

# Implementation Plan

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Safeguarding and Protecting children in and throughout sport in Wales

July 2013 (v9)

**Fun**<sup>to</sup>  
**Fulfilment**

WSRB is committed to creating and maintaining a safe and positive environment for all young people to play squash in Wales

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## Keys to Acronyms

WSRB	Wales Squash and Racketball
The Board	WSRB Board of Directors
C of C	Codes of Conduct
C of E	Code of Ethics
CMP	Case Management Panel
CPSU	Child Protection in Sport Unit
CWO	Club Welfare Officer
DOCD	Director of Coaching and Development
Executive	A representative from each of the 7 affiliated county Squash Associations
LSCB	Local Safeguarding Children Board
LCPO	WSRB Lead Child Protection Officer
Management	WSRB operational day to day management
OFM	WSRB Office Finance Manager
OM	WSRB Operations Manager
V & B	Vetting and Barring Scheme
SG&PC	Safeguarding and Protecting Children
SW	Sports Wales
Steering Group	Group of volunteers responsible for steering the WSRB implementation plan
TOR	Terms of Reference

## POLICY STATEMENT

Responsibilities	Principles
<p>WSRB will:-</p> <ul style="list-style-type: none"> <li>• Accept the moral and legal responsibility to endorse and implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse</li> <li>• Respect and promote the rights, wishes and feelings of young people and disabled or vulnerable adults</li> <li>• Recruit, train and supervise its employees/volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations</li> <li>• Require staff/volunteers to adopt and abide by the WSRB code of ethics and code of conduct, and the safeguarding &amp; protecting children policy and procedures</li> <li>• Respond to any allegations appropriately and implement WSRB disciplinary and appeals procedures</li> </ul>	<p>The guidance given in the safeguarding &amp; protecting children procedures is based on the following principles:-</p> <ul style="list-style-type: none"> <li>• The welfare of young people (the Children’s Act 1989 defines a young person as under 18 years) and disabled or vulnerable adults is the primary concern</li> <li>• All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse. These are the principles of equality of opportunity, as laid down in the Equity Plan</li> <li>• It is everyone’s responsibility to report any concerns they have but it is the responsibility of the safeguarding and protecting children experts to determine whether or not abuse has actually taken place</li> <li>• All incidents of suspicious or poor practice and allegations should be taken seriously and responded to swiftly and appropriately</li> <li>• Confidentiality should be upheld in line with the Data Protection Act 1998, the common law of confidentiality, and the Human Rights Act 1998</li> </ul>

WSRB is committed to creating and maintaining a safe and positive environment for all young people to play squash in Wales

## **IMPORTANT**

Please note that the term 'parents' is used throughout this document as a generic term to represent parents, carers and guardians.

Please note that the term 'young people' also refers to players with disabilities and vulnerable adults.

## **Confidentiality**

The legal principle that the 'welfare of the child is paramount' means that the considerations which might apply to other situations in the organisation should not be allowed to override the right of young people to be protected from harm. Every effort must be made to ensure that confidentiality is maintained when an allegation had been made and is being investigated. Information should be stored in a secure place, with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## Legal and Procedural Framework

The practices and procedures within this policy are based on the principles contained within UK legislation and Government guidance, and have been designed to complement Local Safeguarding Children Board procedures. They take the following into consideration:

The Children Act 1989

The Children Act 2004

The Police Act 1997

The Protection of Children Act 1999

The Criminal Justice and Courts Services Act 2000

The UN Convention on the Rights of the Child

Human Rights Act 1998

Working Together to Safeguard Children and Young People 2006

Working Together 2006

The framework for the safeguarding and protecting children system within England and Wales, and the roles and responsibilities of statutory and voluntary agencies, is outlined in Working Together to Safeguard Children 2006, Welsh Assembly Government.



## Communication

A key principle underpinning Working Together, is working in partnership with parents, carers and all others with responsibility for safeguarding children and young people. In order to promote the safeguarding and protecting children policies and procedures, it is important that every effort is made to communicate these as widely as possible.

WSRB consult with stakeholders, including children and their parents, including the development of codes of conduct.

WSRB involve stakeholders as part of the review process, actively consulting in any recommendations for change required to policies and procedures.

