

# Investing in Volunteers and Standards for Safeguarding and Protecting Children in Sport



Both Investing in Volunteers and Safeguarding and Protecting Children in Sport provide protection for volunteers working with children, and to that end they compliment each other by emphasising support, recruitment policies, codes of conduct and job descriptions. The standards do not conflict but they do have different priorities. Safeguarding and Protecting Children in Sport is focused on the young people taking part in activities, whereas liV is aimed at the support and management of the volunteers.

**FAQs about liV and Safeguarding and Protecting Children in Sport** (go to page 13)

- Who is the standard suitable for?
- Who runs the standard?
- How much does it cost?
- What is the assessment process?

## How do liV Indicators compare to Standards for Protecting Children in Sport?

Investing in Volunteers (liV)	Safeguarding and Protecting Children in Sport	What evidence could you use to support liV?
<p><b>liV Indicator 1</b> There is an expressed commitment to the involvement of volunteers, and recognition throughout the organisation that volunteering is a two-way process, which benefits volunteers and the organisation.</p>	<p><b>Standard 7 - Education and Training</b> 7.3 Staff and volunteers with special responsibilities in relation to safeguarding children have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding.</p>	<p>Training plans and policies. Certificates of attendance at relevant courses.</p>

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<p><b>liV Indicator 2</b> The organisation commits appropriate resources to working with volunteers, such as money, management, staff time and materials.</p>	<p><b>Standard 7 - Education and Training</b> 7.2 All staff and volunteers are provided with opportunities to learn about how to recognise and respond to concerns about child abuse.</p> <p>7.3 Staff and volunteers with special responsibilities in relation to safeguarding children have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding.</p> <p>7.4 Training is provided to those responsible for dealing with complaints and disciplinary processes in relation to child abuse and inappropriate behaviour towards children and young people.</p> <p><b>Standard 1 - Policy</b> 1.3 The policy is publicised, promoted and distributed to relevant audiences.</p> <p><b>Standard 9 - Implementation and Monitoring</b> 9.1 There is a written plan showing what steps will be taken to safeguard children, who is responsible for what actions and when these will be completed.</p> <p>9.2 The resources are essential for implementing the plan are made available.</p>	<p>Resources provided to assist volunteers through training, training records, accounts and allocated budgets, inductions and staff time.</p> <p>Guidance notes and policies, regular records of updates, minutes of meetings, certificates of attendance, appraisal notes, training records, interviews with staff.</p> <p>Training records, records of interviews with those responsible for dealing with complaints.</p> <p>Volunteers have the relevant literature, i.e. policies issued to volunteers and staff at induction. Also, evidence of information being available in handbooks, notice boards, etc.</p> <p>Safeguard plan, orientation packs, codes of conduct and contact details of the person responsible for child protection available to volunteers.</p> <p>Records of distribution of information, information available on notice boards, the accounts with budgets allocated, annual report.</p>

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<p><b>liV Indicator 3</b> The organisation is open to involving volunteers who reflect the diversity of the local community, in accordance with the organisation's stated aims, and operates procedures.</p>	<p><b>No criteria</b></p>	

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<p><b>liV Indicator 4</b> The organisation develops appropriate roles for volunteers in line with its aims and objectives, and which are of value to the volunteers and create an environment where they can develop.</p>	<p><b>Standard 2 - Procedures and Systems</b> 2.4 There is a designated person/s with clearly defined role and responsibilities in relation to child protection, which are appropriate to the level at which s/he operates (this is often a voluntary role, particularly at Club level).</p> <p><b>Standard 7 - Education and Training</b> 7.3 Staff and volunteers with special responsibilities in relation to safeguarding children have training to enable them to develop the necessary skills and knowledge and have regular opportunities to update their knowledge and understanding.</p> <p>7.4 Training is provided to those responsible for dealing with complaints and disciplinary processes in relation to child abuse and inappropriate behaviour towards children and young people.</p>	<p>Job Description for the person with this responsibility in the organisation, and organisational chart showing designated person.</p> <p>Guidance notes, policies and regular records of updates from the organisation via meeting minutes. Certificates of attendance, appraisal notes, training records, interviews with staff.</p> <p>Training records, records of interviews with those responsible for dealing with complaints.</p>

