



# **BAFA Safeguarding Standards for Clubs**

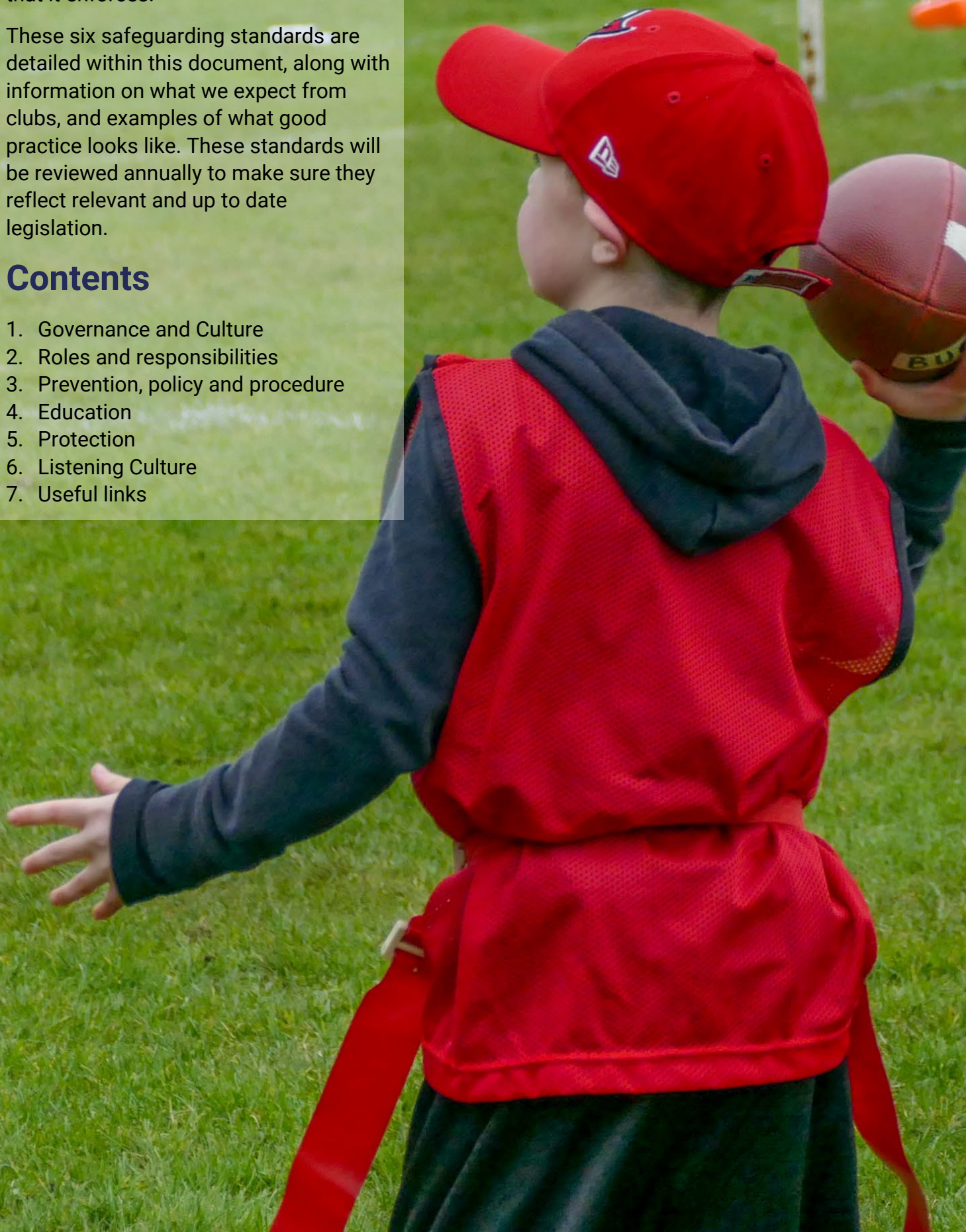
## Introduction

The British American Football Association expects each BAFA-affiliated club to ensure they meet the six key areas of safeguarding standards that it enforces.

These six safeguarding standards are detailed within this document, along with information on what we expect from clubs, and examples of what good practice looks like. These standards will be reviewed annually to make sure they reflect relevant and up to date legislation.

## Contents

1. Governance and Culture
2. Roles and responsibilities
3. Prevention, policy and procedure
4. Education
5. Protection
6. Listening Culture
7. Useful links



# 1 - Governance and Culture

***There is evidence of a commitment to safeguarding that creates and enforces safe environments for children and adults at risk***

- An experienced / trained designated safeguarding lead / welfare officer is in place, they are suitable for the post and have the relevant background and experience
- Use of approved BAFA templates and child friendly information is available
- Club coaches and staff know who the Designated Safeguarding Lead is, and what the Club Safeguarding procedures are



***There is evidence of accountability and understanding of safeguarding***

- Club management structures and club staff have received safeguarding training
- Club policies show accountability and awareness
- When spoken to, parents and participants can display a knowledge of the club's safeguarding processes and procedures and how to report a concern

