

Safeguarding Children Checklist – Online Delivery during Covid-19

[E] – an *essential element that should already be in place*

[P] – an *element that should be planned or being developed and continually revised*

[G] – an *element that is good practice*



During these challenging times, being physically active can help young people to manage stress and anxiety, retain focus and attention, and generally feel better and more connected, as well as improving their general health.

It is important to keep in mind that children and young people have the right to be safe and enjoy the sports activities that they take part in; and parents and others, including staff and volunteers, have a right to believe that organisations provide a safe environment.

This is just as important now as ever.

It may not be immediately clear what risks your ‘new offer’ of online provision needs to consider. However, this checklist – based on our existing safeguarding checklist – will help you to think through what the potential

risks might be, what you already have in place that will help you and your members, and what additional safeguards you might need to build in.

This checklist is designed to be a *working tool* to enable you to keep revising and improving your provision, based on observations, feedback, latest guidance, examples of good practice that we will endeavour to share, and [resources available on our website](#).

We recognise that clubs are, and have been, responding quickly to this new situation, so we ask that you think about what you can realistically achieve at this moment in time, and how you can continue to reassess and address any gaps over time. Use the ‘actions’ sections to record your decision making, and please share with us any changes that you make.

We will look to share examples of good practice across our networks.

Organisation:	Project:
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Consideration	Points to note
Policy and Procedures	
[E] There is a commitment to safeguarding participants	Your existing policies are vital and should be a point of reference when making decisions. Make them available, accessible and communicate them to everyone.
[E] There are clear procedures for recording, reporting and sharing concerns	Some children may be exposed to risk due to or despite isolation, and may still turn to trusted adults for support. Know what to do if concerns are raised.
[E] There are clear procedures for raising and dealing with allegations against staff	Expectations of behaviour should remain as high as always. Everyone should know what these are, how to raise concerns, and the consequences of non-adherence.
[P] Online safety policy, social media policy and acceptable use statement	If you don't have them in place already, this should be a priority. Existing policies should be revisited and reissued to staff, volunteers, members and parents.
Actions: What else can be done? Who will do it? By when?	

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Consideration	Points to note
Education and Training	
[E] All staff and volunteers are appropriately skilled, qualified and insured	Check with your governing body for guidance on coaches delivering online sessions. See our top tips here for delivering successful online sessions .
[P] All staff and volunteers receive a full health & safety induction, including basic information on how to record and report safeguarding concerns	Ensure that the usual processes for recording and reporting concerns are still feasible, and if not, what changes can be made? Communicate this to everyone.
[G] All staff and volunteers have access to training about safeguarding	Use this period to ensure all staff have refreshed their safeguarding training. Whilst attending workshops may not be possible, online training is available .
Actions: What else can be done? Who will do it? By when?	
Roles and Responsibilities	
[E] All staff and volunteers have been subject to a safe recruitment process	Existing processes to ensure that coaches have been recruited appropriately will be reassuring to parents. Difficulties with interviews, observations and DBS checks mean that safe recruitment of new coaches is not easily achievable at this time.
[E] There is a named person with designated responsibility for safeguarding	This should be communicated within existing policies. Make alternative arrangements should a key person become unavailable.
[P] There are robust health & safety arrangements in place, including First Aid	Online sessions should be carefully planned to minimise risk of injury. Communicate to participants and parents what their responsibilities are. See more guidance here .
Actions: What else can be done? Who will do it? By when?	
Prevention and Management	
[E] The organisation has valid public liability insurance for the project	Check with your governing body and insurance provider for guidance on cover for any new provision or activities.
[P] Risk assessments are undertaken that are specific to the activity and audience, and consider the specific environments in which people will be participating	Risk assessments should still be undertaken, with the usual considerations and any additional risks being addressed. How can any potential risks be minimised? How will incidents be managed? See further guidance here .
[P] There are codes of conduct for all adults and children involved	Existing codes of conduct are still relevant and should be reiterated to all staff, volunteers, participants and parents, or updated to reflect new ways of working.

Commented [LB-GE1]: Link to 'Super Online Sessions' document

Commented [LB-GE2]: Link to 'Minimising Risks' document

Commented [LB-GE3]: Link to 'Minimising Risks' document

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Consideration	Points to note
[G] Young people are involved in developing codes of conduct	This is a great opportunity to tap into young people’s knowledge of online and social platforms, to help put a code together to keep everyone safe during online sessions.
Actions: What else can be done? Who will do it? By when?	
Equality and Diversity	
[P] All members should have access to the sessions to avoid anyone feeling excluded from the group	Consider how communication between the coach, the children and their parents is managed. Is this in line with your existing safeguarding procedures?
[P] Staff are supported to recognise and respond to additional needs of some children	Online sessions should be carefully planned to meet the abilities of participants as closely as possible. Consider how individual needs can be met.
Actions: What else can be done? Who will do it? By when?	
Review and Monitoring	
[P] There are processes for seeking, holding and sharing information, including disability, medical and consent for taking and sharing photography and films	Parental involvement is critical to ensure you have consent for participation in any new offer, particularly if it involves sharing images or recordings of the child. Consider the privacy, security and confidentiality of any online platform that is being used, and ensure coaches are not putting themselves at risk.
[P] There are clear procedures for parents, children, staff and volunteers to voice their concerns or lodge complaints if they feel unsure or unhappy about anything	This could be an existing complaints policy but should be publicised to participants and parents.
[G] There are plans in place to capture and use participant and parent feedback	This is the best way to ensure your new offer is meeting the needs of your members and their parents, and to improve on anything that isn’t working as well.
Actions: What else can be done? Who will do it? By when?	

Organisation:		Project:	
Signed:	Print name:	Date:	Date of next review: