

FEDERATION OF INLINE SPEED SKATING

Safeguarding and Child Protection

Best Practice for Clubs

This document is a guide to best practice with regard to safeguarding but must be considered with regard to individual clubs and their needs.

DBS checks **cannot** be obtained directly from the DBS (Disclosure and Barring Service). They have to be obtained through a registered organisation. Currently FISS has an arrangement with a company that can arrange blocks of DBS checks for a minimal fee.

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| Who needs a DBS check? (Disclosure and Barring  Service check-formerly CRB)  Who sees the DBS checks?  Who needs safeguarding training?  Safeguarding officers in clubs  Registers | This depends on role specifications within  individual clubs and clubs own safeguarding policies. However FISS would recommend the following as a minimum:  All club coaches  All safeguarding officers  Treasurer - advisable  Anyone else who will be left unsupervised with children or vulnerable young adults.  DBS checks only have to be renewed if a persons role within a club changes.  If a person has a DBS check in a work role, it can be transferred to a volunteer role **but** it has to be fully compatible. Compatibility can be discussed with the DBS and is at the discretion of the club.  The club safeguarding officer should see the DBS check and record the name, number and date of check. **Original DBS documents should not be photocopied**. The safeguarding officer should then forward a list of DBS names,numbers and expiry dates to the FISS safeguarding officer. DBS records should be kept in a secure place as they must be treated as strictly confidential.  All coaches and safeguarding officers.  Clubs are covered if they undertake online training courses but good practice is to attend face to face training. Sports Coach UK offer three hour courses in locations across the country.  Do not need to be present at every training session but both children and adults within the club need to know who the safeguarding officer is and how to contact them, therefore it is useful to publish their contact details e.g. on the club website and in membership handbooks.  Clubs should keep a register of children attending each session. You need to know where children are. If they are expected at a training session and do not attend then the parents should be contacted.  (Membership forms or a contact list should be available at training sessions). | |
| Codes of conduct  Child Protection Policy  Good Practice for coaches and safeguarding  officers. | | All clubs should have codes of conduct for coaches, parents and children. These set out clear guidelines for everyone. If someone is not adhering to a code of conduct they could be implicated in a safeguarding issue.  Each club should have its own Child Protection Policy. If necessary this can be adapted from the FISS child protection policy. Otherwise other  organisations such as the NSPCC or Sport England provide templates.  The coach or safeguarding officer should make brief notes at the end of each training session e.g. how it went - “all ok” or make a note if anyone was upset. This might form a pattern - especially if it involves bullying, someone might cite the same person at a later date. You then have a record of who/when/where. This record could be kept in the same folder as the register. |