



**SAFEGUARDING
STANDARDS FOR
SNOWSPORT
ENGLAND
AFFILIATED
ORGANISATIONS**

INTRODUCING THE SNOWSPORT ENGLAND SAFEGUARDING STANDARDS

In order to affiliate with Snowsport England (SE) and take advantage of the support, benefits and programmes available, organisations are currently required to uphold a minimum level of safeguarding.

As the governing body of snowsport in England, it is the duty of SE to promote the safety of all those who participate, volunteer and support snowsport in this country. SE is therefore committed to supporting and enabling affiliated organisations to ensure that this is not only upheld, but regularly improved upon.

SE are introducing a set of safeguarding standards. All affiliated organisations should work towards meeting these standards as soon as possible.

- 1. Safeguarding policies:** Have a set of clear safeguarding policies that have been implemented within the organisation.
- 2. Safeguarding awareness:** Ensure that there is strong awareness of the safeguarding policies and how to report a concern to all involved at the organisation.
- 3. Safeguarding culture:** Have a Welfare Officer who has undergone the necessary training, is engaged in their role and supporting the organisation to promote a positive safeguarding culture.
- 4. Staff, coaches and volunteers:** Ensure that relevant roles within the organisation have completed a satisfactory criminal records check and that all coaches are suitably qualified.
- 5. Procedure:** Have embedded safeguarding into the organisations operations, conducting safeguarding risk assessments of relevant activities.

These standards will be accompanied by safeguarding support visits, to ensure that requirements are being met and that organisations are building on them in order to become as safe an organisation as possible.

This document has been developed to help organisations achieve the safeguarding standards and have a clear understanding of what the safeguarding support visits will entail.

Organisations that do not comply with any one of the standards will be unable to affiliate with SE and not eligible to access the associated benefits.

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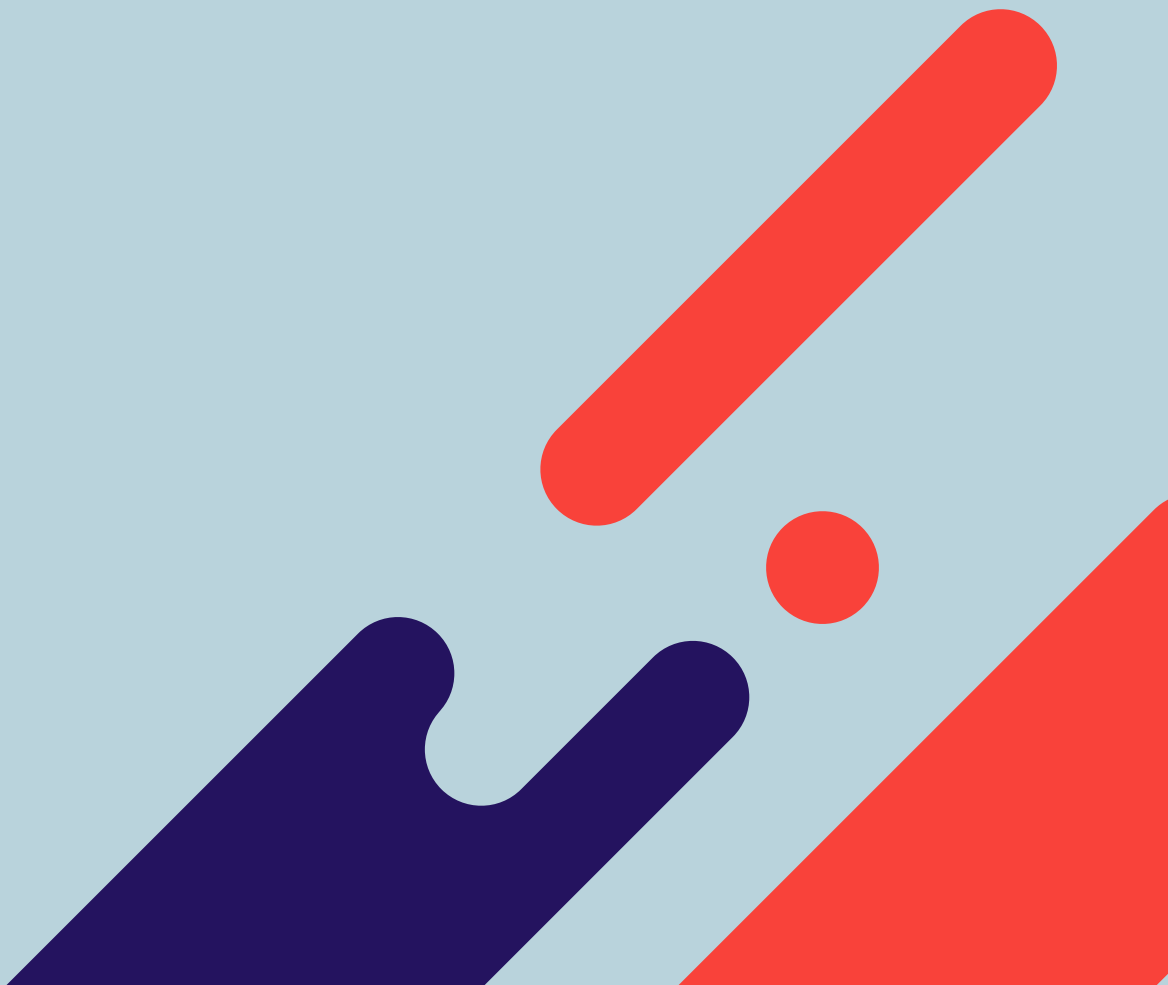
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SECTION 1

