

**Community Sport Personal Development Pack**

Queen Mary Students’ Union

Introduction

Welcome to your Personal Development Pack for students involved in Community Sport. This pack is given to you to help support you on your journey as a sports leader.

The aim of this pack is to help you get the most out of the Community Sport programme by increasing your experience, evaluating your progress and guiding the next steps on your sporting pathway.

Included in this pack are:

* QMSU Safeguarding Agreement – All students who want to be involved in the programme must agree to this document prior to taking part in the programme.
* Personal Development Plan – To identify your previous experience, what you want to get out of the programme and how you will do it.
* Session Checklist – To ensure that you have everything you need for any sessions, events or projects.
* Session Planner – To support the delivery of any sessions that you deliver.
* Self-assessment Forms – To evaluate your delivery and support your personal development. Needed to claim rewards throughout the year.
* Session Logging – To record all sessions that you have delivered, including how many hours you have delivered and the experience gained. **Hours must be logged online to claim rewards:** [www.qmsu.org/communitysport/hours](http://www.qmsu.org/communitysport/hours)
* Safeguarding Reporting Form – To record any safeguarding issues that you are concerned about.

If you have any questions about anything in this pack or the QMSU Community Sport programme, please contact us at:

[communitysport@qmul.ac.uk](mailto:communitysport@qmul.ac.uk)

020 7882 5765

 



**QMSU Safeguarding Children**

**Volunteer Agreement**

Queen Mary, University of London Students’ Union takes the safeguarding of children and young people seriously and the following do’s and don’ts are to protect you as a Union volunteer as well as the children and young people you may come into contact with. This agreement refers to the Union Safeguarding Children Policy and Procedure which can be found, together with other safeguarding information at [www.qmsu.org](http://www.qmsu.org)

All volunteers have a responsibility to ensure that they are able to recognise signs of child abuse or neglect, how to respond to it and how to report it. It is important too that volunteers should avoid situations in which their interaction with children could lead to accusations against them personally. In this context, the definition of **a child is anybody** **up to the age of 18.**

Union Volunteers must not:

* Spend time alone with a child or young person, and in particular must not provide physical assistance in going to the toilet or in any other form of intimate personal care.
* Allow or engage in inappropriate touching of any form
* Use bad language or make any inappropriate comments or gestures to a child or young person
* Have any contact with a child or young person outside the volunteering activity. This includes via email or mobile or through social media
* Take photographs or videos of children or young people using any personal camera or mobile device. *[Photographs and video recordings may only be taken on the Union’s camera equipment, and only if expressly authorised by the member of staff or the external organisation responsible for the activity]*
* Engage in any personal relationship with a child or young person taking part in the activity.
* Let concerns about child abuse or neglect go unrecorded or not acted upon

In the event that a child discloses information that concerns you, or if you have any other concern, you must:

* Listen to what a child or young person is saying and stay calm, taking care not to be judgmental or jump to conclusions
* Raise your concern with the Union’s Nominated Safeguarding Officer, but do not discuss it with anyone else
* Make a full written record of any incident or disclosure using the Safeguarding Record Form, making sure that you date and sign the form

You should not:

* Panic or show shock or distaste to the child
* Probe for more information than is offered. Keep questions to a minimum to ensure a clear and accurate understanding of what has been said. Questions should not be leading
* Make promises to keep secrets or not to tell anyone
* Be worried to report your concerns; remember the child's or young person’s welfare must come first

For more information on how to recognise abuse and neglect, please refer to the Union’s Safeguarding Children Policy and Procedure and the Distant Learning Introduction to Safeguarding Training through Tower Hamlets Council. These can be found at [www.qmsu.org](http://www.qmsu.org)

For any concerns regarding Safeguarding and any of the children or young people on your volunteering sessions, please contact the relevant Union Nominated Safeguarding Officer,

**Alvin Ramsamy,** Deputy Chief Executive Officer

020 7882 5764

a.ramsamy@qmul.ac.uk

**Bronwen Eastaugh,** Student Engagement Manager

020 7882 2770

[B.eastaugh@qmul.ac.uk](mailto:B.eastaugh@qmul.ac.uk)

