



Safeguarding Implementation Plan 2024-2025

The Herts Sport & Physical Activity Partnership (HSP) was established in 2003 as one of 43 Active Partnerships in England, as part of the long-term plan for delivering sport across the nation. It is led by a Board and has a core team of full and part-time sports professionals, all of whom are passionate about the Partnership's work.

VISION: More people, more active, more often.

MISSION: Working strategically and collaboratively to improve the lives of the people of Hertfordshire, by using the power of sport and physical activity to tackle inequality and disadvantage.

CORE VALUES: Proactive, Reliable, Inclusive, Collaborative, Environmentally Sustainable.

STRATEGIC OBJECTIVES: We will work with our partners to:

1. Community Sport & Physical Activity Sector - In partnership with schools, and those involved in community sport to provide opportunities for the people of Hertfordshire to start, continue and thrive in their chosen sport or physical activity.
2. Covid Recovery - Support the community sport and physical activity sector and individuals to recover from the impact of the Covid pandemic using sport and physical activity to improve health and wellbeing and community resilience.
3. Physical Activity for Health and Wellbeing - Positioning movement, sport, and physical activity at the heart of how we think about people's health and wellbeing in Hertfordshire.
4. Sport for Social Change - Use sport and physical activity to drive social change to enhance the lives of Hertfordshire's residents by supporting community cohesion, social inclusion, economic prosperity, crime and anti-social behaviour reduction, educational attainment, and employability.
5. Stronger Communities - Taking a place-based approach to tackling inequalities and reducing inactivity, by concentrating limited resources and empowering local communities from target areas, for maximum impact.
6. Active Environments - The development of inclusive and sustainable places and spaces to encourage participation in sport and physical activity for all our residents - particularly those from inactive and disadvantaged communities.

The following Enablers of Change, are threads running throughout the strategy that are key to driving transformational:

- Fit for purpose workforce - a diverse and welcoming workforce with the skills and behaviours to be able to offer fun, safe and progressive activities that attract and retain individuals in sport and physical activity.
- Fit for purpose organisation - robust governance with distributed leadership, a commitment to continuous improvement, equality, diversity and inclusion, and operational agility to respond to changing needs.
- Insight led - an in depth understanding of the factors influencing activity levels, inequalities and the impact of sport and physical activity, and using this insight to make customer-led and evidenced-based decisions.
- Systems change - understanding the key systems in place, coalescing around our shared purpose, and delivering interventions that will shift the conditions holding the problem (inactivity, inequality) in place.
- Embracing technology & innovation - creating the conditions where we are constantly exploring new ways to achieve our strategic objectives, using technology and innovation to improve impact and efficiency.

Actions	Outcomes	By whom	2024-2025 Targets	Completion date	Progress
The Board of HSP show commitment to safeguarding.	Safeguarding policies adopted for both children and adults.	TH	Fully review HSP's Child Protection Policy, rewriting sections of the document that need updating.	01/07/24	
		TH	Rewrite HSP's Safeguarding Adult's Policy to reflect the safeguarding of all adults not just those deemed 'at risk'.	01/06/24	
		MR / JOC / AL / TH	Share Safeguarding policies with the HSP Board to gain approval for any amendments and to adopt the updated policies annually to refresh their knowledge of these documents.	01/09/24	
		MR / JOC / AL	Share safeguarding policies with any newly appointed HSP Board members as part of their induction.	As required	
		TH / AL	Ensure safeguarding policy updates are aligned to HSP's EDI action plan.	01/07/24	

		TH / AL	Submit a safeguarding report to HSP Board. Reference changes to policies, progress against last year's Implementation Plan and safeguarding priorities for the coming year with this report.	01/09/24	
	Safeguarding features on the Board agenda	MR / JOC / AL / MM	Maintain safeguarding as a standing item on the agenda as part of the wider governance update at Board meetings, where updates shall be provided on progress against the Safeguarding Implementation Plan.	Ongoing	
		MR / MM	Keep the Board updated on national and local safeguarding announcements.	As required	
		MR / MM	Board Champion and Safeguarding Lead to continue to provide progress updates against safeguarding plans at Board meetings.	Ongoing	
	Provide appropriate training for all HSP Board members.	MR / JOC / AL	Ensure new Board members undergo safeguarding training as part of their induction.	As required	

