

Safeguarding policy template for a volleyball club

A safeguarding policy to fill in. Complete the blanks, delete what does not fit your club and have your committee adopt it.

Club

Adopted by the committee on

Version

Next review

How to use this template. Start with chapter 12: it sets out, per country, what the law or the sports bodies ask for, with the source. Then fill in the blanks, adapt the rules to your club and have your committee adopt the policy. This template is not legal advice. You are free to use, copy and adapt it.

1. Purpose and principles

Our club wants everyone to play volleyball safely and to enjoy it: players, coaches, volunteers, parents and visitors. This policy sets out how we prevent abuse and poor practice, how we respond if it happens and who is responsible for what. By abuse and poor practice we mean, among other things, bullying, discrimination, intimidation, physical or emotional abuse, sexual harassment and sexual abuse, in the gym and online.

- **The welfare of the player comes first.** When in doubt, we choose the player's safety, even when that is uncomfortable for the club.
- **Respect for everyone**, whatever their age, background, religion, disability, gender or sexual orientation.
- **We take every concern seriously**, even when it is vague or reported anonymously.
- **Confidential:** we only share information about a concern with the people who need it to help.
- **Open about this policy:** members, parents and young players know where to find it and who to talk to.

2. Who and where it applies

This policy applies to everyone who acts on behalf of the club or takes part in club activities: committee members, coaches, team managers, referees, volunteers, players and parents.

It applies at training sessions, matches and tournaments, when travelling to away matches, at camps and overnight stays, at other club activities and in online contact: messages, social media, photos and video.

We pay extra attention to players who are minors and to players with a disability. We adapt explanations and agreements so that they too know what to expect and who they can turn to.

3. Who does what

Fill in who holds each role and how to reach them. For the welfare officer, choose someone who is not a committee member or coach if you can: members find it easier to approach them.

Role	Task	Name and contact
Committee	Has final responsibility. Adopts the policy, makes sure it is followed and reviews it.	
Club welfare officer (safeguarding lead)	First point of contact for questions and concerns from players, parents and volunteers. Listens, shows the way to help and advises the committee on prevention.	
Deputy welfare officer	For when the welfare officer is not available or is involved.	

Role	Task	Name and contact
Checks lead	Arranges criminal record checks, keeps the overview (appendix C) and tracks when a check has to be renewed.	
Induction lead	Makes sure new coaches and volunteers know the policy and records who has signed it (appendix D).	
Coaches and volunteers	Know and follow the code of conduct, challenge others and report concerns to the welfare officer.	Everyone who works with players

4. Code of conduct

These are the core rules. The club's full code of conduct can be found in: _____

For coaches and volunteers

- Treat every player with respect and fairly. No humiliating, hurtful or sexual remarks, not even as a joke.
- Physical contact only when it is needed for the sport, for safety or for first aid. Explain beforehand what you are doing and why.
- Avoid being alone with a player who is a minor out of sight of others. If it does happen once, tell another coach or the parents.
- Changing rooms and showers belong to the players. If you do have to go in, knock first and preferably go in with another adult.
- No private messages with players who are minors. Messages go to the whole team or to the parents.
- No relationship or sexual contact with players who are minors, nor with players who depend on you.
- No alcohol or drugs when you are looking after young players.
- No gifts, favours or special attention that other players do not get.
- When driving to away matches, parents know who is driving. Where possible, drive with more than one player in the car.

Between players

- No bullying, leaving people out, name-calling or initiation rituals.
- No taking or sharing photos or videos of others without permission, and never in the changing room.
- If you see someone being bullied or harassed, tell your coach or the welfare officer.

Everyone challenges behaviour that does not fit these rules. Breaches are discussed by the committee; possible measures are: _____

5. Recruiting coaches and volunteers

Everyone who will work with players who are minors goes through these steps before they start:

1. An introductory conversation in which we go through this policy and the code of conduct.
2. References from a previous club or organisation.
3. A criminal record check following the rules of your country (chapter 12), before the first activity with minors.
4. Signing the declaration in appendix D.
5. A first period working alongside an experienced coach or volunteer.

Which roles need a criminal record check?

- | | |
|---|--|
| ☐ Coaches | ☐ Drivers for away matches |
| ☐ Team managers and assistants | ☐ Volunteers at camps and overnight stays |
| ☐ Committee members | ☐ Other: _____ |

Which check

Renew after

We only record that someone has a valid check, the date and who saw it (appendix C). We only keep a copy if the rules in our country require it.

