



Safeguarding and Protecting Children and Young People in Netball

Implementation Plan 2018 – 2021 July 2018



Introduction

Netball Northern Ireland is fully committed to continual improvement in safeguarding practice across the sport, one that promotes good practice and protects children and young people from harm. Netball NI has been engaged in working towards making our sport safer for all to enjoy and recognise that we need to ensure that everyone understands the responsibility to safeguard children within our sport.

Safeguarding Implementation Plan

| Policies, Procedures and Guidance | | | |
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| Department | Action | Who | Timeframe / Notes |
| Netball NI | Updated & reviewed policies, procedures and guidance documents & made available for all clubs <ol style="list-style-type: none">1. Safeguarding2. Equality Statement3. Confidentiality4. Anti-Bullying5. Role & Responsibility of DSCO6. Recruitment & Selection7. Staff Training8. Transporting of Children9. Social Media10. Accident Report Form11. Incident Report Form12. Consent Forms13. Reporting procedures14. Code of Conduct | Executive Manager, DSCO & Netball NI Board | Ongoing EM to draft review template & calendar for all policies by October 2018 |



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| | All staff/casual coaches/volunteers to have safeguarding policies and procedures detailed in their induction | Line Managers; Eg: EM, PPO, ACO, CWDO | To be completed as per induction process; within 1 week of starting in the role |
| | Access NI – All staff/casual coaches/volunteers with a remit to work with children to have Access NI check | Line Manager | To be completed immediately on confirmation of appointment and prior to work with children |
| Clubs | Adhere to Netball NI Safeguarding policy (or implement own) 1. Committee meeting minutes to show agreement | Club committee | Annually. Requirement for evidence as criteria for club affiliation (AGM each year) from June 19 |
| | Inform members/parents of club commitment to Netball Safeguarding policy | DSCO | Annually, on registration. Clubs to include on registration documents from September 19 |
| | Access NI check all coaches/volunteers with a remit to work with children and young people | DSCO | On recruitment/appointment & prior to commencing work with children and young people |
| Coaches/Officials | Commit to adhere to all Netball NI safeguarding policies, procedures and guidelines | Line Manager; Eg, Netball NI, Club committee | On recruitment/appointment & prior to commencing work with children and young people |
| Schools | Commit to adhere to all Netball NI Safeguarding policies, procedures and guidelines | Schools Committee | Annually on registration |



| Organisational ownership of safeguarding | | | |
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| Department | Action | Who | Timeframe/Notes |
| Netball NI | Appoint a trained DSCO with contact details available to clubs and members | Board | Completed – Karen Rollo |
| | Appoint a trained Deputy DSCO with contact details available to clubs and members | Board | October 2018 – Noleen Lennon booked on DSCO course |
| | Appoint a Governing Body Executive Board Champion | Board | September 2018 – Board meeting following ratification of SIP |
| | Safeguarding as standing item on Board agenda | Chair | Ongoing – is currently a standing item on Board agenda. September 2018 onwards to include update on SIP |
| | Include Safeguarding in the overall organisational Risk Register | Board | September 2018 |
| | Identify and Agree adequate resources to implement SIP. | Board | November 2018 |
| | Regional/National Squad parents meeting | PPO | Ongoing – to be calendared as first session of each squad |
| | Ensure all staff/volunteers have signed up to the policy | Line Managers | September 2019 & ongoing |
| Clubs | Appoint at least 1 DSCO | Club Committee/CWDO | Annually – at registration |
| | Role description for DSCO | Club Committee/CWDO | See appendix 4 |
| | Safeguarding as standing item on Committee agenda | Club Chair | Ongoing |
| | Parents meeting | Club Chair/DSCO | Promoted annually as good practice. Affiliation requirement by June 2019 |



| Case Management | | | |
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| Department | Action | Who | Timeframe/Notes |
| Netball NI | Robust case management process in place to respond to safeguarding concerns | EM/DSCO | To be reviewed September 2018 |
| | Develop & ratify a case management group Terms of Reference | EM/DSCO/Board | December 2018 |
| | Recruit volunteers to site on case management group as and when required | EM/DSCO/Chair | Feb 2019 |
| | Clear operational links between safeguarding case management process, the organisation's disciplinary process and codes of conduct | EM | February 2019 |
| | Have guidelines on responses/ to complaints and/or allegations about a staff member or volunteer at a club as an external matter | EM | To be reviewed December 2018 |
| | Guidelines on how Netball NI responds to issues of bullying | EM | December 2018 (Code of Conduct/Disciplinary) |
| | Clear process on recording & monitoring all allegations of harm or abuse | EM/DSCO | December 2018 |
| | Complaints are dealt with in a clear & transparent way with appropriate appeals process | EM | Review December 2018 (Complaints policy) |
| Clubs | Have clear case management process that includes escalation to Netball NI DSCO | Club committee | Netball NI to provide template February 2019 |