		TH	Arrange for the CPSU/ACT to deliver safeguarding training to the HSP Board every 3 years.	01/01/27	
	Safeguarding updates regularly given to the Board Champion outside of Board meetings	MR / TH / MM / HB	Board Champion and Safeguarding Leads to meet regularly to update on Implementation Plan progress.	07/24, 10/24, 01/25, 04/25	
		TH / MM / SS	Invite Board Champion to all Safeguarding Subgroup meetings.	Ongoing	
HSP to meet the safeguarding requirements outlined by Sport England funded System Partner.	Undertake the review process set out by CPSU and ACT to monitor our safeguarding processes for both safeguarding children and adults. Demonstrate that safeguarding is embedded at all levels of the organisation and that HSP are fit for purpose to safeguard and protect children and adults through all facets of our work.	TH / SSG TH / SSG	Undertake the ACT Safeguarding Adults in Sport Framework. Regularly monitor progress against Safeguarding Implementation Plan – provide updates to HSP team and Board against progress.	01/06/24 Ongoing	
		TH	Convert Implementation Plan into a monthly task list, making it easy for all staff to know their expectations and when tasks should be completed by – circulate document to whole team and regularly refer back to this.	01/06/24	

		TH / SSG	Prepare paperwork for annual CPSU review – provide updates on previous Implementation Plan, draft new plan for 2025 – 2026 and identify safeguarding priorities for coming year.	01/04/25	
		TH / MM / MR	Undertake CPSU Annual Review.	01/05/24	
HSP promote safeguarding principles as good practice that should be embedded at all levels of sport.	Information for clubs, coaches and participants provided on the Herts Sport & Physical Activity Partnership website.	TH / CD	Ensure Safeguarding webpages are maintained with relevant information for clubs, coaches, participants, and the wider sport sector.	01/08/24 / Ongoing	
		TH / CD	Monitor content from the partner websites we signpost to, such as ACT and CPSU, and make amendments as necessary to Safeguarding pages on HSP website.	01/08/24 / Ongoing	
	Safeguarding updates and good practice as part of HSP newsletters.	TH / JG / CD	Include safeguarding updates in at least two 'general HSP' newsletters yearly. Additional safeguarding newsletters also to be distributed if there is an identified need.	01/06/24 / 01/03/25 And as required	

	Local information provided to all participants at UK Coaching <i>Safeguarding and Protecting Children</i> workshops, ACT Safeguarding Adults in Sport etc.	CM / EC / JG / TH	Provide local information to course tutors for safeguarding courses we coordinate. This should include reference to making referrals in Hertfordshire.	As required	
Safeguarding embedded within HSP 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.	MR / TH	Continue to embed use of safeguarding clause around minimum operating standards in grant award templates and within service level agreements, as a condition of funding.	As required	
		LGS	Continue to ensure we work with HCF to ensure all providers delivering on the HAPpy programme have adequate safeguarding policies in place as per a condition of them receiving funding.	Ongoing	
		TH / POs	Project leads to conduct check and challenge visits to any funded projects to assess that the safeguarding procedures, as set out in contracts, are being met.	As required	

	Quality assurance monitored on projects HSP deliver/fund to maintain good standards.	CM / TH / ALO's	Use our check & challenge audit process to assess standards at any HSP delivered projects.	As required	
	Quality assurance of the Holiday and Food activity programme.	MR / LGS / POs	Check and challenge HAPpy deliverers' safeguarding procedures as part of mandatory sites visits.	08/24, 12/24, 04/25	
	Quality assurance of the wider sector in Hertfordshire.	TH / CS / PO's	Utilise check & challenge form to support the sports clubs and community groups we work with in our Active Local areas to develop their safeguarding processes.	01/11/24 / ongoing	
	Processing DBS checks and Risk Assessments.	TH PL's / TH / CS / DT TH / POs	Safeguarding Lead to complete the CPSU Risk Assessment training. Infiltrate knowledge gained from this to the wider team. Appropriately process DBS checks through UH for all staff and volunteers when employing staff for HSP delivery projects. All HSP projects to have a risk assessment completed – safeguarding to be considered within these.	TBC As required As required	.

