

# Sports Volunteer Handbook

October 2012



[www.barrowsportscouncil.org.uk](http://www.barrowsportscouncil.org.uk)



## Contents

<b>Introduction</b>	<b>2</b>
<b>Roles and Responsibilities</b>	<b>3</b>
<b>Code of Conduct</b>	<b>5</b>
<b>Child Protection Procedures and Policies</b>	<b>7</b>
<b>First Aid and Equality</b>	<b>9</b>
<b>Useful contact details</b>	<b>11</b>

## Sports Volunteers Handbook



Welcome to the team and thank you for giving up your time to volunteer.

By choosing to volunteer, you will have the opportunity to teach your skills and experiences to others and provide a fun and safe environment for children and young people to play in.

By working together as a team, we aim to create a range of activities that children with disabilities can participate in and that are adapted to their needs.

By joining in our sports, children will meet and make friends with other children, keep active, gain confidence and most importantly, have fun.

Please take the time to read through this booklet and familiarise yourself with the information we have put together.

Thank you

***The Volunteering Team***

## Roles and Responsibilities

It is the role of the **sports volunteer** to:

- . Look after the participants during the activity and keep them focused
- . Be punctual
- . Be responsible
- . Be safe and mindful of procedures and policies
- . Join in activities and encourage others
- . Listen, observe and help when needed
- . Report accidents or injuries to supervising staff

It is the role of the **supervising staff** to:

- . Ensure volunteers have received the appropriate training
- . Have up-to-date policies and procedures
- . Hold accurate emergency contact details of all participants
- . Be punctual
- . Deal with any issues that arise
- . Provide appropriate contacts for child protection, equal opportunities, health and safety and first aid to ensure overall safety of children and volunteers
- . Be friendly and approachable
- . Ensure medical consent is gained to administer emergency first aid or medication to the participants
- . Keep accurate recordings of incidents or injuries to participants

## Roles and Responsibilities

It is the role of the **parent/carer** to:

- . Provide the correct contact details and update when necessary
- .
- . Provide accurate medical details
- .
- . Be punctual in dropping off and picking up their children
- .
- . Ensure their children are dressed appropriately for the session or change their child into the clothing needed at the session
- .
- . Be confident the activity is suitable for their child
- .
- . Report any issues to a volunteer or staff
- .
- . Stay for the session unless otherwise agreed by staff
- .
- . Encourage their child to participate and have fun

## Do's and Don'ts

### Do:

- . Work in an open environment avoiding private or unobserved situations at all times.
- . Treat all young people/disabled adults equally with respect and dignity.
- . Put the welfare of each young person first.
- . Keep a safe and appropriate distance between yourself and children.
- . Make activities fun, enjoyable and promoting fair play.
- . Ensure that if any form of manual/physical support is needed, it is provided openly and according to Health and Safety guidelines. If in doubt, ask the parent to assist in the manoeuvre.
- . Ensure that parents take responsibility to dress and undress their children ready for the activity.
- . Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- . Give enthusiastic and constructive feedback rather than negative criticism.



Taken from BBSC Safeguarding Policy

## Sports Volunteers Handbook

### Do's and Don'ts

#### Don't:

- . Spend time alone with children away from others.
- . Take or drop off a child to an event.
- . Contact a child by phone, email etc.
- . Engage in rough physical or sexually provocative games, including horseplay.
- . Allow or engage in any form of inappropriate touching.
- . Allow children to use inappropriate language unchallenged.
- . Make sexually suggestive comments to a child, even in fun.
- . Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- . Do things of a personal nature for children or disabled adults that they can do for themselves.
- . Invite or allow children to stay with you at your home unsupervised.
- . Take photographs of children without parental consent.

Taken from BBSC Safeguarding Policy



## Policies and Procedures

### Child Protection and welfare of children

A child may disclose information of a personal nature to you about them that may concern you. In this event it is important to remember the following:

#### Do

- . Believe what you are being told and acknowledge this
- . Recognise how difficult this situation may be for the child and say so
- .
- . Reassure the young person that what has happened is not their fault and you are pleased they shared it with you
- . Explain that abuse happens to many other people – not to minimise, but to reassure
- .
- . Remember the abuser is responsible
- .
- . Any body language of yours that expresses distaste may have to be explained to the young person
- .
- . Explain who you have to tell and why
- . Involve a witness if possible

# Sports Volunteers Handbook

## Policies and Procedures

### Do Not

- . Agree to keep secrets
- . Make promises you cannot keep
- . Interrogate the young person with lots of questions - obtain the facts, which should be observable and not include speculation, interpretations or recommendations
- . Doubt what is being said – it has probably taken a great deal of courage to speak out
- . Make the young person feel responsible by inappropriate verbal and non-verbal responses
- . Panic – listen to the child, then contact the designated person
- . Make an individual decision not to refer

The information you have received should be immediately given to a member of the supervising staff who will pass it to the Designated Child Protection Officer. It is their role to seek advice from Children's Services Social Care teams.

The full Safeguarding Policy is available on the Barrow Borough Sports Council website and should be read to ensure you have a full understanding of your role in Safeguarding Procedures.



## Equality Statement

Barrow Borough Sports Council is committed to ensuring that equity is incorporated across all the activities it co-ordinates. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

**Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.**

The Council respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status whilst respecting their diversity and accommodating their needs in order to participate in sport.

# **Sports Volunteers Handbook**

## **Policies and Procedures**

The Council is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All staff and volunteers have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The Council will deal with any incidence of discriminatory behaviour seriously and act accordingly.

### **Health and Safety**

If a child sustains an injury or has an accident during a session, please seek the advice of a trained First Aider located within the building.

Details of the incident should be reported to a member of supervising staff immediately to be logged into the accident book.

## **Useful contact details**

### **Emergency Contact and Equity Project Manager**

Derek Brook

Work 01229 407575 Mobile 07825340479

Home 01229 835725

derek.brook@cumbria.gov.uk

### **Barrow Borough Sports Council Secretary**

Emma Broadbent 01229 407319

emma.broadbent@cumbria.gov.uk

### **Barrow Borough Sports Council Designated Child Protection Officer**

Nicola Jackson 01229 407309 Mobile 07825011005

### **Local Authority Designated Officer (allegations against staff)**

Laura Cross 01229 407580 Mobile 07825340449

### **Cumbria County Council Area Support Team**

Alison Meadows 01229 407576

### **Police non emergency number**

**101**

### **Park Leisure Centre**

01229 871146 extension 201 or 202

## Sports Volunteers Handbook

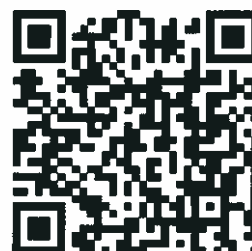
Sports Volunteer Co-ordinator  
Barrow Borough Sports Council  
Nan Tait Centre, Abbey Road  
Barrow-in-Furness  
Cumbria LA14 1LG

Phone: 01229 407312

E-mail: [michelle.mcaveeney@cumbria.gov.uk](mailto:michelle.mcaveeney@cumbria.gov.uk)



[www.barrowsportscouncil.org.uk](http://www.barrowsportscouncil.org.uk)



**What's Happening Barrow-Sport**