THE SAFEGUARDING SUPPORT VISIT

WHAT IS A SAFEGUARDING SUPPORT VISIT?

Safeguarding Support Visits are very much intended to help organisations better embed safeguarding and provide a safe environment. The visit will be with a member of the Snowsport England team, and the welfare officer (plus additional leadership) at your organisation. The purpose of this meeting is for Snowsport England to work with the organisation and provide support and guidance around the safeguarding standards, it should not be seen as tick box exercise or test, in fact the opposite, it is about ensuring that you have the support and tools you need to make your organisation as safe as possible.

Organisations must complete the self-assessment in advance of the visit. Not only does this assist the organisation in checking their progress, but it also helps SE gain a better understanding of where organisations may need more support.

WHO CONDUCTS THE SAFEGUARDING SUPPORT VISIT

Safeguarding support visits to SE affiliated organisations will be conducted by the designated Safeguarding Lead (DSL) who may be accompanied by another member of the SE staff.

HOW ORGANISATIONS ARE SELECTED FOR A SAFEGUARDING SUPPORT VISIT

A sample of clubs will be selected each year. Some organisations may be specifically identified to undergo a visit for the following reasons:

- SE is aware of information which raises concerns about the organisations safeguarding practices;
- There is, or has been, a safeguarding issue at the organisation; or
- The organisation is in receipt of funding or benefits from SE.



WHAT THE SAFEGUARDING SUPPORT VISIT PROCESS INVOLVES

Notification

Organisations will be informed that they have been selected for a visit approximately 1-2 months in advance of visiting the organisation. In some situations (for example, where SE is aware of a safeguarding issue) the notification may occur with more limited notice or without any notice.

Notification will be sent via email to the organisation's Welfare Officer and Primary Contact. These will be taken from Sport 80 so it is vital that these details remain up to date throughout the year. Organisations will be contacted to arrange the visit.

Organisations will be informed of who will undertake the visit and will be provided with this guidance document and the self-assessment form. Organisations will be informed if any additional information is required in addition to the self-assessment form. It is strongly recommended that organisations familiarise themselves with Section 2 of the guidance document, along with the self-assessment form, to help them prepare for the visit.



Self-assessment

At point of notification, organisations will be sent a self-assessment form to complete. The organisation will be informed when the self-assessment is to be completed and returned.