		TH / POs	Project risk assessments to continue to be updated annually/ when changes deem necessary.	01/03/24 / as required	
Embed messaging around safeguarding within HSP communications to partners and the wider sector.	HSP safeguarding work incorporated into Communications Plan, and regularly promoted to partners.	TH / CD / JG	Create a safeguarding specific Communication Plan covering a 12-month period, outlining campaigns, newsletters and dates this information shall be shared to guide Marcomms for the coming year.	01/07/24	
		TH / CD	Promote impact and outcomes through newsletters, social media, etc. to be included in the communication plan.	Ongoing	
		TH / CM / JG / CD	Work with Sport Welfare Officer (SWO) to build in information for sports clubs and coaches into the annual Communication Plan.	01/07/24	
		MR / TH	Continue to maintain contact with Hertfordshire Safeguarding Children Partnership, Ann Craft Trust and CPSU.	Ongoing	

		TH / MR / SSG	Attend CPSU / ACT Lead Safeguarding Officer Forums – share learning from sessions internally and through our communication channels.	Ongoing	
		JG / CM	Attend SWO national/regional groups – use insights to guide communication to local sport clubs.	Ongoing	
		TH / SSG / CD	Attend Hertfordshire Safeguarding Children Partnership Learning Hubs where appropriate. Promote these learning opportunities within both internal and external communications.	Ongoing	
		CM / EC / JG / CD / TH	Promote training development opportunities run by HSP as well as partners through our communication channels.	Ongoing	

		CM / EC / JG	Record the number of attendees and capture feedback from the safeguarding courses run by HSP	Ongoing	
Internal and external staff at all levels will have clearly identified roles and responsibilities.	<p>Develop individual team members' responsibilities within their projects.</p> <p>Accountabilities will be set out with all key projects, events and partnerships linked to effective risk assessments.</p> <p>Outreach staff - whether deployed directly or indirectly through partners - are aware of thresholds and procedures around referrals.</p>	POs	All Project Officers to keep project risk assessment up to date, ensuring safeguarding is considered within these.	01/10/24	
		SSG	Safeguarding Subgroup to identify all projects that HSP deliver or commission – assign responsibility for check & challenge of these projects.	01/08/24	
		PLs / POs	Conduct checks to ensure HSP's contracted partners have up to date and correct safeguarding training and valid DBS.	01/09/24	
		PLs / POs	Conduct check and challenge of HSP projects/those we commission, ensure all delivery staff are aware of the welfare plan/organisation's policy and procedures they should be working to for that specific project.	Current projects all checked 01/12/24	

		TH / POs	Lead Safeguarding Officer to review welfare plans with relevant POs annually.	All checked by 01/03/25	
		TH / POs / PL	All events/new projects must have a welfare plan in place specific to the procedures that must be followed. All staff working on the events/projects must be familiar with the welfare plan and aware of the safeguarding procedures.	As required	
		TH / AL / POs	Continue to use PID with inclusion of safeguarding section for any new projects – project leads to go through safeguarding section of PID with safeguarding Lead before an project is signed off.	As required	
There will be reviews of policy and practice with partners as part of service planning.	To develop partners' responsibilities within their projects and involvement in the Partnership's work.	MR / TH	Provide safeguarding updates that come through from CPSU, ACT, Sport England and HSCP at Local Authority Liaison meetings.	As required	
		TH / MR	Share HSP's annual Safeguarding Implementation Plan and safeguarding policies with Local	01/06/24	

			Authorities to enable them to input.		
Staff to be annually surveyed for satisfaction around the support and training provided to them.	Provide annual training for staff around safeguarding policies and procedures.	TH / SSG	Recirculate HSP Staff Safeguarding Satisfaction survey (to be completed by all staff). Use the information to plan team safeguarding sessions and respond accordingly to any matters arising.	01/03/25	.
Meet the training needs of Herts Sport & Physical Activity Partnership staff and the wider sport and physical activity sector in Hertfordshire.	Ensure all staff employed by HSP or delivering on funded projects have undertaken requisite safeguarding training. All Herts Sport & Physical Activity Partnership team members have a basic understanding of safeguarding and what the local procedures are for reporting a concern.	TH / JH TH TH	Ensure all Herts Sport & Physical Activity Partnership team members (including outreach staff) are up to date with their mandatory safeguarding training, to be updated within every 3 years and updated this in our internal training log. Any new staff members must complete training as part of their induction. Deliver team safeguarding sessions using a variety of learning methods – videos, scenarios, prompt sheets, etc. Content to be directed by staff safeguarding survey. Arrange Prevent training with HCC Prevent Lead for all staff.	Check training log 01/10/24 / as required. 01/03/25 01/06/24	