Investing in Volunteers (liV)	Children in Sport	What evidence could you use to support liV?
<p><b>liV Indicator 5</b> The organisation is committed to ensuring that, as far as possible, volunteers are protected from physical, financial and emotional harm arising from volunteering.</p>	<p><b>Standard 1 - Policy</b> 1.1 The organisation has a child protection policy.  1.3 The policy is publicised, promoted and distributed to relevant audiences.  1.5 The policy is mandatory for all staff and volunteers</p> <p><b>Standard 2 - Procedures and Systems</b> 2.1 There are clear and unambiguous procedures in place in respect of child protection that provides step-by-step guidance on what action to take if there are any concerns about a child's safety or welfare.  2.2 Child Protection procedures are available to all and actively promoted on joining the organisation.  2.4 There is a designated person/s with clear defined role and responsibilities in relation to child protection, which are appropriate to the level at which he/she operates.  2.5 There is a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation.  2.6 There is a process for dealing with complaints by parents or carers and by young people about unacceptable and/or abusive behaviour toward children, with clear timescales for resolving the complaint.</p>	<p>Child Protection Policy.</p> <p>Booklets, fact sheets, posters are available to all relevant audiences.</p> <p>Record of all staff and volunteers receiving a copy of the policy, training records.</p> <p>Child Protection Policy and guidance notes, the Codes of Conduct produced for all in the organisation.</p> <p>Information given in an Induction procedure or pack, information on notice boards.</p> <p>Job description of individual with responsibility for volunteers (and personal safety) in place.</p> <p>Copies of the complaints and disciplinary procedures and records (kept in a secure environment).</p> <p>Interviews with volunteers that show the individual understands the support available for staff and volunteers as well as that for the young people. The Child Protection Policy. Codes of Conduct.</p> <p style="text-align: right;">continued on to next page</p>

Investing in Volunteers (liV)	Children in Sport	What evidence could you use to support liV?
<p><b>liV Indicator 5 continued...</b>  The organisation is committed to ensuring that, as far as possible, volunteers are protected from physical, financial and emotional harm arising from volunteering.</p>	<p><b>Standard 3 - Prevention</b>  3.2 All those who have significant contact with children complete a self-declaration about previous convictions and are subject to safe-guarding checks, as are required by legislation and guidance and these are properly recorded.</p> <p>3.3 There are well publicised ways in which staff and volunteers can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff or volunteers. These include external contacts.</p> <p>3.4 A safeguarding plan and guidance are in place in relation to transporting children or taking them away on trips, tournaments and tours.</p> <p>3.5 Where there is direct responsibility for running or providing activities, operating standards are set out to ensure children are adequately supervised at all times.</p> <p><b>Standard 4 - Codes of Practice and Behaviour</b></p> <p><b>Standard 5 - Equity</b></p>	<p>CRB Check Certificates and applications kept in staff or volunteer files.</p> <p>Contact details of all the relevant authorities shown in a variety of media such as handbooks and on notice boards.</p> <p>Examples from training programmes which support the volunteers to not put themselves or anyone else at risk. Child Protection Policy, Health &amp; Safety Policy, handbooks, induction packs.</p> <p>All of the criteria that relate to ‘Codes of Practice and Behaviour’ have some impact on the liV Indicator 5.</p> <p>All of the criteria will contribute to volunteers being protected from physical and emotional harm arising from volunteering conduct and behaviour.</p> <p style="text-align: right;">continued on to next page</p>

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<p><b>liV Indicator 5 continued...</b>  The organisation is committed to ensuring that, as far as possible, volunteers are protected from physical, financial and emotional harm arising from volunteering.</p>	<p><b>Standard 6 - Communication</b>  6.1 Information about the organisation's commitment to safeguard children and young people is openly displayed and available to all.</p> <p>6.4 Information is provided in a format and language that can be easily understood by all service users.</p> <p>6.5 Everyone in the organisation knows who is the designated person for child protection and how to contact them.</p> <p>6.6 Contact details for the local social services dept., police and emergency medical help and the NSPCC Child Protection Help Line are readily available.</p> <p><b>Standard 8 - Access to Advice and Support</b>  8.5 There are arrangements for providing supervision and support to staff and volunteers during and following an incident or allegation.</p>	<p>Information on notice boards, web sites and in other appropriate places.</p> <p>Information available in a variety of formats. The Equal Opportunities Policy and procedures.</p> <p>Child Protection Policy, personnel handbook, induction handbook, notice boards, newsletters, web site.</p> <p>Child Protection Policy, personnel handbook, induction handbook, notice boards, newsletters, web site, leaflets.</p> <p>Child Protection Policy, HR Policy, induction handbook, personnel handbook, evidence of support during incidents in staff interview reports.</p>

Investing in Volunteers (liV)	Children in Sport	What evidence could you use to support liV?
<p><b>liV Indicator 6</b> The organisation is committed to using fair, efficient and consistent recruitment procedures for all potential volunteers.</p>	<p><b>Standard 3 - Prevention</b> 3.1 There are policies and procedures for recruiting staff and volunteers who have contact with children and for assessing their suitability to work with children.</p> <p><b>Standard 7 - Education and Training</b> 7.5 Training and written guidance on safer recruitment practice is provided for those responsible for recruiting and selecting staff and volunteers.</p>	<p>Recruitment policy, Self Declaration Forms, CRB checks, Equal Opportunities Policy, and guidance on CRB checks (if applicable).</p> <p>Written guidance on recruitment policy, training records on this subject for relevant staff, business plan.</p>