WSRB should ensure that information about the policy and procedures is available from a range of sources. For example, booklets, newsletters, website, posters, briefings, workshops/training events, helpline information. These sources should be promoted into the clubs.

## Standard 1 – Policy

Standard	Criteria	Action	Outcome/ Evidence	Who is responsible	Target date	Progress	Next date due
1.1	<b>The organisation has a child protection policy.</b>	Review current safeguarding policy.	Original policy produced June 2003.	LCPO	Amend – 3 year cycle.		Jan 2016
		Review in line with re-branding.	Updated policy in place which has been reviewed within the last 3 years,	LCPO/ OM	Jan 2013	Current policy Reviewed Jan 2013.  CPSU signed off Feb 2013.  Steering Group signed off April 2013.  Management and Board signed off June 2013.	Jan 2016
		Publish all documents to website.	Documents available on website	LCPO/ OM	July 2013	Published all documents to website July 2013.	Annual
		Communicate policy	Communicate to all stakeholder/ Welfare officers and	LCPO / OM	Annually - September	Annual distribution at start of season -	Annual – Septe



			clubs.			Sept.	mber 2014
		Update policy when issues arise	Social Networking document created as missing from main document.	LCPO / OM	Amend – 3 year cycle	Published on web site July 2013.	Jan 2016
<b>1.2</b>	<b>The policy is clearly written and understandable.</b>	Policy to be consulted with all stakeholders at national level, board, executive and club.  WSRB workforce, volunteers, coaches, referees, parents and junior membership.	Minutes of board, executive and email communication to the membership.  Policy on the website and available during all WRSB tournaments/ courses / workshops.	OFM / LCPO  OFM / LCPO	On going  On going	Policy is on the web site and available during all WSRB tournaments/ courses/ Workshops.  Link:- Coaching/ Safeguarding/ Safeguarding policies/ Safeguarding and protecting children policies.	On Going  On Going
<b>1.3</b>	<b>The policy is publicised, promoted and distributed to relevant</b>	Identify a plan for distribution of the policy.	WSRB management and board meeting minutes and web site, profile at tournaments and all WSRB courses,	WSRB Staff / OFM / LCPO / Develop-	Annually	Annual distribution to all stakeholders in squash – distributed	Annual Sept ember 2014

	<b>audiences.</b>		workshops newsletters.  CWO in clubs receive hard copies, child safe/impact posters hand outs designed by children and safeguarding summary.  Stakeholder involvement from Steering Group of any suggested amendments.	ment Team		September 2013  Sent to welfare officers and clubs in readiness for the start of each season.- September 2013 On going as part of steering group meetings	Annua – September 2014  On going
<b>1.4</b>	<b>The policy is approved and endorsed by the relevant management</b>	Gain endorsement for the revised policy at WSRB management and	Minutes from management and board meetings will verify approval/ WSRB buy in.	WSRB/ Board/ OFM/ LCPO	Every 3 years or if there are any legislation	Management and Board signed off June 2013.	Jan 2016

	<b>body (e.g. senior management board, executive and committee).</b>	board level.			changes.		
<b>1.5</b>	<b>There is an identified board member with specific responsibility for safeguarding.</b>	Board member with specific responsibility to be identified.  Produce a job description and appropriate training to be offered.	Minutes of board meeting with selection, vote and approval.  Criteria and procedure to be available on web site.	LCPO/ Board	Dec 2011	Dave Mason appointed.  Criteria and procedures for board candidate selection available on website.  Link: About us/WSRB board.	On going
<b>1.6</b>	<b>The policy is mandatory for staff and volunteers.</b>	Provide a sign up process in relation to mandatory status of the policy.	Mandatory statement to be added to code of conduct and ethics for all WSRB coaches, referees, volunteers, players and workforce	LCPO	Annual Sept	Policy is mandatory - Annual Sept sign up.	Annual

			at annual registration.				
<b>1.7</b>	<b>The policy is reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.</b>	Identify a review process and dates.  Front sheet added to policy to state review date of policy and version control.  Terms of reference for steering group.	Steering group to review every 3 years or whenever there is a major change in legislation.  WSRB management ratify.  Available on web site.	LCPO/ Steering Group/ WSRB	Every 3 years	Jan 2013 reviewed in line with re-branding.  April 2013 Steering group signed off.  June 2013 Board and WSRB management signed off.  TOR currently in place on website	Jan 2016