	<p>Provide access to relevant safeguarding training to the wider sector throughout Herts.</p> <p>Training to include induction training, initial and refresher safeguarding training, specialist training (e.g. risk assessment, Time to Listen) as appropriate.</p>	<p>TH / JG</p> <p>LGS</p> <p>TH / PLs / POs</p> <p>JG / CM / EC / TH</p>	<p>Deliver a session for our 'core market' around capturing youth voice and involving CYP in decision-making, based on the CPSU training the Lead Safeguarding Officer undertook.</p> <p>Include sessions for HAF providers around capturing youth voice and involving CYP in decision making as part of learn & share events.</p> <p>All staff delivering on HSP projects must undertake relevant safeguarding training – directly delivered and commissioned.</p> <p>Deliver enough Safeguarding Adults, Safeguarding & Protecting Children and Time to Listen course throughout the year to meet local demand.</p>	<p>01/09/24</p> <p>01/05/24</p> <p>As required</p> <p>As required</p>	
Continue to develop relationships with significant local partners, e.g. Hertfordshire County	Closer work with Partners around safeguarding.	CM / JG / TH	Continue to engage the club advocate group around safeguarding issues, using the group to develop the ways we can	Ongoing	

Council, schools, National Governing Bodies of Sport (NGBs)	Work with local organisations in the county to explore potential common ground and local safeguarding issues.	JG / CM	support clubs in the County through SWO and wider safeguarding support offer. Work closely with NGB's to help develop the safeguarding practices within sports clubs in Herts.	Ongoing	
Maintaining minimum operating standards.	Ensure standards of safeguarding are being met by partners. Check & challenge HSP funded programmes to ensure at least minimum operating standards are being met.	LGS / MR	Work alongside HAF coordinating partners (HCC and HCF) to ensure high safeguarding standards are embedded through the project.	Ongoing	
		JG / CM / TH	Maintain strong relationship with LADO – including regular 'catch up' meetings.	Ongoing	
		POs / TH / MR / PLs	Continue to conduct check and challenge for: HAF programmes, HSP funded programmes, programmes HSP deliver and among groups/clubs we work with through Active Local.	Ongoing	
		PLs / POs / TH / MR	Conduct check and challenge of commissioned partners to ensure	Current projects to be	

		POs / TH / MR	<p>they are working to the approved policies and procedures which meet the minimum operating standards as outlined in contracts.</p> <p>Ensure clear information/guidance about minimum safeguarding requirements is available and is provided to organisations commissioned or funded to provide programmes/activities for children on HSP's behalf.</p>	<p>visited by 01/09/24</p> <p>Ongoing</p>	.
Promote good practice across the county and among other Active Partnerships.	<p>Provide case studies of good practice for local partners.</p> <p>Communicate good practice as part of a wider communications strategy.</p>	<p>JG / CM / CD</p> <p>TH / MR / JG / CM</p> <p>POs / MR / TH</p>	<p>Highlight good practice observed through SWO role – share this learning with other sports clubs.</p> <p>Attend regional Active Partnership safeguarding meetings and share best practice within these.</p> <p>Share best practice of HAF providers at learn & share event</p>	<p>First case study completed 01/09/24 / ongoing</p> <p>Ongoing</p> <p>01/05/24</p>	

		CM / TH	too help others develop their safeguarding procedures. Have a focus on safeguarding / welfare at 2024 Clubs Conference – highlight good practice local clubs can utilise.	01/10/24	
		LGS / Pos / HB	Highlight any safeguarding best practice observed among HAF delivers – create a case study to highlight this.	Ongoing	
		CD / TH	Share best practice as part of communications, including campaigns and newsletters. Build this into communication plan.	Ongoing	
Advice and information from, e.g., CPSU and HSCP to be signposted on website, publications, and social media.	All appropriate safeguarding communication to be made available to partners.	TH / MR / CD	Continue to signpost towards information the HSCP shares with us, both internally to the HSP team and to the wider sector.	Ongoing	
		CD / TH / JG	Support CPSU/ACT and other safeguarding partners' communication campaigns. Keeping Your Child Safe in Sport, Anti-bullying Week and the Ann	Ongoing	