Investing in Volunteers (liV)	Children in Sport	What evidence could you use to support liV?
<p><b>liV Indicator 7</b>  The organisation takes a considered approach to taking up references and official checks which is consistent and equitable for all volunteers, bearing in mind the nature of the work.</p>	<p><b>Standard 2 - Procedures and Systems</b>  2.4 There is a designated person/s with clear defined role and responsibilities in relation to child protection, which are appropriate to the level at which he/ she operates.</p> <p><b>Standard 3 - Prevention</b>  3.1 There are policies and procedures for recruiting staff and volunteers who have contact with children and for assessing their suitability to work with children.</p> <p>3.2 All those who have significant contact with children complete a self declaration about previous convictions and are subject to safeguarding checks as required by legislation and guidance and these are properly recorded.</p>	<p>Job description.</p> <p>Recruitment policy, Self Declaration Forms, CRB checks, Equal Opportunities Policy, and guidance on CRB checks (if applicable).</p> <p>Recruitment policy, Self Declaration Forms, CRB checks, Equal Opportunities Policy, and guidance on CRB checks (if applicable).</p>

Investing in Volunteers (liV)	Children in Sport	What evidence could you use to support liV?
<p><b>liV Indicator 8</b>  Clear procedures are put into action for introducing new volunteers to the organisation, its work, policies, practices and relevant personnel.</p>	<p><b>Standard 2 - Procedures and Systems</b>  2.2 The child protection procedures are available to all and actively promoted on joining the organisation.</p>	<p>Recruitment policy, Equal Opportunity Policy, orientation training and relevant documentation.</p> <p>A lot needs to be communicated to the volunteer at induction, some of it may be recorded in interviews. Volunteers should also have individual policy documents such as a 'Welcome Pack' or 'Induction Pack'.</p>

Investing in Volunteers (liV)	Children in Sport	What evidence could you use to support liV?
<p><b>liV Indicator 9</b> Everybody in the organisation is aware of the need to give volunteers recognition.</p>	<p><b>No criteria</b></p>	

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<p><b>liV Indicator 10</b> The organisation takes account of the varying support needs of volunteers.</p>	<p><b>Standard 8 - Access to Advice and Support</b> 8.2 Designated child protection staff have access to specialist advice, support and information.</p> <p>8.3 Contacts are made at a national and/or local level with the key statutory child protection agencies or locally with Area Child Protection Committee.</p> <p>8.4 Arrangements are in place to provide support to individuals both during and following an incident or allegation of abuse or a complaint.</p> <p>8.5 There are arrangements for providing supervision and support to staff and volunteers during a following an incident or allegation.</p> <p><b>Standard 2 - Procedures and Systems</b> 2.3 At a national level child protection procedures are consistent with 'Working Together to Safeguard Children'. At a local level there is a need to be aware of local Area Child Protection Committee arrangements, contacts.</p> <p><b>Standard 9 - Implementation and Monitoring</b> 9.4 Processes/ mechanisms are in place to consult children and young people and parents as part of the review of safeguarding policies and practices.</p>	<p>Contacts for specialised support information provided to volunteers.</p> <p>Contact details made available to volunteers for the Local Area Child Protection Committee.</p> <p>Child Protection Policy, HR Policy, Induction handbook, personnel handbook, evidence of support during incidents in staff interview reports.</p> <p>Child Protection Policy, HR Policy, induction handbook, personnel handbook, evidence of support during incidents in staff interview reports, constant support from the organisation and documentation to record incident or allegation accounts.</p> <p>Records of information made available through handbooks, notice boards, leaflets and other media.</p> <p>Appropriate sessions are in place for consultation, meeting room, literature.</p>

# FAQs about IiV and Safeguarding and Protecting Children in Sport

## What type of organisation or project is the standard suitable for?

### Investing in Volunteers

Suitable for any organisation that involves volunteers. Organisations should be involved in: recruiting, selecting, matching, supporting and retaining volunteers.

### Children in Sport

Any organisation that is involved in providing sporting activities for young people.

## Is the standard organisation based or project based?

### Investing in Volunteers

The standard covers the whole organisation. It can be achieved by parts of an organisation so long as they can be seen to be discreet and self managed parts of the whole.

### Children in Sport

The standard covers the whole organisation.

## Who runs the standard?

### Investing in Volunteers

The standard is run by the national Volunteering Development Agencies in England, Scotland, Wales & Northern Ireland. Volunteering England manages the standard in England. The UK Volunteering Forum is the standards Awarding Body.

### Children in Sport

The Standard is supported by Sport England and the NSPCC.

