



Keeping children safe in sport:

A GUIDE FOR PARENTS AND CARERS

MAE POB PLENTYNDOD WERTH BRWYDRO DROSTO
EVERY CHILDHOOD IS WORTH FIGHTING FOR

What parents should look for when choosing a good sports club or activity for their child.

Here are the key points you should check out when choosing a sports club or activity for your child.



QUICK CHECKLIST FOR PARENTS

Has the club or organisation achieved a sports body or local council accreditation (eg Clubmark) that is up to date? If so, then this can be viewed as evidence that the club/organisation has attained a certain level of safe practices as assessed by the awarding body.

EVEN IF THE CLUB IS ACCREDITED, YOU SHOULD CHECK THAT THE ORGANISATION HAS:

- * a named and contactable welfare officer responsible for the implementation of their safeguarding policy and issues regarding the protection of children or young people
- * procedures for dealing with complaints or concerns regarding poor practice, abuse or neglect
- * written standards of good practice (ie a code of conduct/behaviour)
- * a parental consent/emergency details form that you must return to the club
- * safe recruitment procedures for those working with young people that include: a clear job description, appropriate references, criminal records checks (eg DBS) for relevant posts and technical qualifications
- * access to appropriate safeguarding (child protection) training for its staff/volunteers

Remember, a well-run club will welcome your questions about their activities and policies. They'll know they have a responsibility to have the right arrangements in place, and to give this kind of information to anyone who leaves a child in their care.

Policies and procedures

DOES THE ORGANISATION HAVE A SAFEGUARDING POLICY TO HELP PROTECT YOUR CHILD?

Sports clubs and organisations should have a safeguarding policy, with a clear procedure for dealing with poor practice concerns or risks of abuse. You should be advised how you can access the policy.

IF YOU OR YOUR CHILD HAS ANY WORRIES, WHO CAN YOU TALK TO?

Every organisation should have a named welfare officer and promote their contact details. Well-run clubs should be prepared to listen and advise you what to do if you have any concerns. They should have information about local or national services that can also offer advice and support.

DOES THE ORGANISATION HAVE A WRITTEN CODE OF BEHAVIOUR OR CODE OF CONDUCT?

There should be a written code of behaviour (or conduct) showing what is required of staff, volunteers and participants (including children). Avoid organisations that do not have a commitment to address bullying, shouting, racism, sexism or any other kind of oppressive behaviour. Any unacceptable behaviour should be challenged and dealt with in a professional manner by the sports organisation.

WHAT BOUNDARIES EXIST CONCERNING CLUB RELATIONSHIPS?

The club should have clear guidelines about appropriate relationships and social activities between staff, volunteers, participating young people, and parents. Find out who in the club you can speak to if you have concerns about boundaries not being observed.

WHAT RATIO OF SUPERVISING ADULTS TO CHILDREN IS THERE?

Find out what the recommended supervision ratios are for your child's chosen activity. You can do this by referring to the organisation responsible for the sport or activity. It is important to identify that the organisation ensures that no staff/volunteer members are left alone and isolated when in charge of the young people.

DOES THE CLUB ASK FOR SIGNED PARENT'S CONSENT AND EMERGENCY DETAILS?

As part of your child's registration, are you asked to complete a consent form? This should ask for emergency contacts, key medical information (allergies, asthma, etc.) and whether there are any other issues the club needs to know about in order to help your child get the most out of their participation.

WHAT ABOUT ARRANGEMENTS FOR AWAY FIXTURES AND OTHER EVENTS?

The sports club or organisation should inform you about the event arrangements and planning, including transport to and from the venue. You should also be given information about the venue itself. If it's a long way from home, you should be given a contact number for use in emergencies.

Recruitment of staff and volunteers

HAVE ALL STAFF AND VOLUNTEERS BEEN SELECTED THROUGH A PROPER RECRUITMENT PROCESS?

This should include interviews, references and Disclosure and Barring Service (DBS) checks – often known as police checks – for eligible staff/volunteers working with children.

WHAT SAFEGUARDING TRAINING HAS BEEN PROVIDED FOR STAFF AND VOLUNTEERS?

All staff and volunteers should have up-to-date recognised safeguarding training. Sports organisations often require and are able to provide sport-specific training programmes for staff and volunteers.

IS THE COACH QUALIFIED?

Your child's coach should have a recognised qualification to clarify they are qualified and have the technical competence in the sport/activity at the right level. Coaches need to be competent to deliver and oversee the sport or activity safely.

HEALTH AND SAFETY

Make sure that the organisation has guidance on first aid (and ideally a qualified first aider), and that the following are available within the club:

- * first aid box
- * procedure for reporting and responding to injuries or accidents that occur within club time
- * arrangements for providing participants with drinks and dissemination of medications (parental consent will be required for dissemination of medication)
- * that the premises satisfy fire and other relevant regulations

If your child needs help with using the toilet, changing, feeding or their medication, discuss and agree how these personal care needs will be addressed.