		CD / TH / JG	Craft Trust campaigns will all be supported on social media and through newsletters. Continue to promote any new materials/safeguarding updates circulated by CPSU, HSCP, NWG and the Sport England to HSP team and wider sector.	Ongoing As required	
		CD / TH	Ensure new HSP website directs traffic to specialist agencies such as CPSU for guidance and relevant safeguarding materials.	Review website 01/07/24 / Ongoing	
Review and maintain safeguarding checklist for project work	Establish procedures that gives consistency across Herts Sport & Physical Activity Partnership	TH / PLs / POs	Safeguarding and welfare to continue to underpin existing programmes and be at the forefront of developing new projects – embedded through use of safeguarding section in PID.	Ongoing	
		TH / POs	Safeguarding Lead to go through every project's welfare plan annually with relevant project officers. Ensuring these remain fit for purpose and all staff with a responsibility for respective projects are comfortable with the	All current plans reviewed by 01/12/24	

		TH / MR / AL	<p>safeguarding policies and procedures.</p> <p>Monitor for any changes in policy or advice and make changes to our procedures accordingly.</p>	As required	
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.	TH / All	Maintain the use of Microsoft Teams Channels 'quick links' for important safeguarding documents all staff need to access – to include up to date Safeguarding Policies and Implementation Plan.	Ongoing	
		All	Utilise safeguarding folder on SharePoint, so all HSP staff can access relevant documents easily.	Ongoing	
		All	Ensure password protected files are used for documents containing sensitive information and sensitive data is stored inline with UH Data Policy	As required	
Apply DBS procedures.	Defined accountability and responsibility throughout Herts Sport & Physical Activity	TH / PLs	Project Leads to ensure all delivery staff directly employed by HSP have undertaken a DBS through UH prior to working on HSP projects.	Ongoing	

	Partnership and projects.	PLs	Project Leads to ensure commissioned projects undertake DBS checks of their delivery staff.	Ongoing	
Extend safeguarding work to include additional vulnerable groups	Improved links and training with a greater range of vulnerable groups	TH / MR	Continue to work closely with the Ann Craft Trust to ensure our Safeguarding Adults policies and procedures are appropriate.	Ongoing	
		EC	Include courses around working with young people with additional vulnerabilities as part of the HAF training programme.	Ongoing	
		TH / RC	Provide a range of training opportunities for engaging those with a disability.	Ongoing	
		AL / EC / CM / JG	Provide training for the sector around additionally vulnerable groups.	Ongoing	
		TH / CD / JG	Include communication around additional vulnerabilities within the Communications Plan. Include	01/ 06/24 / Ongoing	

		TH / MR / POs	a newsletter article and social media posts around this subject. Continue to work alongside partner organisations as part of the 'Crime Reduction Through Sport Group', 'Family First Meetings' and other relevant working groups to ensure we have the most appropriate policies and procedures in place. Ensure these consider relevant information about the nature of the additional vulnerabilities the young people we are working with may have.	Ongoing	
		PLs	Ensure all staff delivering on HSP projects have undertaken appropriate training to understand some of the challenges additionally vulnerable groups face and are confident managing any situation that may arise as a result.	Ongoing	
Conduct staff training on Codes of Ethics and Conduct for Herts Sport & Physical Activity Partnership staff and other partners	Increase understanding by Herts Sport & Physical Activity Partnership staff and others of their responsibility within Codes of Conduct	MR / TH / SSG	Deliver a session for all staff outlining newly adopted Codes of Conduct – helping to embed these for own staff and the children/parents on our programmes.	01/09/24	

