



APPOINTING COACHES, OFFICIALS & VOLUNTEERS
– GUIDANCE FOR STAFF AND CLUB OFFICERS
(Updated 10/02/2014)



You seek to appoint someone (paid or volunteer) to work with children and/or vulnerable adults in the name of *Pentathlon GB* (including within one of its constituent clubs, coaching environments, etc.)

Draw potential applicants' attention to *Pentathlon GB's* Child Protection Policy on the website (via the advert/notice). If offered a conditional position after interview, inform them that before confirmation they will be required to:

- (i) provide details of 2 referees able to comment on their character and ability to undertake the task required of them
- (ii) sign a self-declaration form.
- (iii) undertake SCUK's *Safeguarding and Child Protection 1*, as a guide to good practice, within 6 months of starting.

[Courses can be found via *Sports Coach UK* website *course finder*, they are 3 hours duration and usually cost £30. Local funding can often be accessed via the local authority, CSP, Pentathlon GB (for volunteers)].

- (iv) Supply original copy of coaching qualification (UKCC II or equivalent –which often include child protection training as a pre requisite.
- (v) All this to be entered onto 'Freelance Coach detail form' and submitted to Office manager

Will they be undertaking **Regulated Activity?** – defined as:

Activity which involves teaching, training or instruction of children

AND

Happens frequently (once a week or more often)

OR

Happens intensively (on 4 or more days in a 30-day period, or overnight)

AND

The individual carrying out the activity of teaching, training or instructing is unsupervised.

No

Issue them with Pentathlon' GB's Code of Conduct for Coaches, officials, etc. (downloadable from website), ask them to read and sign as understanding and abiding by them (answer any queries they might have).

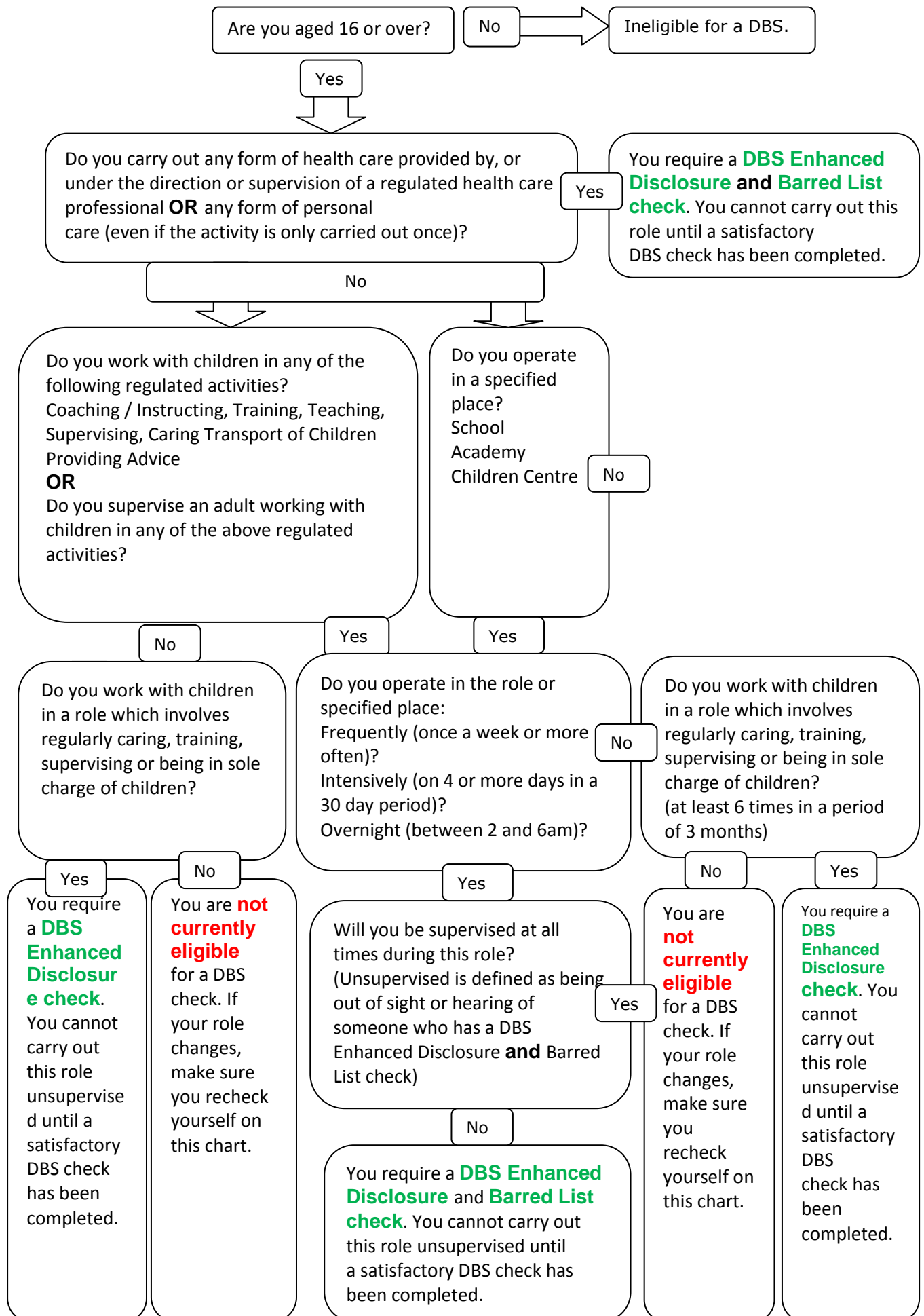
Ensure they are technically competent to undertake duties assigned to them by their supervisor and consider development needs.

