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BROMBOROUGH BULLDOGS SAFEGUARDING CHILDREN - SUPERVISION AND STAFF RATIOS

INTRODUCTION

Terms used:

BB Bromborough Bulldogs

BW Basketball Wales

BE Basketball England

YP(s) Young Person (or persons/people)

DBS Disclosure and Barring Service (Checked)

SG Safeguarding Course (BE if new to coaching, otherwise other certificates will be considered by BE)

FA First Aid to BE standards

SG1 Safeguarding Self-Declaration Form

Parent Parent, carer, guardian

BB is involved in BW and BE. Whilst competing in both we are attempting to comply with BE's Safeguarding policies and procedures in training and competitions.

Whilst considering the supervision of YPs in BB activities the ratio of coaches and other adults to YPs will depend on the venue, the nature of the event, the layout of the facilities, the ability and age of the YP, other adults present and the coaching level and experience of the coach.

The main roles taken on by adults and YPs are as follows:

Coach	In charge of coaching a training session, or a team in a competition
Assistant Coach	Assisting the coach as above. This may be a Level 1 coach who is a YP
Session Manager	An adult (typically a parent) who organises and attends training sessions
Team Manager	An adult (typically a parent) who organises the team for, and attends, competitions
Bench Personnel	A requirement from BE, an adult on the bench in a competition
First Aider	A person nominated to provide first aid cover at a session or competition
Game Day Host/Delegate	The host of home competitions (BE, and good practice for BW)
Parent Monitor	Used infrequently, monitoring to safeguard all, so that a coach can continue training

Some roles can be combined. For example, a Session Manager could also act as Team Manager and will likely hold a first aid qualification and be the nominated first aider. For BE competitions they could also be the Bench Personnel.

Whilst it is not a requirement for coaches to hold a first aid qualification, many do. However, it should be encouraged that non coaching personnel are the nominated first aiders in order for them to deal with first aid incidents so the coach can carry on coaching. If a Session Manager is yet to complete a first aid course, the active Coach who does hold FA could be the nominated first aider but coaching would have to be curtailed while they deal with an incident.

As a general principle there should be 2 adults present in each hall/space of which 1 should be a Level 2 Coach or above. Any queries about this should be referred to the Head Coach.

Home coaching:

Coach plus Assistant Coach/Session Manager, First Aider. If the 2nd coach is U18 there must be a Session Manager or Parent Monitor present.

Under 18 Self-Coached session (e.g. Girls): Level 1 (minimum) Coach plus a Session Manager, First Aider

Home competitions:

Friendly: Coach plus Assistant Coach/Team Manager, First Aider

Formal:

BW - Coach plus Team Manager, First Aider.

BE - Coach plus Bench Personnel, First Aider, Game Day Host.

Away competitions:

Friendly:

Coach plus Team Manager, First Aider

Formal:

BW: Coach plus Assistant Coach/Team Manager, First Aider.

BE: Coach plus Bench Personnel, First Aider.

Coaches who are under 18 yrs old will not count as adults in the ratios.

PARENTS AS SUPERVISORS

There are two designated roles for parents plus a third role for BE competitions. The parent is automatically a member of BB when asked to partake in a supervisory role.

Session Managers/Team Managers/Bench Personnel

Session Managers will be responsible for organising training sessions including invitations, answering queries from players and parents, taking a register, monitoring toilet visits etc. to relieve pressure on coaches. Team Managers will be responsible for the organisation of the team before, during and after competitions including such tasks assigned to Session Managers and are there to help relieve the coach of such duties in order for the coach to focus on coaching.

Session and Team Managers will be DBS checked, have SG and be encouraged to hold FA and deliver FA as required.

It is likely that the Session or Team Managers will also be the Bench personnel for BE competitions - an extra adult on the bench to look after YP before, during and after a match.

Parent Monitors

A parent monitor may be asked to help out with adult/YPs ratios in the event of a shortage of BB coaches. This will be particularly relevant in the case of a last-minute plan e.g. if a coach had a vehicle break-down en-route or a medical emergency whilst on session. This role is very much a monitoring role to protect the YP and the coach in terms of SG. The session should not start/carry on without a Parent Monitor. Whilst a DBS check is not mandatory, Parent Monitors will be encouraged to show evidence of a pre-existing DBS check or be offered a new one via BB. Ideally, they will join BE and achieve the SG certificate but again, it is desirable but not mandatory.

Parent Monitors will be briefed as to their observational role and will not be involved in coaching.

In the case of YP self-led coaching and there is only a parent monitor present, they will have DBS, SG, and also FA if the YP Coach does not have a FA qualification.