***There is a designated club welfare / safeguarding lead who is suitably trained and has the knowledge required to ensure that all vulnerable groups are safeguarded.***

- An experienced / trained designated safeguarding lead / welfare officer is in place, they are suitable for the post and have the relevant background and experience
- The designated safeguarding lead / welfare officer should have completed the BAFA online training course with no less than a 90% pass rate
- The designated safeguarding lead / welfare officer will attend at least two BAFA Safeguarding meetings a season

***Safeguarding is part of club management meetings***

- This should be evidenced through meeting minutes or reports, and made available to BAFA Safeguarding auditors on request

***A suitable club safeguarding policy is in place that is regularly reviewed and signed off by the local safeguarding children board or other relevant agency***

- The club must put in place an up to date safeguarding policy that is reviewed at least every two years. This can be the BAFA template policy or the club's own
- The club safeguarding policy must cover all of BAFA's standards as well as reporting guidance, signs of abuse and how to report a safeguarding concern. It should also be reviewed/signed off where appropriate by the local authority safeguarding board/local authority designated officer (LADO) in England and Wales or Child Protection Committee (CPC) in Scotland.

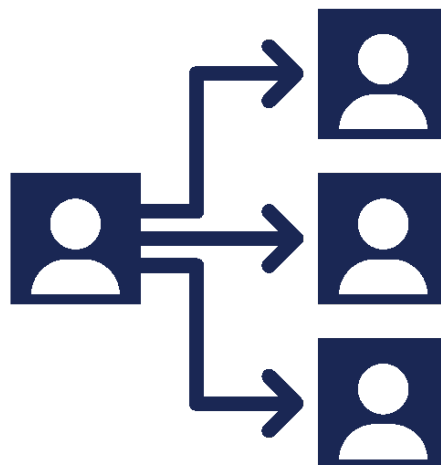
***The club can evidence that they deal with safeguarding concerns or reports appropriately.***

- There should be evidence available that the club has used the online BAFA reporting tool to report and record any concerns
- There should be other evidence that concerns are taken seriously by all volunteers / staff

## **2 - Roles and Responsibilities**

***Everybody in the club takes their responsibility for safeguarding seriously and knows how to report a safeguarding concern***

- Evidence can be provided that all volunteers / staff have been made aware of recording systems in place
- Volunteers and staff should be able to demonstrate how to report a concern and be aware of the relevant sections of the club's safeguarding policy and the BAFA safeguarding standards



***There is a designated safeguarding lead / welfare officer with the relevant experience and training***

- An experienced / trained designated safeguarding lead / welfare officer is in place, they are suitable for the post and have the relevant background and experience
- The designated safeguarding lead / welfare officer should have completed the BAFA online training course with no less than a 90% pass rate.

***There are policies, procedures, and education in place to remind everybody at the club of their safeguarding responsibilities***

- There are visible resources available to all staff, volunteers and players to demonstrate there are policies in place
- Those who work with vulnerable groups are asked to read the safeguarding procedures and sign an acknowledgement of their understanding of them

***The details of the club's designated safeguarding lead / welfare officer are clearly visible in club communication and policy and procedures***

- The club's designated safeguarding lead / welfare officer should have a visible presence to all participants and their contact details should be displayed and / or sent to all participants

***Everybody acknowledges that their actions and behaviours should always protect children and adults at risk***

- There is demonstrable evidence that everyone taking part in activities with children and adults at risk are aware of the impact of failing to report safeguarding concerns

### **3 - Prevention, policy, and procedure**

***There is an effective safeguarding policy and procedures in place at the club***

- The safeguarding policy should be made available to BAFA. This should be uploaded as a club credential in BAFA's JustGo registration system

***The club safeguarding policy and procedures should be reviewed by the relevant local authority where possible***

- Where possible all policies or procedures should be sent to the relevant local authority or local authority designated officer to be reviewed to ensure it complies with their standards

***There is evidence that participants have been made aware of the safeguarding policy and procedures and who they can contact should they wish to raise a concern***



- Participants should be able to display confidence that their club will keep them safe and that they are aware of their club's commitment to their welfare and wellbeing and how they can report a concern

***Safeguarding is always considered in the planning and delivery of events and training/games***

- There is evidence of risk assessments that include aspects of safeguarding e.g transport, changing facilities for u18s, lone working / coaching

***Safeguarding policies are in accordance with the rules and objectives of BAFA***

- There is evidence that the safeguarding standards and rules implemented by BAFA are considered in any club safeguarding policies or procedures

***Safeguarding risk assessments are completed before every activity where a child or adult at risk is a participant.***

- There is evidence that risk assessments are being completed in relation to medical, safeguarding, and health and safety for each activity

***The club follows BAFA safer recruitment and DBS/PVG procedures when recruiting staff or volunteers including (but not limited to) obtaining satisfactory references for any volunteer/staff member***

- There is evidence that safer recruitment procedures are in place
- Nobody should be coaching or volunteering with children or adults at risk unless they have a valid DBS check (England and Wales or PVG scheme membership (Scotland)
- Checks are made to ensure that declared qualifications for coaches or other volunteers are in place and up to date before participation is allowed – it's the club's responsibility to make sure this takes place

