Badminton England:
Top Tips for Event Safeguarding

Introduction

Any event should provide participants, volunteers and spectators with an opportunity to enjoy themselves, have fun and make great memories in a safe and positive environment.

Event Organisers have a responsibility to take all reasonable steps to ensure that their activities provide as safe an environment as possible.

Safeguarding is about taking steps to promote an individual's general wellbeing by addressing:

- Abuse and serious harm.
- Wider welfare issues and concerns.
- Poor practice.

Everyone involved in an event needs to be fully prepared to respond sensibly and appropriately when any concern arises.

Giving thought to the safeguarding and welfare of all those attending an event is essential and organisers should agree to adopt the following policies :

Safeguarding and Protecting Children and Young People

Safeguarding Adults in Sport

Top Tips for Safeguarding at Events

Events will vary in size and type, but these “Top Tips” should be considered on every occasion. Safeguarding is for everyone, and best practice should be followed whether the focus of your event is on adult participation, junior participation or both.

1. Event Welfare Planning

An Event Welfare Plan (also known as a safeguarding plan) should outline the safeguarding guidance and procedures for your event with an aim to:

- Minimise Risk
- Encourage enjoyment of all involved
- Maximise the opportunity for everyone to participate to the best of their ability

Your Event Welfare Plan should outline what action will be taken if a safeguarding concern is raised.

For procedures to work in practice, everyone involved at the event (including participants) needs to be aware of them and understand their own safeguarding responsibilities.

An Event Welfare Plan does not need to be lengthy, but it should address all the basics in a manner that is relevant to the size, nature and venue of the event.

2. Appointing an Event Welfare Officer

Nominate at least one person with responsibility for welfare and safeguarding at your event.

This role will have the following responsibilities:

- Promoting appropriate safeguarding measures.
- Receiving and responding to any safeguarding or welfare concerns at the event.

Ideally your Event Welfare Officer will be an individual who can demonstrate:

- Commitment to promoting the interests and welfare of all involved
- Experience in a safeguarding role (possibly a Club Welfare Officer or a person with a relevant professional background)
- Previous safeguarding training and an understanding of the core principles of safeguarding
- An ability to relate to others and communicate well

It is important that all participants, parents/carers, volunteers and officials know how to contact the individual responsible for safeguarding at the event.

Depending on the size and nature of your event, as a minimum requirement, the Event Welfare Officer should have an understanding of basic safeguarding principles, Welfare Plan, Codes of Conduct and Reporting Procedures as outlined in the relevant Badminton England Policies.

3. Recruitment and Deployment of Volunteers

It is important that care is taken to ensure that your volunteers are suitable to work with vulnerable groups, including children.

Whilst the motives of most people are genuine and positive, promoting safe recruitment practices at your event will deter some inappropriate individuals from volunteering with you.

Volunteers must apply for a DBS check through Badminton England. A DBS certificate obtained from a different organisation or, as a consequence of their employment in a particular role, cannot be accepted.

There are strict rules about access to disclosures, so it is important that careful consideration is given to who is checked and what type of check they apply for.

Remember that DBS checks are only one tool in the safe recruitment process.

When involving volunteers from participating clubs or teams it is important to obtain some assurances that they have been through a robust recruitment process and identify this in your Event Welfare Plan.

4. Recommended Training

It is best practice for all those engaging in frequent contact and with a responsibility for players U18 to complete some basic safeguarding training.

Safeguarding Training

5. Codes of Ethics and Behaviour

Codes of Ethics and Behaviour help individuals understand what is expected of them and provide a benchmark for identifying inappropriate behaviour.

A full copy of the Badminton England Codes of Ethics and Behaviour can be found here:

Code of ethics and conduct

You should make everyone involved in all aspects of your event aware that any conduct that falls below the expected standards of behaviour may result in disciplinary action.

6. Dealing with Concerns

It's important to realise that it is not just the serious concerns that need to be dealt with and shared.

If something is observed, overheard or disclosed that makes an individual feel uncomfortable then it should be reported through the appropriate channels.

You should encourage all participants, volunteers, officials and spectators to share any concerns with the person who has responsibility for safeguarding at your event. (Your Event Welfare Officer).

All concerns should be taken seriously and anyone who reports a legitimate concern must be supported.

The person with responsibility for safeguarding at your event should refer the matter to the Badminton England Safeguarding Team.
Safeguarding Team

In an emergency situation the principle of least delay is important, and advice should be sought from the Police, Social Care and/or NSPCC.

Further guidance on reporting concerns can be found on the Badminton England Website Reporting Concerns

You should consider how you will inform participants, volunteers, officials and spectators of their responsibility to share concerns and make them aware of the contact details for the individual responsible for safeguarding at your event.

7. Additional Vulnerabilities

Your Event Welfare Plan should recognise and address the needs of those participants who may have additional care and support needs.

If you are made aware of a participant with additional care and support needs, you should consult with them and their parents/carers (where the participant is U18) to ensure there is an appropriate plan in place to meet any particular needs.

A disability may not always be obvious or visible and you should understand what their impairment means.

8. Photography and Videos

We all generally welcome the opportunity to celebrate our achievements and involvement in many different activities by taking and sharing photographs.

You may also want to use photography and videos to promote your event and encourage participation.

However, it is important that you take all necessary steps to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

You must have a photography policy in place and procedures to safeguard children.

There are a range of ways you can inform those attending your event about your photography policy, including:

- pre-event registration, consent or information forms
- pre-event briefing for staff and volunteers
- posters and signage around the venue
- public-address announcements during the event

9. Missing Participants

Procedures for missing participants must be thought through and communicated to your volunteers. There should be clear guidance on how your volunteers will respond in these situations.

The Child Protection in Sport Unit (CPSU) have an example procedure that you may wish to use and adapt for your own events.

Child Protection in Sport Init (CPSU)

10. Lone Situations

There may be circumstances that arise where your volunteers find themselves in an unavoidable, lone situation with a child or young person.

You should reassure your volunteers that this is okay.

However, ensuring your volunteers have a means of communicating with others will be helpful.

Advise your volunteers to inform others where they are, what has happened, what help they need or what is being done to resolve the particular issue that are involved with.

Provided the necessary safeguards are in place neither should feel uncomfortable or vulnerable.

Any questions?

The purpose of this document is to encourage you to consider the safeguarding procedures required at your event.

For further details and assistance with any queries please do not hesitate to contact the Badminton England Safeguarding Team.

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