## Standard 2 – Procedures

Standard 2	Criteria	Action	Outcome/ Evidence	Who is responsible	Target date	Progress	Next date due
2.1	<b>There are clear and unambiguous procedures in place in respect of child protection, which provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare.</b>	Produce a summary of policy and procedures in squash that develop clear procedures that provide step-by-step guidance on what action to take in light of concern being identified.	Ratify the summary of policy and procedures in squash at management and board level.  Documents available on the web site.  Documents promoted at competitions.	LCPO FOM Management Board	Jan 2013 in line with re-Branding	Dec 2012 board ratified implementation plan.  Jan 2013 SG docs reviewed.  April 2013 Steering Group signed off.  June 2013 Board and management signed off.  Sept as part of the start of the season documents.	Jan 2016
		Produce a flow chart for LCPO.	Distribute as part of the		Annual Sept	Flowcharts reviewed as part	Annual

			annual sign up.  Flowcharts in place and reviewed as part of the policy review.			of policy review Jan 2013. Publicised Sept 2013	circulation – Sept 2014
2.2	<b>At a national level child protection procedures are consistent with <i>Safeguarding Children: Working Together under the Children Act 2004</i> (Welsh Assembly Government 2006), and the <i>All Wales Child Protection Procedures 2008</i>.  At a local level there is a need to be aware of local safeguarding children board (LSCB) arrangements and</b>	Organise a link on the WSRB web site to Safeguarding Children: <i>Working Together under the Children Act 2004</i> (Welsh Assembly Government 2006), and the <i>All Wales Child Protection Procedures 2008</i> .  At a local level there is a need to be aware of local safeguarding children board (LSCB) arrangement,	List of essential and local contacts evident in the policy and web site.  Links on WSRB web site to: <i>Working Together under the Children Act 2004</i> (Welsh Assembly Government 2006), and the <i>All Wales Child Protection Procedures 2008</i> available on WSRB web site.	LCPO OFM  OFM	Jan 2013	Links to LSCB's available on website. Links updated annually. Links on the new web site.	On going

	<b>contacts.</b>	contacts.					
<b>2.3</b>	<b>There is a designated person/s with clearly defined role and responsibilities in relation to child protection, which are appropriate to the level at which he/she operates.</b>	Produce roles and responsibilities document.  Promote recruitment drive of CWO.  Devise and develop a training plan for all CWO.	LCPO and CWO job descriptions to be placed on web site.  Through WSRB club charter. Clubs qualify for the charter awards ever 3 years  Training plan in place.	LCPO  LCPO  LCPO	Jan 2013  3 year review cycle.	Jan 2013 On web site.  Link:- Coaching/ Safeguarding/ thinking of becoming a welfare officer/club welfare officer job description.	Jan 2016
<b>2.4</b>	<b>There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation.</b>	Ensure all clubs, staff, volunteers and member organisations have access to the WSRB incident report forms.	Sample record form available in policy, as part of club charter document and web site available to all stakeholders.	LCPO	On going	A complaint recording form is used to log all complaints – available on website currently	On Going

		Produce an annual summary of all incidents to WSRB Board.	Annual summary provided to the Board outlining lessons learned.	LCPO	Annual	Annual board meeting 2013	Annual
		Ensure there is secure storing unit in WSRB office with restricted access, in line with the Data Protection Act 1998.	All incidents recorded on incident record form and stored in a secure storage system in compliance with relevant legislation.	OFM	On going	Currently in place.	On Going
<b>2.5</b>	<b>There is a process for dealing with complaints by parents/carers and by young people about unacceptable and/or abusive behaviour towards children, with clear timescales for resolving the</b>	Ensure disciplinary procedures are consistent with the Safeguarding and protecting children policy with clear timescales for resolving the complaint.	The WSRB safeguarding and protecting children discipline and dispute resolution procedures written into the constitution with flow chart and timescales.	LCPO / Management	Review Jan 2013	Flow charts/quick guide to WSRB procedures evident in policy, and on web site.  Link: About us/ Policies/ Conduct report and complaint procedures.	As part of OM role, all will be revisited  On going