**Ashley Marshalleck,** Community Sport Coordinator

020 7882 5765

[a.m.marshalleck@qmul.ac.uk](mailto:Andrew.parkinson@qmul.ac.uk)

As a QMSU Volunteer, I agree that:

* I will follow the appropriate behaviour for a volunteer as outlined above
* I understand and will follow the procedures outlined if a child or young person discloses details of abuse and/or neglect to me or if I have concerns about a child or young person
* I will contact the relevant Nominated Safeguarding Officer for the Union with any queries, questions or concerns on Safeguarding and my volunteer role

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Activity Group/Area (Team Up, Aspire etc):** |  |
| **Email Address:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Award | Bronze Award http://www.qmsu.org/pageassets/volunteering/awards/Bronze.png | Silver Award http://www.qmsu.org/pageassets/volunteering/awards/silver.png | Gold  Award  http://www.qmsu.org/pageassets/volunteering/awards/gold.png | Platinum Award  http://www.qmsu.org/pageassets/volunteering/awards/silver.png | Notes |
| Number of hours\* | 10 | 20 | 30 | 60 | Hours are cumulative throughout your time with QMSU |
| Self-assessment forms completed | 2 | 4 | 6 | 12 | Coaches will be required to complete a self-assessment form based on one of their sessions for every 5 hours they volunteer |
| Certificate | ✔ | ✔ | ✔ | ✔ | Certificates can be collected from the Qmotion Office upon verification of logged hours by the Community Sport Coordinator |
| T-Shirt | ✔ |  |  |  |  |
| Hoodie |  | ✔ |  |  |  |
| Full funding for level 1 coaching qualification |  |  | ✔ |  | Due to the varying cost of qualifications across sports, a maximum cost level will be implemented and reviewed each year to be fair to students |
| Funding for level 2 coaching qualification |  |  |  | ✔ | Students are eligible for funding towards one qualification per academic year. Funding for a second qualification will not be provided until the following academic year at the earliest |

\*Note that all *paid* hours logged on the programme are multiplied by 0.5. For example, if a student completed 10 voluntary hours and 10 paid hours of coaching, they would have earned 15 hours towards their rewards (10 x 1 for voluntary hours + 10 x 0.5 for paid hours). **All** **hours are cumulative** throughout your time with QMSU and will be added to year-on-year

Personal Development Plan

# Example Copy

|  |  |
| --- | --- |
| **Name:** Tom Coach | **Sport:** Football |

|  |
| --- |
| **Previous sports leadership experience:**   * Gained my FA Level 1 in October 2012 * Volunteered as an assistant coach to an under 8 team in Birmingham for the 2012/13 season * Worked on youth football camps for 8 weeks during summer 2014 |
| **In 1 years’ time, I would like to have achieved:**   * An extra 20 hours of coaching experience working with a team * A paid coaching role during the summer * A much better understanding of how to produce effective session plans |
| **To achieve this, I will:**   * Use opportunities within Community Sport to deliver extra coaching hours * Speak to Community Sport staff about how I can plan sessions, how to come up with session ideas * Develop my coaching skills as much as possible in the Community Sport programme; meet and discuss my coaching opportunities with Community Sport staff |
| **Skills I would like to develop are:**   * Communication – I would like to work on the way I communicate both verbally and non-verbally with a range of different ages * Leadership – I want to develop my skills as a leader who takes control of situations and leads others in what they do * Planning – By working on my ability to plan sessions I want to improve my overall ability to not only plan individual sessions but how to build session plans over a season |

Personal Development Plan

# Leader Copy

|  |  |
| --- | --- |
| **Name:** | **Sport:** |

|  |
| --- |
| **Previous sports leadership experience:** |
| **In 1 years’ time, I would like to have achieved:** |
| **To achieve this, I will:** |
| **Skills I would like to develop are:** |

Session Planner

|  |  |
| --- | --- |
| **Name:** | **Date of session:** |
| **Sport:** | **Team/Club:** |

|  |  |
| --- | --- |
| **Number of players:** | **Age/Ability range:** |
| **Medical info:** | **Other player info:** |

|  |  |
| --- | --- |
| **Location:** | |
| **Facilities available:** | |
| **Equipment available:** | |
| **Health and safety considerations:** | |
| **Improvement points from previous evaluations:** | |
| **Session aim(s):** | |
|  | **Timings** |
| **Key technical points (coaching points):** |  |
| **Warm-up:** |  |
| **Session content:** |  |
| **Cool-down:** |  |