For further advice, visit the NSPCC's Child Protection in Sport Unit (CPSU) website the cpsu.org.uk/parents or email cpsu@nspcc.org.uk

If you have any concerns or worries, you can call the NSPCC helpline on **0808 800 5000** or email help@nspcc.org.uk for further advice.

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In partnership with:



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Recritwio staff a gwirfoddolwyr

YDYR HOLL STAFF A'R GWIRFODDOLWYR WEDI CAEL EU DETHOL DRWY
BROSES RECRUITIO BRIDOL?
Dylai hyn gynnwys cyfweiliadau, geiradaon ac archwiliadau gan y Gwasanaeth Datgelu a Gwahardd (DBS) – a elwir yn archwiliadau heddlu weithiau – ar gyfer staff / gwirfoddolwyr cymwys sy'n gweithio gyda phlant.

PA HYFFORDDANT DIOGELU Y MAE'R STAFF A'R GWIRFODDOLWYR
WEDI'DDERBYN?
Dylai'r holl staff a'r gwirfoddolwyr fod wedi derbyn hyfforddiant diogelu cydnabyddedig a diweddar. Yn aml iawn mae sefydliadau chwaraeon yn gofyn am, ac yn gallu darparu rhaglenni hyfforddiant penodol i fath arbennig o chwaraeon i'w staff a'u gwirfoddolwyr.

YDYR HYFFORDDWR YN GYMWYSedig?
Dylai fod gan hyfforddwr eich plentyn gymhwyster cydnabyddedig i ddangos eu bod yn gymwysedig a bod ganddyn y lefel iawn o gymhwysedd technegol yn y chwaraeon / gweithgaredd. Rhaid i hyfforddwr fod yn gymwys i ddarparu a gorchywyllo'r chwaraeon neu'r gweithgaredd yn ddiolegl.

IECHYD A DIOGELWCH
Dylech wneud yn siŵr bod gan y sefydliad ganllawiau ar gymorth cyntaf (cymhorthydd cyntaf cymwysedig fyddai orau) a bod y canlynol ar gael yn y clwb:

- * Blwch cymorth cyntaf
- * Gweithdrefn i adrodd ac ymateb i anafiadau neu ddamweiniau sy'n digwydd yn ystod amser y clwb
- * Trefniadau i roi dioddd ac i roi meddyginiath i'r cyfrannogwyr (bydd angen caniatâd rhiant i roi meddyginiath)
- * Bod yr adeilad / safle yn cwrdd â rheoliadau tân a rheoliadau perthnasol eraill

Os oes angen help ar eich plentyn i ddefnyddio'r toiled, i newid, i fwyta neu i gymryd eu meddyginiath, dylech drafod a chytuno sut y gellir ateb eu hanghenion gofal personol.

Am fwy o gyngor ewch i wefan Uned Amdiffyn Plant mewn Chwaraeon y NSPCC (CPSU) the cpsu.org.uk/parents neu e-bostiwch cpsu@nspcc.org.uk
Os oes gennych unrhyw bryderon o gwbl gallwch ffonio llinell gymorth y NSPCC ar **0808 800 5000** neu e-bostio help@nspcc.org.uk am fwy o gyngor.

Mae'r daflen hon yn rhan o waith Grŵp Trawsbleidiol Achub y Dyfodol Cynulliad Cenedlaethol Cymru.

Beth ddylai rhieni chwilio amdano wrth ddewis gweithgaredd neu glwb chwaraeon da i'w plentyyn.

Dyma rai o'r prif bwyntiau y dylech holi amdanynt wrth ddewis clwb chwaraeon neu weithgaredd i'ch plentyyn.



RHESTR SYDYN I RIENI
Ydy'r clwb neu'r sefydliad wedi ennill achrediad gan gortff chwaraeon neu gan y cyngor lleol (e.e. Clubmark) sy'n ddiweddar? Os do, gellir edrych ar hyn fel tystiolaeth bod y clwb / sefydliad wedi cyflawni lefel benodol o arferion diogel fel y cawsant eu hasesu gan y corff dyfarnu.

HYD YN OED OS Y'WR CLWB YN ACHREDEIDG, DYLECH WIRIO BOD GAN Y SEFYDLIAD:

* swyddog lles penodedig y gellir cysylltu a nhw ac sy'n gyfrifol am weithredur polisi: diogelu a materion yn ymwneud ag amddiffyn plant neu bobl ifanc

* gweithdrefnau i ddelio â chwynion neu bryderon am arferion gwael, cam-drin neu esgeulustod

* safonau arfer da ysgrienedig (h.y. cod ymddygiad)