	<b>complaint.</b>		<p>Process for breach of conduct evident in breaches of code of conduct/ ethics.</p> <p>All the above sanctioned by Management.</p>	<p>LCPO</p> <p>LCPO / Management</p>			
<b>2.6</b>	<b>There is guidance on confidentiality and information sharing.</b>	Provide written guidance on confidentiality and information sharing to all member organisations.	<p>Principles of working together evident in policy statement.</p> <p>Guidance on confidentiality and need to share</p>	<p>LCPO OFM</p> <p>OM</p>	<p>Original Jan 2011</p> <p>Review Jan 2013</p>	<p>Section 1.2 principles and DPA and 1.3 confidentiality are contained within the Safeguarding and Protecting Children Policy and Procedures.</p> <p>Jan 2013 all safeguarding</p>	<p>Jan 2016</p> <p>Jan 2016</p>

			information evident in policy.			documents were reviewed.	
2.7	<b>There are policies and procedures for recruiting staff/volunteers, and for assessing suitability to work with children.</b>	Ensure that recruitment and selection procedures are updated to meet current standards.	Recruitment booklet, including application and reference form available, in conjunction with SW.	LCPO	Original Jan 2011	Updated procedures in place.	On Going
		Ensure that the procedures are circulated as part of the policy.	Available on web site, and used for new staff.	LCPO	On going	Procedures have been circulated – Sept 2013  In place	On Going
		Ensure that the recruitment and selection procedures are mandatory.	Procedures are mandatory and will be evident in handbook.	LCPO	On going	Dec 2012 alignment from CRB to DBS and changes to processes internally communicated	On Going

		Ensure that self-declaration forms are completed and DBS disclosure forms are obtained (prior to commencement of duties if possible) for all new staff, professional or volunteers with significant contact with children.	<p>WRSB Safe Guarding and Protecting Children register maintained showing completed self-declaration and full disclosure DBS checks of all WSRB staff and volunteers – both existing and new.</p> <p>WSRB registered with WCVA.</p> <p>5 DBS checkers have received training from the WCVA.</p>	<p>LCPO</p> <p>LCPO</p> <p>LCPO</p>	<p>Annual</p> <p>Original July 2010</p> <p>July 2010</p>	<p>Still on going</p> <p>DBS 3 yearly renewals supported by annual self-assessments and self-disclosures.</p> <p>On going</p>	<p>Annual</p> <p>On Going</p> <p>On Going</p>
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		Carry out an audit of all staff including tutors, squad coaches and team managers.	Mandatory for all coaches within WSRB National Junior Development Programme to have full disclosure renewed every 3 years.	LCPO	Annual	Changes included in policy document – Jan 2013.	Annual
		Update the policy when specific guidance re DBS is available.	This information is on the web site and circulated annually in the safeguarding newsletter.	LCPO	Dec 2012	DBS 3 yearly renewals, supported by annual self-assessments and self- disclosures.  Dec 2012 changes communicated. Jan 2013 DBS updates filtered	On going

						into policies and procedures. May 2013 DBS workshops attended and outputs communicated to key stakeholders.	
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## Standard 3 – Practices

Standard 3	Criteria	Action	Outcome/ Evidence	Who is responsible	Target date	Progress	Next date due
3.1	<b>There is a code of ethics for the sport.</b>	Produce a C of E for the sport.  Steering Group to review C of E to include mandatory status of the policy and added to safeguarding area of web site.	Original policy produced.  C of E sent to all stakeholders for annual registration.  Update/refresh every 3 years.	LCPO OFM  Steering Group  LCPO / OM Stakeholders	Annual sign up to codes  June 2011  Jan 2013	Annual sign up – September 2013   The Code of Ethics and Code of Conduct were both reviewed in Jan 2013 as part of the review of	Annual – Sept 2014   Jan 2016

						the safeguarding documents.	
					Sept 2013	Updated to website	
<b>3.2</b>	<b>There are codes of conduct for adults, parents and children and young people.</b>	Produce a C of C relevant for all WSRB officials, National Squad players, Excellence players, Team Managers, Coaches and Volunteers and added to safeguarding area of the web site.  Involve children of all ages in the creation of a child friendly codes.	All registered members / players sign annually and recorded on data base.  Children were involved in the creation of posters and involvement they wanted from the parents.	FOM LCPO          LCPO Steering Group	Annual sign up and distribution          2009 & 2013	Annual sign up  Codes are ratified and distributed to all clubs.  Link:- coaching/safeguarding/safeguarding documents/ safe guarding child posters.       Jan 2013 code of conduct for officials reviewed as part of the review of the safeguarding documents. Sept 2013	Annual          Jan 2016