Session Checklist

|  |  |
| --- | --- |
|  | **Session Plan** |
|  | **Watch** |
|  | **DBS Check** |
|  | **Phone** |
|  | **Whistle** |
|  | **Contact for venue/session organiser** |
|  | **Directions** |
|  | **Correct equipment (if applicable)** |
|  | **First Aid kit (if applicable)** |

Leader Self-Assessment Form

**Name:**

**Date:**

**Sport(s):**

**Club/Organisation:** (eg Wapping Youth FC U8s)

**Organisation**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Appropriateness of session organisation (equipment, facilities, pitch size etc) | 1 | 2 | 3 | 4 | 5 |
| Appropriateness of session plan to specific age/ability of participants | 1 | 2 | 3 | 4 | 5 |
| Clearly outlined session outcomes and goals to participants | 1 | 2 | 3 | 4 | 5 |

**Management:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Created a positive environment | 1 | 2 | 3 | 4 | 5 |
| Maintained control throughout session | 1 | 2 | 3 | 4 | 5 |
| Progressed practice in accordance with learning throughout the session | 1 | 2 | 3 | 4 | 5 |

**Technical:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Delivered a realistic and challenging session | 1 | 2 | 3 | 4 | 5 |
| Understood technical issues of players’ performances | 1 | 2 | 3 | 4 | 5 |
| Provided players with correct technical information | 1 | 2 | 3 | 4 | 5 |

**Communication:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Provided clear and accurate instructions | 1 | 2 | 3 | 4 | 5 |
| Players understood what was asked of them | 1 | 2 | 3 | 4 | 5 |
| Provided information in a range of ways (talking, demonstrations, diagrams etc) | 1 | 2 | 3 | 4 | 5 |

|  |  |
| --- | --- |
| What went well: | What could be improved: |
|  |  |
|  |  |

Session Logging

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Times | Club/Organisation/Age | Session Outcomes | Main Duties | Skills/Experience Developed |
| 9/10/2016 | 4pm – 6pm | Tower Hamlets FC U8s | Open play dribbling  When to dribble in a match | Leading warm up  Instructing dribbling techniques | Communication  Leadership  Dribbling technical points |
| 10/10/2016 | 2:30pm – 4:30pm | QMSU Sports Leagues | Refereeing an 11-a-side match in the QMSU intramural league |  | Game management  Applying referees knowledge to game situations |
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**QMSU Safeguarding Children**

**Reporting Form**

This form is to be used to record an Incident, Disclosure or other signs or indicators relating to Abuse or Neglect of a Child.  
Please write as clearly as possible.

Refer to section 8.8 of QMSU’s Safeguarding Children Policy and Procedure

Your Details

|  |  |
| --- | --- |
| **Activity Group/Area:** |  |
| **Name:** |  |
| **Position:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |

Children’s details

|  |  |
| --- | --- |
| **Name:** |  |
| **Gender:** |  |
| **Date of Birth (if known) or age** |  |

Activity details

of Incident, Disclosure or Noting of other signs or indicators relating to Abuse or Neglect of a Child.

|  |  |
| --- | --- |
| **Date:** |  |
| **Time approx:** |  |
| **Location:** |  |

Facts and Observations

continue overleaf or on a separate piece of paper if needed.

**What was said?**

by the child, by you, or by others relevant, using exact words where possible.   
Continue overleaf or on a separate piece of paper if needed.

Action taken so far

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

This form must be passed immediately to the QMSU Hub Reception or BLSA Box Office Reception who will notify the QMSU Safeguarding Officer, Alvin Ramsamy ([a.ramsamy@qmul.ac.uk](mailto:a.ramsamy@qmul.ac.uk))

Queen Mary Students’ Union Hub, 329 Mile End Road, E1 4NT, 0207 882 8030

BLSA Box Office, BLSA Building, Newark Street, London, E1 2AT, 0207 882 7368