



# Safer Sport



Chwaraeon Met Caerdydd  
Cardiff Met Sport

Cardiff Met will deliver an outstanding inclusive sporting experience, Cardiff Met will become known as 'Wales' Sporting University' capitalising on sport as a lever for wider social, economic, and cultural good.





## What we mean when we say:

### **Archer**

When we talk about our Archers at Cardiff Met, we are referring to individuals with great focus, courage and hwyl - whether you're a performance athlete or just enjoy being physically active to stay healthy, having great focus, strength and determination are key to achieving your personal bests. When we reference Archers in this document, we are talking about everyone involved in sport and physical activity at Cardiff Met. Our workforce, students, players, parents, volunteers, and stakeholders are all Archers in our own way.

### **Sport & Physical Activity**

Throughout this document, we may refer to sport and physical activity, sport or being physically active. When we mention any of these terms we are collectively talking about the whole sport and physical activity system. Encompassing everything from our junior sport programmes, open campus, met active and our wellbeing programmes to our community-based activity across the City and performance programmes.

### ***Designated Safeguarding Team***

Our DST (Designated Safeguarding Team), is made up of the Heads of Service areas, namely Head of Sport Systems, Head of Physical Activity & Health, Head of Facility Operations, Business Development Manager, Assistant Director Business Development – Sport and Assistant Director Sport, Physical Activity & Health. This team are responsible for reviewing our policies and practices with regards to safeguarding, ensuring all measures are in place to keep our Archers safe and review and respond to all allegations received.

### **Service Areas**

Cardiff Met Sport provides a diverse range of programmes across our teams. To capture the diversity of our programmes we are referring to each department as a service area rather than listing each programme.

# Introduction

We want everyone involved in sport at Cardiff Met Sport to feel inspired to say, “I’m an Archer”. We are committed to keeping everyone accessing our programmes safe and this framework sets out how we aim to do this.

## Strategic Objectives:

Places - We will develop and invest in our facility infrastructure to create safe and accessible spaces that inspire movement and performance.

## Scope:

We have a very unique sporting system at Cardiff Met. Sport and physical activity are delivered through a number of contributors, namely Cardiff Met Sport, The School of Sport & Health Sciences (CSSHS) and the Student’s Union (SU). In this framework, we are referring to the work of Cardiff Met Sport to drive safeguarding across our programmes. There may be some connection with CSSHS and the SU and this is highlighted in the document where this exists.



# Safeguarding

This framework is intended to inform and guide our workforce, students, players, parents, volunteers and stakeholders of all the steps we are taking to embed a culture of safeguarding across Cardiff Met Sport. These commitments are designed to support our strategic ambition to focus on excellence across our sporting system. Safeguarding is a range of actions aimed at upholding our human right to be safe and free from abuse.

This document outlines the work currently being undertaken, as well as our future actions and ambitions. This strategy sits as our strategic plan for safeguarding and will be supported in detail by our day-to-day operational plans.

Safeguarding is everyone's responsibility but we take ownership at Met Sport as a driving force for sport and physical activity to meet the current demands and plan for the ever-changing sport environment.



## Our Key Principles of our Safer Sport Safeguarding Strategy

### Safer - Systems

- Governance,
- Leadership,
- Continuous Improvement,
- Policies,
- Practices & Procedures

### Inclusive - Environments

- On Campus,
- Community,
- Online & E-Safety

### Inclusive - People

- Education & Training,
- Collaboration,
- Inclusion,
- Events

### Inclusive- Societies

- Standards,
- Communication,
- Empowerment



## Safer Systems:

We commit to creating a culture that allows all Archers accessing sport and physical activity at Cardiff Met to do so in a safe and welcoming environment. Everyone that engages in our Cardiff Met Sport programmes should do so safe in the knowledge that we see our responsibility to keep them safe and protected as our paramount consideration.

## Leadership:

- Ensuring we have a designated team of strategic leads for safeguarding across all areas of Cardiff Met Sport
- Establishing a safeguarding network for all operational sport specific safeguarding officers across Met Sport programmes to promote the development of safeguarding standards.
- Sharing our annual safeguarding action plan internally and with external partners to hold ourselves accountable.
- Embedding safeguarding across all our business planning, guaranteeing it is of paramount consideration when developing and growing our programmes.
- Ensuring senior leaders across Met Sport take responsibility for embedding a consistent approach to safeguarding and remain accountable for our safeguarding practices.
- Developing strong partnerships with external safeguarding organisations.



## Governance:

- Producing a safeguarding strategy and framework that meets the needs of all Archers involved in Cardiff Met sport programmes.
- Ensuring all clubs, teams and service area leads and senior leaders are aware and accountable of their safeguarding responsibilities.
- Regularly reviewing our safeguarding practices against current research, government guidance and legislation and safeguarding reviews in sport.
- Ensuring safeguarding is considered within our business planning and that safeguarding becomes a standing agenda item at quarterly Health & Safety meetings.
- Providing annual safeguarding reports on the state of safeguarding at Cardiff Met Sport.