			C of C child friendly draft produced and presented to Management for ratification.			updated web site for start of season.	
3.3	<b>There is clear guidance on the core activities of the sport (supervision ratios, tours and tournaments).</b>	Produce guidance on core activities of the sport.	Original policy produced.	LCPO Steering Group CWO	Sept Annually	All coaches taking players away receive/sign up to this document.	On going
			Guidance document for hosting home and away events placed on the web site and hard copies sent to all CWO and WSRB coaches taking children to away events.	LCPO Steering Group CWO	Sept Annually	Jan 2013 - guidance document for away events reviewed as part of the review of the safeguarding	Jan 2016
			Guidance document for guidance and requirements for sanctioned events has club and tournament				



			organiser sign up pre-season.			documents.	
<b>3.4</b>	<b>There is guidance in relation to photography, e-communication, emergencies and accidents, confidentiality.</b>	Produce guidance in relation to photography, emergencies, accidents and confidentiality.  Produce guidelines on e-communication, use of texts and internet social networking sites for stakeholders.	Original policy produced.  Guidance document placed on web site and available in sanctioned events and hosting home and away documents.  Hard copies sent to CWO and placed in safeguarding newsletter.	LCPO FOM CWO	Sept Annually	Guidance documents made available for all children, parents, coaches.  Jan 2013 guidance document for away events, social networking document, parent consent forms, all reviewed as part of the review of the safeguarding documents.	On going
<b>3.5</b>	<b>There is clear information about sources of help available to</b>	Provide sources of help for young people and children with	Child safe leaflets, posters and handouts.	LCPO FOM CWO	Annually	Annual distribution to club welfare officers.	On going

	<b>children and young people and contact details readily available.</b>	contact details.	<p>Make available at all WSRB sanctioned events, courses and CWO.</p> <p>Place on the web site and newsletter. WSRB staff awareness meeting.</p>			Info placed on website and newsletter.	
<b>3.6</b>	<b>Designated child protection staff have access to specialist advice, support and information.</b>	<p>Identify Lead SG &amp; Protecting Children Officer and Club Welfare Officers.</p> <p>Contact CWO annually to discuss priorities and updates.</p>	<p>WSRB LCPO and CWO in place with a job description.</p> <p>Annual recruitment and maintenance of CWO.</p> <p>CWO sign WSRB safeguarding</p>	LCPO FOM CWO	On going	<p>CWO job description in place.</p> <p>Description available on web site.</p> <p>Placed on safeguarding area of the club notice board.</p>	<p>On going</p> <p>Annual</p>

			statement.			Provided within a safeguarding promotion pack of impact posters.	
			LCPO attends NSPCC lead officer meetings, risk assessment and time to listen course.	LCPO	Quarterly	LCPO attends meetings and attends time to listen course.	On going
			LCPO receives consultancy time with CPSU.	LCPO	On going	On going	On going
<b>3.7</b>	<b>Contacts are established at a national and/or local level with key statutory child protection agencies or locally with the LSCB.</b>	Provide a list of contacts at national and/or local level with the key statutory child protection agencies.	A list of contacts at national and/or local level with the key statutory child protection agencies placed on the web site and given to CWO.	LCPO FOM	Update Sept annually	Points of contacts available upon request from CPSU.  List of local contacts available within the safeguarding	On going

		<p>Signpost all WSRB staff and volunteers to CWO and WSRB LCPO via web site CWO encouraged to set up network contacts.</p> <p>Form a CMP.</p>	<p>Information packs provided.</p> <p>Place a TOR on the web site.</p>	<p>LCPO</p> <p>LCPO</p>	<p>Jan</p>	<p>policies.</p> <p>CMP panel formed 2004, TOR available on website</p>	
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## Standard 4 – Education and Training

Standard 4	Criteria	Action	Outcome/ Evidence	Who is responsible	Target date	Progress	Next date due
4.1	<b>At all levels within a sport there are opportunities to learn about safeguarding children and young people.</b>	Publicise, promote and distributed to relevant audiences.	Presented annually at WSRB events, AGM, training courses distributed to all CWO, members, volunteers, parents, juniors.	LCPO	Annually	WSRB continue to provide opportunities to learn about safeguarding at every level of the player/coach pathway.	Annual
			Policy summary provided. Distributed annually.	OFM	Annually		Annual
		Created a dedicated section for child	Dedicated section available.	OFM	Sept	Dedicated location for safeguarding	On-going