* ffurflen caniatâd rhieni / manylion brys sy'n rhaid i chi ei dychwelyd i'r clwb gweithdrefnau recriwtio diogel i rai sy'n gweithio gyda phobl ifanc, ac sy'n gynnwys: swydd-ddisgrifiad cllr, geiradaon priodol, archwiliadau cofnodion troseddol (e.e. DBS) ar gyfer swyddi perthnasol, a chymwysterau technegol

* mynediad at hyfforddiant diogelu priodol (amddiffyn plant) i'w staff / gwirfoddolwyr

Cofiwch, bydd clwb sy'n cael ei redeg yn dda'n croesawu eich cwestiynau am eu gweithgareddau a'u polisiau. Bydd y clwb yn gwybod bod ganddynt gyfrifdeieb i sicrhau bod y trefniadau iawn yn eu lle, ac i roi'r math yma o wybodaeth i unrhyw un sy'n gadael plentyyn yn eu gofal.

Polisiau a gweithdrefnau

A OES GAN Y SEFYDLIAD BOLISI DIOGELU I HELPU I WARCHOD EICH PLENTYN?

Dylai fod gan glybiau chwaraeon a sefydliadau bolisi diogelu, gyda gweithdrefn glir i ddelio gyda phryderon am arferion gwael neu beryglon cam-drin. Dylech gael gwybod sut y gallwch weld y polisi hwn.

OS OES GENNYCH CHI NEU EICH PLENTYN UNRHYW BRYDERON, GYDA PHWY ALLWCH CHI SIARAD?

Dylai fod gan bob sefydliad swyddog lles penodedig a dylid hyrwyddo eu manylion cyswllt. Dylai clybïau sy'n cael eu rhedeg yn dda fod yn barod i wrando a rhoi cyngor ar beth i'w wneud os oes gennyech bryderon. Dylai fod ganddynt wybodaeth am wasanaethau lleol neu genedlaethol sydd hefyd yn gallu rhoi cyngor a chymorth.

A OES COD YMDYRGYAD YSGRIFENEDIG GAN Y SEFYDLIAD?
Dylai fod cod ymddygiad ysgrienedig yn dangos beth sy'n ofynnol i'r staff, gwirfoddolwyr a'r cyfranogwyr (gan gynnwys plant) ei wneud. Dylech osgoi sefydliadau nad oes ganddynt ymrwymiad i ddelio gyda bwlo, gweiddi, hiliiaeth, ymddygiad rhywiolaethol neu unrhyw fath arall o ymddygiad gormesol. Dylai'r sefydliad chwaraeon herio unrhyw ymddygiad annerbyniol a delio gyda fo mewn ffordd broffesiynol.

PA FFINIAU SYDD GAN Y CLWB O RAN Y BERTHYNAS RHWNG POBL?

Dylai fod gan y clwb ganllawiau cllr ar berthnasodd priodol a gweithgareddau cymdeithasol rhwng staff, gwirfoddolwyr, y bobl ifanc sy'n cymryd rhan, a rhieni. Holwch i weld gyda phwy yn y clwb y gallwch siarad â nhw os ydych yn poeni am beidio â chadw at ffiniau priodol.

BETH Y'WR GYFRADD BLANT I OEDOLION SY'N GORUCHWYLIO?

Holwch i weld beth yw'r gyfradd oruchwyllo gymeradwy ar gyfer y gweithgaredd y bydd eich plentyyn yn cymryd rhan ynddo. Gallwch wneud hyn drwy holi'r sefydliad sy'n gyfrifol am y chwaraeon neu'r gweithgaredd. Mae'n bwysig cadarnhau bod y sefydliad yn sicrhau na fydd unrhyw staff / gwirfoddolwyr yn cael eu gadael ar eu pen eu hunain pan fyddant yng ngofal y bobl ifanc.

YDY'R CLWB YN GOFYN AM LOFNOD YN RHOI CANIAT D Y RHIANT,

A MANYLION BRY?

Fel rhan o gorfestru eich plentyyn, ydy'n nhw'n gofyn i chi lenwi ffurflen ganiatâd? Dylai'r ffurflen ofyn am fanylion cyswllt mewn argyfwng, gwybodaeth feddygol bwysig (alergeddau, asthma etc) ac a oes unrhyw fater arall y dylai'r clwb wybod amdano er mwyn helpu eich plentyyn i gael y mwya't allan o gymryd rhan.

PA DREFNIADAU SYDD AR GYFER GEMAU ODDI CARTREF A DIGWYDDIADAU ERAILL?

Dylai'r clwb chwaraeon neu'r sefydliad roi gwybod i chi am gynllunio a threfniadau'r digwyddiad, gan gynnwys ciudiant i ac o leoliad y gweithgaredd. Dylech hefyd dderbyn gwybodaeth am y lleoliad ei hun. Os yw'n bell o adref, dylai'r clwb roi rhif cyswllt i chi ei ddefnyddio mewn argyfwng.

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CANLLAW I RIENI A GOFALWYR

Cadw plant yn ddiogel mewn chwaraeon:



NSPCC
CYMRU | WALES