Physical/Virtual visit

SE commits to conducting Safeguarding Support Visits in a fair and open manner with integrity and respect to the time and effort given by organisations, volunteers and others. In turn, organisations are expected to fully cooperate with SE as part of the process.

Where possible, meetings will be conducted in person, but we may also use virtual option (if required), which may also be followed up in person.

During the visit, SE will:

- Speak to relevant people responsible for the running of the organisation and ask them questions based around the safeguarding standards;
- When attending the organisation in person, speak to some randomly selected individuals which could include staff/ volunteers, parents, participants etc who are present;
- Conduct a visual and/or digital assessment of the organisation and its safeguarding practices;
- Review key documentation relevant to the standards; and
- Review anything else that may be relevant and necessary to complete the visit

SE may attend the organisation on another date with limited or no notice to conduct further checks should that be felt necessary.

Result

Following the visit, organisations will be provided with a rating confirming if the standards have been met. Where they have not been met, a set of actions, with timescales will be provided. Organisations may also receive recommendations. The timescales for any actions and recommendations will be discussed at the meeting and provided by SE. These will depend upon scale and number, as well as the organisations size.

In the event that an organisation has not achieved one or more of the standards, various key people within SE or the organisation may be made aware of the result and that further improvements are required. Safeguarding remains everyone's responsibility and therefore the actions and recommendations will be shared and allocated as appropriate.

In the event that safeguarding concerns are identified during the audit process, these will be reported to statutory agencies for investigation as appropriate.



Action plan

Where an organisation has not achieved the standards, they will be given an action plan on to how to achieve them and a specified time frame to complete this. As part of the action plan, details will be provided, where possible, of any organisations that are willing to share details of their good practice as well as support and templates where appropriate.

The time frame will take into account the amount of actions required, the size of the organisation and resources available including whether an organisation is volunteer-run.

Where an organisation has successfully met the standards, recommendations will be provided to highlight areas where they could begin to exceed the standards. It will be a decision for the organisation as to whether they choose to work on these recommendations although it is strongly encouraged.

Actions and recommendations

Where an organisation has been given an action plan setting out what is needed to achieve the standards, they will be required to provide evidence to SE on how they have completed the actions. This can take numerous forms dependent upon the outcomes, for example it could be a screen shot and link to an updated website.

If an organisation has not completed their action plan within the time period allowed, it will be escalated to the SE CEO for further review.

The SE CEO will write to the organisation in question, advising them that their registration is at risk and inviting them to submit their comments for consideration. Following receipt of any comments from the organisation, the SE CEO and the Designated Safeguarding Lead will determine if there are sufficient grounds to consider sanctioning the organisation (such as removing affiliation).



SECTION 2 - GUIDANCE ON ACHIEVING THE STANDARDS

This section will cover how to achieve the standards and the requirements to demonstrate compliance.

The visits will take place throughout the entire year. Not every organisation will receive a visit invite in the first year, but every affiliated organisation will receive a visit invite as soon as we are able. When it is your turn for a visit, you will be contacted by SE to make the arrangements, this will include all the information you need, as well as the self-assessment form.

Organisations will need to ensure that they are able to provide physical evidence (where it is possible to do so) that the requirements have been met. The resources required to achieve the standards can be found at [Safeguarding - Snowsport England](#).

1. **Safeguarding policies:** Have a set of clear safeguarding policies that have been implemented within the organisation.
2. **Safeguarding Awareness:** Ensure that there is strong awareness of the safeguarding policies and how to report a concern to all involved at the organisation.
3. **Safeguarding Culture:** Have a Welfare Officer who has undergone the necessary training, is engaged in their role and supporting the organisation to promote a positive safeguarding culture.
4. **Staff, coaches and volunteers:** Ensure that relevant roles within the organisation have completed a satisfactory criminal records check and that all coaches are suitably qualified.
5. **Procedure:** Have embedded safeguarding into the organisation's operations, conducting safeguarding risk assessments of relevant activities.



Standard 1

Safeguarding policies

Have a set of clear safeguarding policies that have been implemented within the organisation.