		<p>protection on the web site.</p> <p>CWO to advise all children on their rights on an annual basis or when joining the member organisation.</p>	<p>Information provided for membership renewal. Children/young people sign up to Code of Conduct, annually, and prior to an event.</p>	<p>LCPO OFM</p>	<p>Annually</p>	<p>documents on web site.</p> <p>Annual sign up of documents as part of process.</p>	<p>Annual</p>
		<p>Ensure all new and registered coaches attend a SG&amp;PC workshop.</p>	<p>WSRB training plan. Coaches placed on the WSRB data base.</p>	<p>LCPO OFM</p>	<p>On going</p>	<p>SG &amp; PC1 compulsory at entry level.</p>	<p>On-going</p>
		<p>Ensure all referees / volunteers in WSRB event programme attend SG&amp;PC workshop.</p>	<p>Referees / volunteers placed on the WSRB data base.</p>	<p>LCPO</p>	<p>On going</p>	<p>SG &amp; PC2 recommended every 3 years.</p>	<p>On-going</p>

		WSRB staff need to attend Safeguarding 2 – reflecting on practice.	Courses planned Nov 2012 and Jan 2013	LCPO		Both courses completed.  Monitored as part of the Administrator Role – staff matrix logged and monitored.	On-going
<b>4.2</b>	<b>Training is available to management boards and committees in relation to safeguarding children and young people.</b>	Provide the necessary training for the Board.	The board are updated on policy changes and incidents.	DOCD	On going	Relevant training is offered where and when appropriate.  All documents are reviewed and communicated in line with the implementation plan with stakeholders.  Board members form part of the sign off process, therefore are involved in all requirements.	Recommended every 3 years.  Jan 2016.

		For Board members to have training to understand their role in safeguarding.		LCPO	Every 3 years	08.09.2013 100% Board attendance to CPSU Board Responsibility /SG3 awareness training.  1 Board Member has overall responsibility as Safeguarding Rep.	Sept 2016.
<b>4.3</b>	<b>There is evidence that staff and volunteers with special responsibilities in relation to safeguarding children, recruitment or disciplinary issues have training to enable them to develop the necessary skills and knowledge and</b>	Ensure that staff and volunteers with special responsibilities in relation to safeguarding children, recruitment or disciplinary issues have training to enable them to develop the necessary skills and knowledge and have regular	282 coaches have attended a SCUk safeguarding and protecting children in sport workshop.  165 staff, coaches, tournament staff, board members have been DBS enhanced disclosure	DOCD  DOCD	On going  On going	SG & PC1 compulsory at entry level.  SG & PC2 recommended every 3 years.  Monitored as part of the Administrator Role – staff matrix logged and monitored.	On going  On going



	<p><b>have regular opportunities to update their knowledge and understanding.</b></p>	<p>opportunities to update their knowledge and understanding.</p>	<p>checked.</p> <p>Target, recruit and agree Club Welfare Officer by club.</p> <p>TTL orientation taken place Resources in place to deliver course.</p> <p>Agree dates for Time to Listen training course for Club Welfare Officers:- North and South – approx. numbers 20/30.</p> <p>Identify needs analysis and book training courses as</p>	<p>DOCD</p> <p>DOCD</p> <p>DOCD</p>	<p>Annually Aug-Nov</p> <p>Oct 2013</p> <p>On going</p> <p>On going</p>	<ul style="list-style-type: none"> <li>- Target 1 rep per club</li> <li>- Identify CWO</li> <li>- Secure CWO</li>   <li>- Tutor identified and orientated</li>   <li>- Secure CWO numbers</li> <li>- Identify tutor</li> <li>- Agree dates for training</li>   <p>CWO contact points displayed within clubs.</p> </ul>	<p>Annual</p> <p>Oct 2013- Jan 2014</p> <p>On going</p>
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## Standard 5 – Implementing and Monitoring