## Who to contact to apply for the standard

### Investing in Volunteers

Contact Volunteering England  
Tel: 0207 520 8982

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

On the home page you'll also find links for contacts in Northern Ireland, Scotland and Wales.

### Children in Sport

Contact Child Protection in Sport Unit, NSPCC  
National Training Centre, 3 Gilmour Close,  
Beaumont Leys, Leicester LE4 1EZ  
Tel: 0116 234 7278/ 7280

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

## How do organisations access the standard?

### Investing in Volunteers

All information is supplied on-line with a password protected section for fully registered organisations. Forms and documents are downloadable word documents. A best practice library with downloadable resources is also available.

### Children in Sport

A free downloadable document is available which shows all criteria, provides signposting to further help and support and a checklist against which to work.

## How much does the standard cost?

### Investing in Volunteers

Depends on the size and complexity of your organisation. Prices start at £1000 + VAT for an organisation that has a turnover of less than £1 million per year. The fee includes:

- Subscription to the Investing in Volunteers monthly e-newsletter
- Access to the password protected pages of the website which contains a step-by-step guide, model documents and Best Practice library
- Introductory workshop with your assigned Assessor
- Feedback on self assessment of your organisation against the standard
- An assessment visit – interviews with volunteers, staff and senior managers
- A full written report suggesting areas for further development and highlighting areas of excellent practice
- The UK recognised Investing in Volunteers standard, including plaques and certificates, valid for three years.

### Children in Sport

The standard is free for organisations that fall into the Child Protection in Sport Unit's (CPSU) group, which consists of Governing Bodies and County Sports Partnership.

A new strategic framework is being reviewed with regards to implementing more organisations into the standards process.

## How much of the standard is accessible for free?

### Investing in Volunteers

The full standard and practices can be downloaded from the home page without payment being made. The best practice library and documents to support an organisation through to achieving the standard are all within password protected pages.

### Children in Sport

The full standards can be downloaded from the homepage:  
[www.thecpsu.org.uk/Documents/Standards.pdf](http://www.thecpsu.org.uk/Documents/Standards.pdf)

## What is the assessment process?

### Investing in Volunteers

1. A Self-Assessment is done by the organisation at an early stage. This is sent to an allocated assessor so that organisations are certain they are hitting the standards prior to their final assessment. Only a small number of written documents are requested and submitted by organisations.

2. Final assessment is undertaken through site visits, the length of which will depend on the size of the organisation and range of volunteering roles. Assessors will usually spend at least a day on site using the 10 liV Indicators as the assessment guide.

### Children in Sport

The evaluation process can be explained in the following way:

- Organisations submit a portfolio that is then accessed by the CPSU.
- Within the first year of the evaluation, standards 1 and 9 have to be met.
- Over the following three years standards 2, 3, 7 and 8 have to be met.
- Standards 4, 5 and 6 have to be completed and met in the fifth and final year.

## What support is available during the assessment process?

### Investing in Volunteers

The registration fee covers: advice and guidance from a local Volunteer Centre Partner; a workshop with an allocated assessor and all assessment (visits and report); and access to the password protected area of the Investing in Volunteers website. These web-pages include things like a tool-kit and tips from other volunteer managers who have achieved the standard. Additional consultancy support and training can also be bought from Volunteering England.

### Children in Sport

Funding for the Child Protection in Sport Unit (CPSU) is supplied from Sport England that allows for a designated time period to work with various organisations. The first two hour meeting is free. Consultations take place throughout the process. If larger organisations require additional support, then a fee is required.

## How long will it take to achieve the standard?

### Investing in Volunteers

This will vary from organisation to organisation, but normally the process will be completed within 12 months. Organisations that achieve the standard receive a plaque and certificate on completion and membership of the Achievers Club network.

### Children in Sport

The standards take 5 years to complete.

## What if an organisation does not achieve the standard?

### Investing in Volunteers

Organisations can Achieve, Not Achieve or Achieve with Conditions. All organisations receive detailed feedback from their assessor. Organisations that achieve the standard with conditions are set a time within which to complete specific actions agreed with their assessor and are not entered into the quality assurance process until there are complete.

### Children in Sport

If organisations do not achieve the standards set, the Child Protection in Sport Unit organises a meeting to discuss what is required and sets new deadlines. If the organisation keeps failing to meet the criteria, they may jeopardise funding from Sport England and lose the chance of accreditation.

## Once the standard is achieved, is it time limited?

### **Investing in Volunteers**

Organisations must re-accredit every 3 years. Re-accreditation fees are the same as original registration as the assessment process requires the same amount of an assessor's time.

### **Children in Sport**

The CPSU will be looking to update the standard in 5 years' time. They are undecided whether or not a re-accreditation is needed. However, organisations must re-submit their implementation plans after the five years.