| Safeguarding Training | | | |
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| Department | Action | Who | Timeframe/Notes |
| Netball NI | Facilitate an induction process for all staff and volunteers that explicitly includes safeguarding issues | Line managers (EM/PPO/CWDO/ACO) | Current induction process for staff details NNI policies, highlight Safeguarding and roll out to include all volunteers October 18 (U21 NE) |
| | Provide advice to clubs about the importance of an induction process for all staff and volunteers that explicitly includes safeguarding issues | CWDO/ACO | Club Volunteer Handbook Annually at Clubs meeting & throughout year at Club Development meetings. Review Handbook accuracy yearly. |
| | Require face to face basic safeguarding awareness training for all roles that represent the sport and have regular and/or significant responsibility for/contact with children and young people | Line Managers (EM/PPO/CWDO/ACO) | Ongoing Review to who/what roles this applies to be completed December 18 Monitoring database based to be updates December 18 |
| | Develop a process for updating staff/volunteers safeguarding training/learning opportunities at least every three years and this is recorded | EM | Currently in place Formal recording system to be implemented December 18 |
| | Require and facilitate specific training for DLP roles including Club DLP. | CWDO | Ongoing Continue to include Safeguarding training on course calendar and highlight opportunities in Local Authority areas. Promote link to Clubmark recognition. |
| | Provide/facilitate safeguarding training to the Board and detail date of competition | EM | Date to be arranged for NNI Board training/to coincide with next NNI course; date/time TBC. Deadline April 2019. Annual update for new member as required prior within 3mths of appointment. |



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| Coaches/Officials | Have completed and kept up to date with necessary Safeguarding training | Individuals | Evidence to be provided to hold any NNI/NNI Club role, can be accessed via CWDO education calendar. |
| | Knowledge of NNI Safeguarding policy and procedures | Individuals/NNI | Ongoing, increase promotion on social media, education courses and club mailshots |
| Clubs | Require face to face basic safeguarding awareness training for all roles that represent the club and have regular and/or significant responsibility for/contact with children and young people | Club committee/DSCO/CWDO | Ongoing, include in CWDO Club Development and Audits (each club to be audited every 36mths) |
| | Signpost volunteers to relevant training opportunities | Club committee/DSCO | Ongoing |

| Communicating Safeguarding | | | |
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| Department | Action | Who | Timeframe/Notes |
| Netball NI | Provide athletes with user-friendly information about safeguarding within the organisation having sought feedback from athletes as to how they would most benefit this being communicated. | PPO/EM | Update athletes' handbook with relevant details annually |
| | Provide other stakeholders including parents/carers, staff, volunteers, partner organisations with information about NNI's safeguarding processes | PPO/EM/CWDO/ACO | December 18 – Ensure all updated information is on website. Schedule regular social media posts (1/month) to promote message. |
| | Implement processes to gather athlete views on how safeguarding is working in NNI | EM/PPO | March 2019 Engage with athletes to devise consistent approach to receiving feedback |
| | Proactively communicate an anti-bullying message to all stakeholders | EM/Board | Ongoing Ensure top down approach to the message to create clear culture of expectations. Reinforce via social media strategy and at |



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| | | | club/regional engagement opportunities. Engage in proactive approach particularly during Anti-Bullying week in Nov each year |
| | Implement processes to gather other stakeholder views on how safeguarding is working in NNI | EM/Board | March 2019 Engage with stakeholders to devise consistent approach to receiving feedback |
| | Provide information and guidance about minimum safeguarding requirements to Clubs or affiliated bodies under NNI governance | CWDO/ACO | Ongoing at Club Development meetings and annual club voice meetings |
| Clubs | Disseminate information on NNI Safeguarding throughout club members/volunteers | Committee | Ongoing |