		TH / SSG	Make sure the newly developed Codes of Conduct are referenced and linked to within the Partnership's safeguarding policies during the process of updating these policies.	01/07/24	
		TH / SSG	Continue to adopt UH Codes of Conduct for HSP employees where appropriate – where there are gaps develop our own relevant Codes of Conduct.	As required	
Identify alternative methods of consulting with young people about development of resources and messaging	Access to advice from young people re: child friendly resources, website messages etc.	Pos / LGS/ CD	Continue to distribute child friendly resources (a variety of age-appropriate material) both at our projects, to commissioned partners and as a resource on our website.	Ongoing	
		TH / POs	Ensure relevant resources are readily available at all HSP projects to make participants aware of the numbers to contact if they have a safeguarding concern.	Ongoing	
		LGS / POs	Include consultation with CYP as part of HAF audits – feeding young people's views into how we review the quality of delivery	08/24, 12/24, 04/25	

Engage with a Board Champion for Safeguarding	Board Champion for Safeguarding supports and adds value to the safeguarding self-assessment process.	MM / TH / MR	Provide regular updates to the Board Champion on progress against Implementation Plan – ensuring they can contribute to discussions around our safeguarding and identify priorities.	Ongoing	
		MM / TH / MR	Continue to invite the Board Champion to all Safeguarding Subgroup meetings.	Ongoing	
		JOC / TH / MR / MM	Share information about national meetings for Board Champions – encouraging their attendance at these.	Ongoing	
Include safeguarding as a discussion item in team meetings.	Reinforce strategic importance of safeguarding to Herts Sport & Physical Activity Partnership	TH / MR	Maintain safeguarding as a standing agenda item on team meeting agendas.	Ongoing	
		TH / MR	All team members to continue to be updated on safeguarding issues via internal communication and team briefings.	Ongoing	

		TH	Progress against implementation plan to be given within monthly team meetings.	Ongoing	
Adopt a communication strategy around advocacy and the positioning of Herts Sport & Physical Activity Partnership as a leader in the field of safeguarding work.	Communications plan promotes best practice and identifies key partner groups for safeguarding work and plan to engage these.	TH / CD / JG	Meet with Marcomms to review the Partnership's approach to communication around safeguarding over the last year - use this to facilitate development of the Safeguarding Communications Plan for 2024/25.	01/07/24	
		TH / SSG / CD	As a Safeguarding Subgroup, map out the partners we want to engage over the coming year – use this to design a plan to communicate with these for the coming year.	01/05/24	
		CD / TH / JG	Finalise the Communication Plan – circulate this to internal team.	01/08/24	
Continue to use CPSU and Ann Craft Trust logos as part of branding of Herts Sport & Physical Activity Partnership, across projects and Partnership as a whole.	Greater promotion of meeting the safeguarding standards.	TH / CD	Maintain CPSU and ACT branding on the HSP website where appropriate.	Ongoing	
	Demonstrate collaboration with key	TH / CD	Use CPSU, ACT and wider safeguarding partners branding within our communication –	Ongoing	

	safeguarding in sport agencies.	TH / CD	particularly when support the campaigns these organisations run. Add ACT logo to HSP website once we have undertaken (passed) their Safeguarding Adults in Sport Framework.	01/08/24	
		TH / CD	Highlight through our communication channels, achievement of CPSU Safeguarding Standards and ACT Safeguarding Adults in Sport Framework.	01/06/24 01/08/24	
		TH / JG / CD	Include promotion of CPSU and ACT within the safeguarding messaging communicated to the wider sector.	Ongoing	
Identify and promote 'best practice' models for safeguarding inside and outside of sport.	Best practice is shared across Herts Sport & Physical Activity Partnership and with other partners.	TH / CD	Continue to promote relevant campaigns (as per the Communication Plan) sharing safeguarding messages across the sporting landscape.	Ongoing	
		TH / CD / POs	Develop and utilise safeguarding case studies to highlight best	01/09/24	