	Requirements	Supporting resources/advice
1	How does the organisation promote its policies and ensure they are easily available?	Please share evidence of how this information is publicised and communicated to volunteers, staff, members and organisation users, e.g. via welcome emails, newsletters, noticeboards etc.
2	How does the organisation provide support and information about safeguarding to its volunteers, coaches and staff?	Is there an induction process or pack? How do you ensure staff are supported on an on-going basis?
3	How does the organisation ensure volunteers, coaches and staff know how to report a safeguarding concern in line with SE procedure?	What information is on display within your organisation and on your website?

	Requirements	Supporting resources/advice
4	At what age can children access the organisation without parental supervision and how has this been recorded and communicated?	This may be included within club rules, terms of membership, a risk assessment, welcome letters etc.
5	How does the organisation keep up to date contact details for local statutory agencies?	Your safeguarding policy should have this information recorded within it. In addition, this information could be added to the Welfare Officer poster.
6	How does the organisation keep a record of safeguarding concerns?	What systems do you have in place? Are concerns or near misses documented online or paper format. Who has access to this information and how is it stored securely?

Standard 2

Safeguarding awareness

Ensure that there is strong awareness of the safeguarding policies and how to report a concern to all involved at the organisation.

	Requirement	Supporting resources/advice
1	How does the organisation promote its policies and ensure they are easily available?	Please share evidence of how this information is publicised and communicated to volunteers, staff, members and organisation users, e.g. via welcome emails, newsletters, noticeboards etc.
2	How does the organisation provide support and information about safeguarding to its volunteers, coaches and staff?	Is there an induction process or pack? How do you ensure volunteers, coaches and staff are supported on an on-going basis?
3	How does the organisation ensure volunteers, coaches and staff know how to report a safeguarding concern in line with SE procedure?	What information is on display within your organisation and on your website?
4	How does the organisation promote safeguarding information to members and other users to ensure they can report concerns?	Please share evidence of how this information is communicated to members and organisation users, e.g. via welcome emails, newsletters, noticeboards etc.

	Requirements	Supporting resources/advice
5	How does the organisation promote safeguarding information on its website?	Please provide a link to your website and where the safeguarding information can be located. Consider whether it is easy to access. Safeguarding information should be found in no more than two clicks.
6	How does the organisation provide safeguarding information to people upon joining the organisation?	Is there a welcome letter, induction process or pack, booking confirmation, etc. which includes this information? Does your Welfare Officer introduce themselves to new members?
7	How does the organisation promote its code of conduct(s)?	Is this information on display and communicated to members and organisation users.
8	How does the organisation (including volunteers, coaches and staff) manage communication with members, children and other users?	What processes are in place to ensure communications (e.g. newsletters, social media inc. WhatsApp) are conducted safely?
9	Where does the organisation display the Welfare Officer poster and other safeguarding promotional material?	Think about where is appropriate to display this. Make it visible on noticeboards and in more discreet places should someone want to view this confidentially – for example in changing rooms, backs of toilet doors etc.
10	How are members kept up to date on safeguarding within the organisation?	Please share evidence of communication to members – newsletters, social media etc.

Standard 3

Safeguarding culture

Have a Welfare Officer who has undergone the necessary training, is engaged in their role and supporting the organisation to promote a positive safeguarding culture.