## Continuous Improvement:

- Ensuring we build a culture of continuous improvement for Met Sport which constantly reflects developing best practice in safeguarding.
- Having clearly defined measures of success for safeguarding understood and adopted.
- Providing staff with the appropriate training and support to deliver safeguarding in relation to their specialist area of work.
- Demonstrating ongoing self-reflection in response to emerging themes and trends, incidents, or emerging safeguarding issues across our diverse environments to support and strengthen our safeguarding provision.
- Engaging with the central university safeguarding team and an external safeguarding organisation to review our safeguarding practice.



## Policies, Processes & Procedures:

- Reviewing and implementing an externally verified and endorsed Met Sport safeguarding procedures and guidelines document.
- Publishing a young Archer's vision of what safeguarding means to them at Cardiff Met.
- Ensuring all staff across Cardiff Met Sport understand our policies, practices, and procedures to safeguard all Archers within our programmes.
- Implementing a unified approach to induction, on boarding and training at Cardiff Met Sport.
- Creating and implementing a safeguarding induction video for Cardiff Met Sport.
- Aligning with the university's process and template documents for managing complaints and safeguarding concerns.
- Annually reviewing and measuring our success in implementing our framework and action plan, ensuring safeguarding questions are included within any Archer consultations and surveys.



## Safer Environments:

We are extremely proud of our world class sports facilities at Cardiff Met, we are also incredibly fortunate to provide opportunities in outstanding built and natural environments across the city. Regardless of where you participate in our programmes, we are committed to providing the best experience and environment for everyone to feel safe and welcomed whilst being physically active.

### On Campus:

- Ensuring our facility operating procedures consider safeguarding practices to create safe and welcoming spaces for all Archers to thrive in their chosen activity and environment.
- Ensuring our new facilities will have inclusion and accessibility included within the design spec from the start.
- Developing and embedding a safeguarding risk assessment template and safeguarding risk management techniques across all Cardiff Met Sport programmes.
- Defining responsibilities on internal programmes such as Open Campus.





## Community:

- Continuously striving to adapt and listen to our diverse communities and adapt to diverse environments where our programmes operate.
- Supporting delivery partners, communicating expectations and building safeguards in the provision of everything we do.
- Ensuring we collaborate with partners to understand local safeguarding arrangements, clarify safeguarding responsibilities, and build into our planning for any community activity.
- Upholding our safeguarding standards and best practice.

## Online:

- Developing and implementing guidance to ensure our online environments are safe for all Archers accessing content or programmes online.
- Ensuring our safeguarding policies and practices include concerns that arise online, and our Archers are aware of how to report a concern.
- Ensuring our safeguarding practices provide guidance for our workforce on the safe and inclusive use of social media.
- Ensuring our safeguarding policies and practices are easily accessible on our website.
- Ensuring Our LMS is agile – holding all relevant and up to date contact details and information on our Archers so we know who is participating our programmes.







## Safer People:

Across our programmes, we have a duty of care to ensure that those who participate and our workforce know and abide by clearly defined safeguarding standards. We will ensure we deliver and discharge our safeguarding responsibilities, as well as listen to concerns from across our sport and physical activity system.

## Programmes:

- Supporting our workforce, athletes, and participants to understand safe practices within the breadth of our programmes, from participation to performance everyone will feel safe, supported, and included.
- Ensuring all Archers know what to do if they are concerned that practices are unsafe and how to report a concern.
- Providing annual safeguarding reports on the state of safeguarding at Cardiff Met Sport.





## **Learning & Development:**

- Establishing a safeguarding learning and development program across Cardiff Met Sport.
- Ensuring safeguarding learning and development is available for all staff, and bespoke resources are available for those roles with additional contact with vulnerable groups.
- Ensuring new staff joining Cardiff Met Sport, including student placements and volunteers complete our introduction to safeguarding at Met Sport.
- Providing additional training for our Designated Safeguarding Team.
- Providing refresher sessions for all staff on an annual basis.

## **Collaboration:**

- Establishing partnerships with recognised external safeguarding experts, who support Cardiff Met Sport to understand current best practice.
- Collaborating with internal partners such as the SU, Student Services and CSSHS to embed a consistent approach to safeguarding practices across Cardiff Met.
- Working and consulting with our NGB partners to support our safeguarding approach at Cardiff Met and ensure approaches are compliant to NGB requirements.
- Working with the SU to create a safeguarding network for all internal club safeguarding leads, including student clubs, performance teams and community facing clubs.
- Working with the CSSHS to embed consistent safeguarding principles and approaches for Open Campus and YPD.
- Engage with third-party providers and experts in safeguarding children and adults in sport.