		JG / CD	practice that could be employed wider. Share any best practice found through role of SWO to HSP team and wider sector.	Ongoing	
Gathering the views of young people in key stakeholders to guide future approach to safeguarding	Input by young people through use of feedback cards, project evaluation etc., for Herts Sport & Physical Activity Partnership projects, resources, and messaging.	TH / SSG / POs	Look to develop alternative approaches to obtaining intelligence and insight through consultation with young people – include this in a team safeguarding session to explore opportunities for capturing this.	01/09/24	
		TH / SSG	Have capturing views of young people as an agenda item in a Safeguarding Subgroup meeting – explore opportunities this can be embedded.	01/08/24	
		TH / MR / PLs	All project evaluation of CYP projects to include a safeguarding element unless a reason can be provided as to why it is not appropriate. This will include getting feedback from key stakeholders - including children	Ongoing	

			participating in the projects - their parents and delivery staff.		
Continue to offer safeguarding and other relevant workshops (e.g. managing challenging behaviour, training in additional vulnerabilities etc.) as part of the comprehensive workshop programme.	Supply workshops to meet demand and provide the local information to trainers / participants. Offer a variety of training opportunities to partners.	CM	Maintain delivery of enough safeguarding courses to meet training requirements of coaches and volunteers.	Ongoing	
		CM / JG / TH	Continue to offer a range of safeguarding courses throughout the year to meet sport club/community organisation demand including; <i>Time to Listen</i> , <i>Safeguarding Children</i> and <i>Safeguarding Adults</i> workshops.	Ongoing	
		EC	Include a variety of safeguarding and courses to support additional vulnerabilities within HAF training programme to meet provider demand – where possible open these courses to wider sector	Ongoing	
		CM	Include a variety of safeguarding themed courses as part of the annual Coach Education Week programme.	01/02/24	

		AL / JG / TH	Through workforce Subgroup make sure safeguarding/welfare is built into the programme of training we are offering the workforce in Herts.	Ongoing	
		AL	Provide training to sector around 'underserved' groups and those that may typically be considered additionally vulnerable – in line with EDI Action Plan	Ongoing	
Promote relevant safeguarding training and development opportunities for Hertfordshire through the HSP website.	Promote available safeguarding CPD to the sector in Hertfordshire.	CM / EC / JG / CD	Safeguarding training coordinated by HSP to continue to be promoted via website, newsletters, and social media.	Ongoing	
		TH / CD / CM / EC / JG	Have a plan for safeguarding courses to run for the next year which shall be included in the Communication Plan to ensure these are promoted in good time.	01/07/24	
Continue to work through local partners to put on safeguarding workshops.	Organise supply of relevant courses to meet local demand	CM / TH	Continue to refer workshop requests from clubs and other relevant bodies directly to local Coaching UK training providers if we do not have appropriate courses running.	Ongoing	

		JG / CM / TH / EC	Ensure that the HSP courses and workshops programme reflects and meets local demand.	Ongoing	
Continue to develop staff training opportunities for Herts Sport & Physical Activity Partnership team.	Increased knowledge of safeguarding by Herts Sport & Physical Activity Partnership team.	TH / MR TH	All team members to be kept up to date on safeguarding issues via bespoke and bitesize training within team meetings. Promote any available training opportunities internally so HSP staff have the chance to develop their understanding.	01/09/24 and as required Ongoing	

The Herts Sport & Physical Activity Partnership (HSP) staff member responsible for delivery of the plan:

MM - Mervyn Morgan - HSP Board Chair - Safeguarding Board Champion

HB - Hester Brierley - Deputy Safeguarding Board Champion

JOC - John O'Callaghan - Partnership Director

TH - Tom Horey - Safeguarding Lead

MR - Matt Rayner - Deputy Safeguarding Lead / Strategic Lead People, Places and Programmes

JG - Joe Gamble - Sports Welfare Officer (SWO)

SSG - Safeguarding Subgroup - Tom Horey, Matt Rayner, Charlotte Bird, Charlie Mann, Joe Gamble, Louise Gallagher-Smith, Charlotte Stringer, Matt Ridley

AL - Adrian Ledbury - Strategic Lead Transformation (oversees governance)

ALOs - Active Local Officers

CD - Chris Dodd - Marketing & Communication Lead

CM - Charlie Mann - Programmes Lead and Workforce (oversees work of Sport Welfare Officer)

CS - Claire Stratford - Active Local Team Lead

DT - Davina Thakkar - Governance and Finance

EC - Emma Catlin - HAF Training Lead

LGS - Louise Gallagher-Smith - Children & Young People Team Lead

JH - Jane Hanna - Administration Assistant (monitors internal training log)

PL - Project Lead - Specific to a project

POs - Project Officers

RC - Ros Cramp - HSP Associate - Disability Sport Officer