Standard 5	Criteria	Action	Outcome/ Evidence	Who is responsible	Target date	Progress	Next date due
5.1	<b>There is a written plan showing what steps will be taken to safeguarding children, who is responsible for what actions and when these will be completed.</b>	Write and agree a Child Protection Implementation Plan in line with Safeguarding and Protecting Children Policy.  The completed plan will be circulated to WSRB staff Management and the Board.	Original implementation plan created July 2010. Ratified by Management and Board.  Distributed to all stakeholders.	LCPO  OFM	Update every 6 months.  Annually	Jan 2013 safeguarding documents reviewed.  April 2013 implementation plan reviewed and updated.	Jan 2016  Plan reviewed annually or when updates required

		The plan will be monitored and reviewed by the Steering Group.	Steering Group 6 monthly meetings.	LCPO SG	Annually		
<b>5.2</b>	<b>The resources essential for implementing the plan are made available.</b>	<p>A breakdown of financial resources by time line be presented to the management for ratification and allocated in the budget.</p> <p>Establish all staffing resources required to implement the plan.</p> <p>Explore avenues for funding support from Sport Wales.</p>	<p>Original implementation April 2011.</p> <p>Management meeting minutes.</p> <p>Ensure buy in from all staff involved in the implementation plan.</p> <p>Implementation plan costs discussed at management.</p>	<p>LCPO</p> <p>LCPO</p> <p>LCPO SW</p>	Annually		Annual
<b>5.3</b>	<b>Policies and practices are reviewed at stated intervals, ideally</b>	Front sheet of policies to identify date for review.	Policies placed on website.	LCPO	Every 3 years	<p>Jan 2013 re-branded.</p> <p>Jan 2013 all</p>	Jan 2016

	<b>at least every three years, and revised in the light of changing needs; changes in legislation and guidance; experience.</b>	Steering Group to monitor and evaluate on an annual basis all system, procedures and guidelines.	Steering Group 6 monthly meetings.	LCPO		safeguarding documents reviewed.  April 2013 Steering Group signed off.  Sept 2013 website updated in readiness for start of season.	
<b>5.4</b>	<b>Processes / mechanisms are in place to consult children and young people and parents as part of the review of safeguarding policies and practices.</b>	Ensure processes / mechanisms are in place to consult children and young people and parents as part of the review of safeguarding policies and practices.	Junior membership and parents receive an annual SG&PC feedback form to complete.	LCPO	Annual	All juniors receive	Annual
		Imbed a safeguarding culture by consulting with 11 and under	Tournament feedback forms canvas information reference	LCPO	Monthly	Discussions with officers using the display board and hand-outs.	Monthly

		<p>talent ID players during the annual fun series event and all national squads requesting written/drawn images demonstrating understanding of standards of behaviour for players and parents at events.</p> <p>WSRB hold a consultancy process with all stakeholders in the sport every 3 years inviting feedback from all areas of the sport.</p> <p>Signpost and lead all juniors attending events to safeguarding</p>	<p>awareness of the SG&amp;PC policy monthly.</p> <p>20 sanctioned events have a SG&amp;PC display board.</p>	<p>LCPO</p> <p>LCPO</p>	<p>Every 3 years</p> <p>Monthly</p>	<p>The tournament feedback forms have a section on safeguarding</p>	<p>Jan 2016</p> <p>Monthly</p>
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		display boards.  Provide hand-outs and invite questions.				to complete.	
5.5	<b>All incidents, allegations of abuse and complaints are recorded and monitored.</b>	All incidents, allegations of abuse and complaints are recorded and monitored.	Monitoring forms in policy on web site.	LCPO	On-going	A complaint recording form is used to log all complaints.	On-going
		Ensure that all member organisations are fully aware of their responsibilities regarding reporting of incidents.	SCUK SG&PC workshops delivered to all members.	LCPO	On-going	Flowcharts / quick guide to WSRB procedures evident in policy and on web site.	
		Produce an annual recording sheet for incidents, complaints and allegations.	Annual summary required of anonymised incidents to be presented to Management committee.	LCPO	Annual	All incidents recorded on incident record form and stored in a secure storage system in compliance with relevant	

						legislation.	
<b>5.6</b>	<b>An annual report on safeguarding is presented to the management board.</b>	LCPO to write annual safeguarding report. The report presented to the board.		LCPO	Annual	Report updated as and when required.  Submission to Board on an annual basis.	Annual