	Requirement	Supporting resources/advice
1	How does the organisation create and promote a positive safeguarding culture?	What information is shared with volunteers, staff, members and users. Emails, social media, posters etc. It is recommended to record matters of good practice that are evident in your organisation, e.g. safeguarding sub-committee, junior representatives.
2	How does the organisation engage with and listen to children and adults at risk in relation to their experiences at the organisation?	Has safeguarding at the organisation been shared with children and adults at risk through talks, intros to coaching sessions and holiday camps? Does the Welfare Officer introduce themselves? How do children and adults at risk know who they can talk to? Are any feedback opportunities provided?
3	How does the committee support and engage with their Welfare Officer on safeguarding and ensure it remains on their agenda?	Evidence of committee meetings involving safeguarding discussion.
4	How does the Welfare Officer engage with members, children, adults at risk and other users in relation to safeguarding?	Regular updates in newsletters, video notes, social media, attending sessions.
5	How does the organisation reassure members, children, adults at risk and other users that they will not be subject to a detriment by raising safeguarding concerns and/or complaints in good faith?	Are the Welfare Officer contact details clearly identified as role specific and that no one else has access – for example is there a dedicated email address welfare@nameofclub.com? Is the SE reporting a concern portal promoted?
6	How does the organisation ensure that concerns are dealt with confidentially and that members, children, adults at risk and other users are aware of this?	What information is shared to provide reassurance of this?

Standard 4

Staff, coaches and volunteers

Ensure that relevant roles within the organisation have completed a satisfactory criminal records check and that all coaches are suitably qualified.

	Requirements	Supporting resources/advice
1	What are the names, roles and qualification level of the coaching team, (including any coaches/instructors delivering on the organisations behalf). You will also need to confirm their licence is current and valid.	Please confirm these details and SE will verify against their database for anyone with a UK Snowsport qualification. For anyone with an external qualification, evidence will need to be provided for instructing/coaching qualifications as well as required safeguarding and DBS checks.
2	Who is the Welfare Officer and do they understand their role and responsibilities?	Please confirm these details and SE will verify against their database.
3	Has the Welfare Officer completed Safeguarding and Protecting Children safeguarding training within the last three years?	SE will verify on their database.
4	Has the Welfare Officer completed Time to Listen training?	SE will verify on their database.
5	What are the name and roles of anyone involved in regulated activity who requires a DBS check?	Please provide details and the activity.
6	Does the Welfare Officer have a satisfactory Criminal Record Check completed within the last three years through SE?	Please provide details.

Standard 4

Staff, coaches and volunteers

Ensure that relevant roles within the organisation have completed a satisfactory criminal records check and that all coaches are suitably qualified.

	Requirements	Supporting resources/advice
7	What are the names and roles of anyone who requires a DBS check but is not in regulated activity? For example, this might include a volunteer who help run activities with children.	Please provide details.
8	How does the organisation manage situations where the Welfare Officer is away or absent?	Have you got a process to ensure there is temporary cover if your Welfare Officer is unavailable?
9	How does the organisation ensure that all coaches/instructors are operating within the remit of their license.	Has this information been shared with the committee, volunteers and coaches – please provide evidence of this.

Standard 5
Procedure

Have embedded safeguarding into the organisations operations, conducting safeguarding risk assessments of relevant activities.

	Requirements	Supporting resources/advice
1	How does the organisation manage its social media presence, including that of any volunteers, coaches and staff?	Who is responsible for this? How are permissions and usage monitored? How are the users identified?
2	What activities (e.g. open days, holiday camps, trips, etc.) have undergone a safeguarding risk assessment?	Please share completed risk assessments (including any completed by a coaching provider) or contracted coaches.
3	How does the organisation ensure coaching activities take place in an open and visible environment?	Please provide details.

FAQ

Question. Why doesn't Snowsport England accept external safeguarding courses.

Answer. UK Sport and Sport England commissioned an independent review, the Whyte review, into allegations of mistreatment in the sport of gymnastics. Sport England expect all sports to implement the recommendations of that review. One of the recommendations was as follows:

“Revise and update its mandatory safeguarding courses to be more relevant to the sport of gymnastics and, for coaches, to the seniority of coach. In doing so it must consider the gaps and weaknesses that I have identified in this report. BG must introduce mandatory safeguarding training for all club owners and managers.”

As a result of this all sports now require mandatory safeguarding training to be “relevant to their sport” which is also a requirement of all governing bodies to comply with their annual review with the Child Protection in Sport Unit (CPSU).

We are in process of writing our own safeguarding training which is nearing completion with the expectation that all those that require safeguarding training will have to complete that course irrespective of their background so that we have consistency across the sport.