QUALIFICATION/CHECKS FOR THOSE WORKING WITH YP

It is important to make the distinction between unofficial roles and official roles

Unofficial Roles

These are not Governing Body roles but as a club which takes safeguarding seriously, should be to BE standards. These include Session/Team Managers and First Aiders.

- DBS application/check should be completed
- SG should ideally be a BE one but qualifications/certificates from other organisations will be considered.
- Someone acting as a first aider should have completed a FA course which was face to face and included CPR. Ofqual regulated courses are ideal but others will be considered by the Safeguarding Officer.

Official Roles

In the case of BE a 'Bench Personnel' is required in competitions. Other roles may include Table Officials and Referees. For all these roles they should be a member of BE and have DBS and SG.

Role	DBS	SG	FA	SG1
Adult Coach of Juniors	yes	yes	Desirable	yes
Junior Coach	yes	yes	Desirable	yes
Session/Team Manager*	yes	yes	Desirable	
Bench Personnel*	yes	yes (BE)	Desirable	yes
Bench Personnel (U18)	yes	yes (BE U18 SG)	Desirable	yes
First Aider (nominated)*	yes	yes	yes	
Parent Monitor**	Desirable	Desirable	Desirable	

*- can be used as an additional adult where no 18+ yrs coach is available, on a short-term basis

** - can be used as above but in an emergency/last minute situation

It should be noted that BE does not currently have any requirements for Game Day Delegates/Hosts. The Parent Monitor role is a BB role where the parent does not have regular involvement in YP but we would encourage them to have DBS, SG and FA where possible.

FIRST AID

Every session should have a nominated First Aider. An adult acting as a nominated first aider needs DBS and SG.

First aid should be administered by the nominated first aider or coach unless the parent of the YP prefers to do it themselves.

An accident form should be completed (on paper or on Google Drive or on paper) as soon as is practicable, by the nominated first aider or another club official. Currently coaches carry first aid kits to all sessions/events.

SUPERVISION AND STAFF RATIOS

It is important to ensure that, in planning and running training sessions, fixtures or events for children and young people, consideration is given to providing an appropriate staffing/supervision ratio of adults to participants. This is to minimise any risks to participants, enhance the benefits children draw from the activity, reassure parents/carers, and provide protection for those responsible for providing the activity in the event of a concern or incident arising.

While it is not possible to recommend a one size fits all, please account for the key considerations below and follow the minimum ratio guidance.

Key considerations:

Suitability to supervise children

It is the responsibility of those commissioning, planning or providing sessions/activities to ensure the suitability of those running the activity

This includes:

- Being appropriately qualified for their role and the activity
- Being subject to a safe recruitment process, including criminal records checks for eligible roles
- Having insurance appropriate to their activity
- Signing up to comply to all Basketball England regulations and policies
- Understanding their responsibility to safeguard children and having appropriate training
- Obtained the necessary licence through BE/BW and fulfilled all associated requirements

Factors that should inform supervision levels

In the planning of all activities, and regardless of any other assessments that may be required (for example of equipment or for Health and Safety purposes), a risk assessment should be undertaken which specifically informs decision-making about appropriate supervision levels.

Key factors to assess include:

- Ages of children
- Additional supervision/support needs of some or all participants (for example due to disability)
- Competence/experience of participants for the specific activity
- Nature of the venue - whether closed (e.g. sports hall) or open (e.g. outdoor games areas); private and exclusive to the group or open and accessible to the public; and what types of equipment children may have access to.

U18s

Those aged 17 and under should not be included in staffing ratios, even if they have a coaching qualification. A person cannot become a qualified Level 1 coach until they are 16 years old, and it is expected that the person leading the session will be at least Level 2 qualified (for which you have to be 18 years old).

Minimum recommended guidance

Whatever the recommended ratio of adults to participants is, at least two adults must be present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of one participant requiring the attention of an adult during the activity following an accident).

These are minimum numbers. The risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular event.

CHILD/YOUNG PERSON'S AGE	NUMBER OF ADULTS	NUMBER OF CHILDREN
0 – 2	1	3
2 – 3	1	4
4 – 8	1	6
9 – 12	1	8
13 – 18	1	10

Additional adults should ideally be a coach but in the absence of a qualified coach a person with the roles in the table on page 4 could be accepted on a short-term basis.