***The club should make sure provision is made for the mental health and wellbeing of participants along with procedures to identify and record related concerns***

- The club should have an understanding of mental health and wellbeing services local to them and how they can refer participants / volunteers to the service
- The club should be aware of its responsibility to report and record all concerns about participant/volunteer mental health

***Appropriate measures are in place to support participants with disabilities, those who from a BAME background and those who identify as LGBTQ+***

- Each club should have an Equality, Diversity & Inclusion (EDI) champion who works with BAFA's EDI volunteers and committee to ensure that those with disabilities or who are BAME or LGBTQ+ are given the same opportunities

## 4 - Education

***The club's designated safeguarding lead / welfare officer is given suitable online and face-to-face training to be able to fulfil their role***

- There should be evidence that the designated safeguarding lead / welfare officer have been provided with suitable training. This must include evidence of completion being uploaded to their BAFA membership profile via the JustGo registration system



***The club identifies staff or volunteers who may benefit from safeguarding training or education and ensures that these volunteers are aware of the training and courses available to them***

- The club can evidence that it has considered training and development for its safeguarding provision and understands its responsibility to make sure training is provided where necessary

***Those who work with or volunteer for the club are made aware of their safeguarding responsibilities, including how to identify poor practice / abuse and their requirement to report concerns and how to do so. They should also be aware of their accountability should they fail to report concerns***

- The club must be able to evidence it's made sure all staff and volunteers are aware of their safeguarding responsibilities and the repercussions of an individual failing to report concerns

***The club shall make sure a suitable budget/finance is in place to provide safeguarding training to those holding relevant welfare posts***

- There is evidence that safeguarding training and support is considered in any budget

***There are procedures in place for volunteers and staff and players to raise complaints or concerns in relation to any area of the club***

- There is evidence that the club is aware of how to report a complaint or concern to BAFA and that the club has a complaints procedure in place and that participants and parents are aware of it and know how to raise a concern

***The role and contact details of the person who oversees safeguarding at the club is widely available to all parents and participants***

- The details of the club's designated safeguarding lead / welfare officer are visible and available to all participants

## 5 - Protection

***Reports of concerns or complaints are dealt with quickly and efficiently***

- There is evidence that any concerns raised have been dealt with and recorded correctly

***Reports and concerns are raised to the BAFA Safeguarding team within 24 hours***

- There is evidence that any concerns raised have been referred to BAFA's Safeguarding team within the given time period



***The club's safeguarding procedures are regularly reviewed to make sure that low level concerns / patterns of poor practice are identified***

- There is evidence that any safeguarding policy / procedures are reviewed
- There is an awareness of low-level concerns

***There is an impartial process for dealing with safeguarding concerns and the club uses its local authority / child protection / adult at risk teams to support***

- The club should have a working relationship with its local authority lead for safeguarding (child protection board/committee, LADO, police). There should be evidence that the club is aware of who the relevant leads are and how to contact them for advice and support

***The club management team are given regular updates regarding any ongoing safeguarding concerns***

- There should be evidence of club management updates in relation to safeguarding and any concerns raised

## 6 – Listening culture

***The club is proactive in promoting a listening culture and respecting the views and opinions of others***

- There is evidence that the club are actively supporting a listening culture which encourages participants and volunteers to respect the views of others and report any concerns they have that this practice isn't taking place

***The club uses feedback to develop and enhance its policy and practices***

- There is evidence that the club actively encourages participants and volunteers to offer ideas and feedback to improve club processes

***There is a culture of listening to children and adults at risk and taking their wishes and feelings into account***

- There is evidence that the club actively encourages participants and volunteers to offer ideas and feedback to make them feel valued and listened to

***Children and adults at risk are comfortable raising concerns and feel that they are heard***

- There should be evidence that participants and volunteers are able to raise concerns and feel happy that those concerns will be dealt with appropriately



## Useful links

BAFA Safeguarding page

<https://www.britishamericanfootball.org/safeguarding/>

NPSCC training and learning resources - <https://learning.nspcc.org.uk/>

CPSU – guide to safeguarding training - <https://thecpsu.org.uk/training-events/>

Sport England safeguarding resources - <https://www.sportengland.org/how-we-can-help/safeguarding>

Sport Scotland Safeguarding in Sport resources, including links to training courses - <https://sportscotland.org.uk/safeguarding-in-sport/>

Children 1<sup>st</sup> – child wellbeing and protection in sport (Scotland) - <https://www.children1st.org.uk/help-for-families/child-wellbeing-and-protection-in-sport/>

Sport Wales safeguarding resources - <https://www.sport.wales/content-vault/safeguarding/>

LADO directory for England and Wales - <https://national-lado-network.co.uk/lado-contact-details/>

Child protection committees Scotland - <https://www.celcis.org/our-work/protecting-children/child-protection-committees-scotland>

### Icon credits

Governance Protection by BomSymbols from NounProject.com

Organizational Chart by Juan Pablo Bravo from NounProject.com

Requirements by Justin Blake from NounProject.com

Approved Copywriting by Juicy Fish from NounProject.com

Ear by Gregor Cresnar from NounProject.com