## Inclusion:

- Connecting with our EDI steering group to drive inclusion and diversity across our programmes, positioning EDI as everyone's business.
- Acknowledging that our disabled Archers have additional vulnerabilities, and our safeguarding practices recognise this.

## Events:

- Our events including match days, festivals and competitions are assessed, supported, and then delivered ensuring a safe and inclusive environment for everyone participating.
- Delivering festivals and competitions which provide safe opportunities for our Archers to play and compete.
- To deliver Cardiff Met Sport home and away fixtures safely by ensuring all those attending, coaching, volunteering and participating are clear on expected behaviours, reporting processes and who to contact.

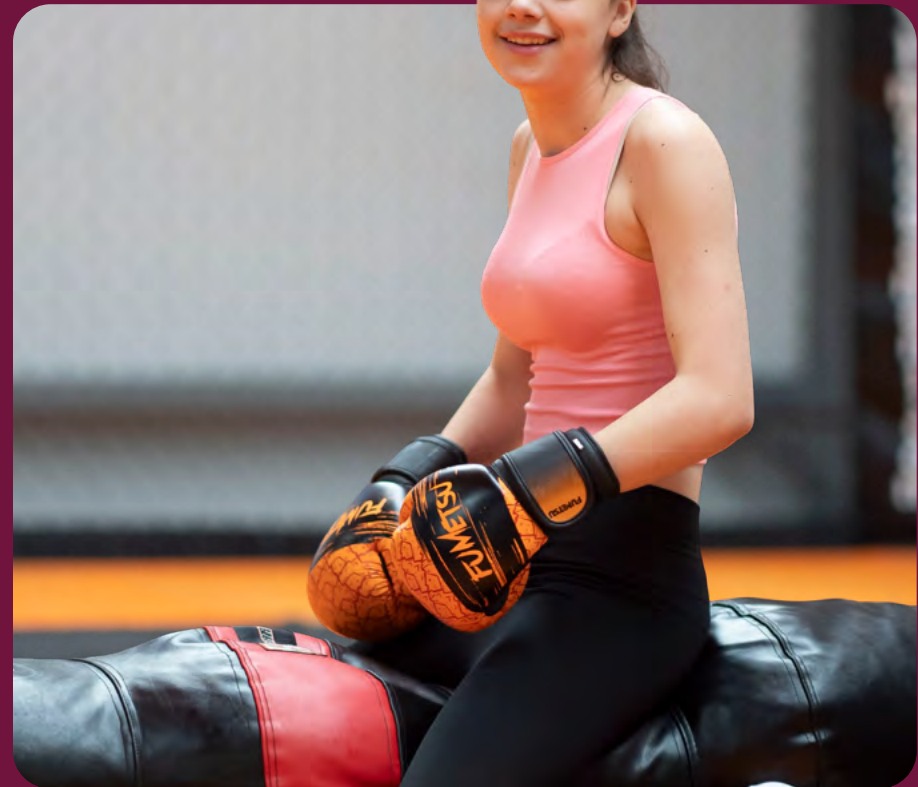


## Safer Societies:

We will ensure we have a consistent safeguarding standard across Cardiff Met Sport. Everyone accessing our programmes will be aware of where to access safeguarding information and guidance on how we will keep our Archers safe.

## Standards:

- Every Archer, from our participation programmes to performance and including our workforce will know and abide by our Archer code of conducts, including expected behaviours and values and uphold our clearly defined safeguarding standards.
- We will seek input and feedback from our Archers and partners, listen to and act on concerns and suggestions to improve across Cardiff Met Sport.





## Communication:

- Creating a communication plan for safeguarding to ensure it is embedded across Cardiff Met Sport.
- Ensuring each stakeholder group has access to the information they need to know about safeguarding at Cardiff Met Sport.
- Communicating any updates or changes in legislation to our Archer community.
- Ensuring we have clear communication channels internally amongst our designated safeguarding leads and club safeguarding network.

## Empowerment:

- Consulting with our young Archers and ensuring they can share ideas on sport at Cardiff Met, we will take action on those views.
- Our young Archers feel confident and valued to share their thoughts and any concerns which occur, and that they know their rights and hold those that deliver to them accountable.
- Supporting any Archer who raises a concern by providing appropriate support and feedback during the investigation and resolution of their concern.



## Report a Safeguarding Concern:

### What is this form for?

The form below must only be used to report a safeguarding concern to Cardiff Met Sport. A safeguarding concern could involve an allegation of abuse or being worried that a child or adult at risk (as defined by the Care Act 2014) may be at risk of harm, or may have been harmed.

Scan the QR code to access the form.



### What happens after the form is submitted?

Your concern will be sent directly to a secure system only accessible by the Cardiff Met Sport Designated Safeguarding Team within the University.

We will aim to get back to you within 24 hours of your concern being reported within office hours (Monday – Friday 9-5). Outside of those hours we will usually respond on the next working day. Please provide your contact details so that we can obtain further information from you, if necessary.



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