Yes

Additional to NO, request individual to:
Give permission for Pentathlon GB to undertake DBS check (if paid, at their cost - £60 to be invoiced or deducted at HQ from any payments they are due) and for them to share the Disclosure with the S&CP Lead Officer within 14 days of its issue. Or, if a Transferable Disclosure has been obtained after the 17/ 6/2013 for a similar role by another organisation, share the unique reference number so that the Led officer can check their current status on-line.
Request that within 3 years of completing Sports Coach UK's S&CP I, they undertake S&CP II.
Pentathlon GB staff are expected to undertake any courses prescribed for them as part of their CPD.

Below is a flow chart which summarises if an individual is in Regulated Activity and therefore requires a DBS check.

DBS Flowchart



A list of eligible roles might include.

	Enhanced DBS required	Barred List required
Coach	Yes	Yes
Club Welfare Officer	Yes	Yes
Regional Welfare Officer	Yes	Yes
Chaperone	Yes	Yes
Team Manager	Yes	Yes
Medical Staff e.g. Doctor or Nurse	Yes	Yes
Sport Psychologist	Yes	Yes
Host Family parent/carer with responsibility for a child.	Yes	Yes
NB - if this is a private arrangement between parents a DBS or Barred List check will not be required.		
Physiotherapist (including Sports Massage)	Yes	Yes
Nutritionist	Yes	Yes
Helper - Supervised role manually assisting and supporting children	Yes	No
Helper - Individuals not training to be or acting as a coach.	Yes	No
Chairperson	No	No
Club Secretary	No	No
Photographer or filming children	No	No
General assistant handing out equipment, tidying up after sessions.	No	No

A detailed guide as to other requirements of the screening/selection process and ongoing requirements is available from the S&CP Lead Officer and provides a useful checklist for appointing officers to use to evidence following all the appropriate steps.

The appointing person will be required to coordinate collection of all the above information and hand over to Admin Manager (who will liaise with the Safeguarding Lead Officer) for deposit in Personnel records.

Should there be an issues brought to light as a consequence of the DBS, these will be independently risk assessed by a panel in line with Pentathlon GB's Case Management Process.

In line with Pentathlon GB's Induction Process of all new staff, a briefing will be given on abuse and how Pentathlon GB Safeguards its members and deals with any breaches of its policies and procedures.

The line manager or club chairman will be responsible for monitoring performance and making appropriate recommendations.

It is important to stress that these are not paper exercises and organisations are now legally responsible and therefore liable for any breaches of accurate checking, sharing appropriate information with appropriate authorities, etc.



To: [insert name of Individual]

[insert address]

[insert date]

Dear [insert name of Individual]

Further to your application for the role of [insert name of role] with [insert name of Club or Affiliated Association], we understand that your DBS Enhanced Disclosure has been issued by the DBS.

Please send your original DBS Enhanced Disclosure within 14 days of the date of this letter to:

Dr Richard Cox, Safeguarding and Child Protection Lead Officer at Pentathlon GB.

We wish to inform you that pending receipt of your DBS Enhanced Disclosure, you shall not be permitted to undertake the role of [insert name of role as per above] but may remain in a supervised role for a maximum of 3 months.

If your DBS Enhanced Disclosure is not received within 14 days as set out in this letter, it may be necessary to temporarily suspending you from undertaking any role with Pentathlon GB. We trust however that this will be unnecessary and thank you in anticipation of your co-operation.

We look forward to hearing from you.

Yours sincerely

[Name of appointing officer]
For and on behalf of Pentathlon GB



To: Dr Richard Cox, Safeguarding and Child Protection Lead Officer

[insert address]

I, [Individual to insert his/her name] give my consent for the Pentathlon GB S&CPLO to access my status information online through the use of the DBS Update Service as frequently as may be required by the Pentathlon GB S&CPLO for the purposes of my role as [insert name of Individual's role] with [insert Club or Affiliated Association] which requires me to hold a DBS Enhanced Disclosure and such consent is provided by me for the duration of my appointment to the role of [insert Individual's role] and until such time as I notify the Pentathlon GB S&CPLO that I no longer occupy a role requiring a DBS Enhanced Disclosure.

In the event of me being appointed to another role with Modern Pentathlon which requires me to hold a DBS Enhanced Disclosure, then I hereby consent to the Pentathlon GB S&CPLO continuing to access my status information online through the DBS Update Service for the purposes of this role and for the duration of my appointment to such role.

In addition, I give my consent to the Pentathlon GB S&CPLO to retain a photocopy for its records of any DBS Enhanced Disclosure which I have provided to the Pentathlon GB S&CPLO.

Print Name:.....

Address:.....

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Signature:.....

Date:.....