachMark 'apprentice' category Extension of collaboration with Sporting Futures	

Safeguarding Values & Culture 5. Respecting children's views and contributions

HERTS SPORTS PARTNERSHIP: Developing

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
Identify and promote 'best practice' models for safeguarding inside and outside of sport	Best practice is shared across Herts Sports Partnership and with other partners	JS/ Project officer	Develop work with County Welfare Officers and coaching agencies	Best practice shared with county welfare officers and safeguarding leads at Safeguarding regional meetings.

Develop communication channels with young people	Disseminate video messages, etc., re: safeguarding and young people	Project officer	Monitor and analyse safeguarding content on social media	
	Input by young people on use of feedback cards, etc., for Herts Sports Partnership projects	Project officers	Further work on obtaining intelligence and insight through e.g. ambassadors, apprentices, leaders and academies.	

Training and Education

HERTS SPORTS PARTNERSHIP: Continually improving

Actions	Outcome	By whom	2017-2018 Targets	2017-2018 Progress
<p>Continue to offer Safeguarding and other relevant workshops (e.g. Positive Behaviour Management) as part of the comprehensive workshop programme.</p>	<p>Supply workshops to meet demand (currently 30 per annum) and provide the local information and details about CoachMark scheme to participants.</p>	<p>JS</p>	<p>Review of delivery of Safeguarding (and First Aid) workshops – the aim is to maintain the availability of training to coaches and volunteers.</p> <p>Safeguarding training will continue to be promoted via website and social media.</p> <p>All team members will continue to be updated on safeguarding issues via internal communication and team briefings.</p>	<p>Safeguarding training opportunities promoted via our webpage for partners to access.</p> <p>Ongoing.</p>
<p>Continue to offer the Safeguarding 2 course</p>	<p>Increased awareness among clubs and coaches of the course.</p>	<p>Project officers</p>	<p>Signpost individuals to SPC Workshops and/or E-learning.</p>	

Continue to work through local partners to put on safeguarding workshops	Course to meet local demand	Project officers	Workshop requests from clubs and CSNs referred direct to local sports coach UK provider.	
Review and promote Safeguarding training in Herts through Herts Sports Partnership's website	To offer a variety of training opportunities to partners	Project officers	Continue to offer Safeguarding Adults at Risk workshops.	
Continue to develop Staff Training opportunities for Herts Sports Partnership team	Increased knowledge of Safeguarding by Herts Sports Partnership team	JS	All team members kept up-to-date on safeguarding issues via bespoke and bitesize training within team meetings	Ongoing.