Running a session

- The most senior coach is in charge of the hall/venue and all people in it. Where there are more than one coach of the same level running a session, they should agree to who will be the coach-in-charge and take responsibility for the session before the session starts. Normally factors would include years of experience, maturity etc. If in doubt, seek advice from the Head Coach.
- Coaches should, as a minimum, arrive on time but best practice would be to arrive a few minutes before to check the safety of the venue, welcome players to the venue and start the register.
- A register must be completed at the earliest opportunity (i.e. pre-warm-up) and updated as soon as is practicably possible. The coach-in-charge could delegate this job but is responsible for its completion.
- Coaches must be aware of the whereabouts of the players. Players must make it clear to their coach if they are leaving the coaching area e.g. to go to the toilet - coaches must be aware of their return.

- Whilst most YPs are collected by their own parents and on time, it is often the case that a parent may be responsible for other YPs such as a car sharing arrangement. It is reasonable to assume that, in this case, parent permission has been granted. Parents should inform BB of any adults who they specifically do not want to pick up their YP. It is also the case that older YPs (aged 15+/Year 10 and above) will transport themselves e.g. by walking or bicycle, and it is reasonable to assume that if they arrive by such a mode, they have parental permission to depart by that mode too.
- '6-14' aged players (this is up to and including those in school Year 9) must be seen to be picked up by a responsible adult at the hall doors. If a responsible adult is not at the venue at the end of the session the player must stay with the coaches until the adult arrives in the venue and is seen to pick up their player. This age of player must not leave the venue unaccompanied.
- Coaches should not be left on their own with young players at the end of the session and must wait until the players have left. Normally this would be the Coach in Charge with either another coach or parent volunteer present.
- A session/event is not deemed to have finished until all players have left the hall/venue.

Changing rooms/Toilets

Although venues may have accessible changing rooms/toilets these are not provided by BB for its members. Particularly for home activities YPs are encouraged to change and be toileted before arrival on site and after departure. Parents should be aware that changing rooms and toilets in some venues are often used by other members of the public and it is the parent's responsibility for their use. During coaching sessions or matches the coach or Team Manager should be aware of any YP who has to use the changing room/toilet and monitor their safe return to their care in a timely manner.

For BE competitions there should be a designated changing room for the home team and another for the away team. Where practical, children should be supervised at all times in the changing rooms by two members of staff. Adult staff should not change or shower at the same time using the same facility as players. Staff of the opposite gender should not be present whilst players are showering or changing. For mixed gender teams, separate facilities should be made available. If a young person is uncomfortable changing or showering in public, no pressure should be placed on them to do so and they should be encouraged to do this at home. Adult staff must not change or shower at the same time as children.

Separate facilities should be available for any mixed gender team.

If the club has children with disabilities, involve them and their parents in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered but club members should avoid taking on the responsibility for tasks for which they are not appropriately trained.

All players and staff should be aware that no photographic equipment (including but not limited to cameras, video cameras, mobile phones) should be used in the changing room environment.

Late collection

The Coach/Session/Team Manager/Bench Personnel (if applicable) should be aware of those due to attend and take a register. The Spond App is the 'go to' method for this. This will aid fire alarms and missing YP and allow access to data regarding the young person, including telephone numbers and emergency telephone numbers.

In the event of a parent not arriving to collect the YP on time, the coach should:

- Attempt to contact the YPs parent on their contact numbers.
- Wait with the child at the sports facility, with another adult present if possible.

A coach should not:

- Leave the child on their own
- Transport the child on their own without written permission (a text would suffice).

If the child is not collected within 30 minutes of the end of the session and there has been no contact with the parent/back up, the staff member should speak to the Head Coach or Club Safeguarding/Welfare Officer to decide whether it is necessary to deem it a Safeguarding Incident with the possibility of contacting Children's Social Care.

Missing participants

Team/session staff are responsible for supervision of players in their team/session. If a player is found to be missing, the procedure below should be followed. A description of the player should be completed and circulated to those involved in searching and the player's card or photograph (which can be found on Spond) should be used to provide identity if required.

Particular times can give rise to increased risk, namely arrival time and time for leaving. Team/session staff should ensure good communication with players and families to ensure everyone is aware of changes in arrival/collection plans (e.g. a child being collected by parents or not going on shared transport or the team bus).

Schedule of actions:

- Absence of child noticed
- If not already aware, on-site most Senior Coach to be notified. In the case of an event the Event welfare officer and club welfare officer (if in attendance) notified immediately
- Search of immediate area
- If the player is not found within 20 minutes, the event or club welfare officer/safeguarding officer must contact police. Parent/guardian to be contacted by the most senior coach if the parents are not present. The search should be continued and widened where possible.
- The incident should be logged on an incident report form by the Safeguarding or Welfare Officer and immediately reported to BE Safeguarding Team.

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Contact Bromborough Bulldogs' Safeguarding Officer at safeguardbromboroughbulldogs@gmail.com