6. Communication, online and photos

- Team messages go through a channel that coaches, players and parents share. If a personal message to a player who is a minor is needed, a parent is copied in.
- Contact details of members who are minors are only seen by people who need them for their task.
- Coaches do not start contact with players who are minors on personal social media.
- We only take and publish photos and videos of players who are minors with a parent's consent. That consent can be withdrawn at any time.
- No cameras or phones in changing rooms and showers.
- When we publish images of young players on the website or social media, we do not add full names unless we have consent.
- If a player receives or spreads something harmful online, such as bullying, threats or sexual images, we treat it as a concern under chapter 8.

We record photo consent in

7. Away matches, tournaments and overnight stays

- Parents know in advance who is supervising, where the team is going and when the players will be back.
- For overnight stays, at least two adults go along. Adults do not share a room with players who are minors.
- An adult does not enter a players' room alone: knock first and leave the door open.
- For every player there is a known emergency contact, plus what the adults need to know about health and medication.

8. A concern or report: what to do

Anyone who sees, hears or suspects something follows these steps. You do not need to be sure that something has happened to report a concern.

1. **Immediate danger?** Call the emergency services straight away (112 works anywhere in the EU). Then tell the welfare officer.
2. **Listen and stay calm.** Take the player seriously, ask open questions and do not promise to keep it a secret: say that you will get help. Do not investigate yourself and do not confront the other person.
3. **Write it down** as soon as possible, with the date and time and in the player's own words (appendix B).
4. **Report it to the welfare officer.** If the concern is about the welfare officer, report it to the deputy welfare officer or the chair.
5. **The welfare officer consults** the committee, without names where possible, and asks the national body or federation for advice if needed (chapter 12). Together they decide on informing the parents (unless that puts the player at risk), a report to the police or children's services, and temporary measures.
6. **Temporary measure:** if needed, an adult who is involved steps back from their role for the time being. That is a precaution, not a judgement.
7. **Record and store:** notes are kept confidential and secure.

Kept by	Where	For how long

Important contacts

Who	Name, phone or website
Emergency number	
Police (non-emergency)	
National safeguarding body or helpline for sport	
Federation: safeguarding or welfare	
Children's services or child protection	
Helpline for children and young people	
Club welfare officer	

9. Support for the player

After a concern, the player comes first. The welfare officer makes a plan together with the player and the parents (unless that puts the player at risk):

- who the player can turn to if something is wrong;
- what changes in the team or at training so that the player feels safe;
- what help from outside the club is needed, such as a doctor, children's services or a helpline;
- when you will look together at how things are going.

Anyone who raises a concern also gets support. If an adult turns out to have been wrongly suspected, we help to restore their good name.

10. Sharing the policy and training

- The policy is on the club website and can also be found at: _____
- New members and parents receive it when they register.
- The short version for young players (appendix A) is on display in the gym and is discussed with every youth team at the start of the season.
- New coaches and volunteers are briefed by the induction lead and sign appendix D.
- Coaches and the welfare officer can take a safeguarding course through: _____

11. Review and adoption

The committee reviews this policy at least once every _____ and after every serious incident, using the risk check in appendix E. We write down what we learn and use it in a new version.

Adopted on

Name of chair

Signature

Next review

12. The rules in your country

What the law or the sports bodies require differs per country and changes over time. Below is what we checked in October 2026, with the source. Check it before your committee adopts the policy and ask your own federation what applies there.



United Kingdom

In England and Wales, criminal record checks are done by the Disclosure and Barring Service (DBS). A coach or instructor of children's sport can be eligible for an Enhanced DBS check with a Children's Barred List check when they coach children on more than 3 days in any 30-day period or overnight, whether paid or unpaid.

Source: gov.uk, 'DBS checks in sport: working with children'.

From 1 September 2026, being supervised no longer takes a person out of regulated activity in England, Wales and Northern Ireland: someone who teaches, trains, instructs, cares for or supervises children often enough, or overnight, is in regulated activity even if someone else supervises them.

Source: gov.uk, 'Change to the definition of regulated activity with children from 1 September 2026'.

In Northern Ireland, criminal record checks are done by AccessNI. In Scotland, Disclosure Scotland manages the Protecting Vulnerable Groups (PVG) scheme; joining it is a legal requirement for regulated roles with children. NSPCC Sport, funded by UK sports councils, offers advice, guidance and tools for sports clubs.

Sources: nidirect.gov.uk/accessni, mygov.scot/pvg-scheme, sport.nspcc.org.uk

Ireland

Vetting is done by the Garda National Vetting Bureau. A relevant organisation may not let anyone do relevant work or activities with children on its behalf unless it has received a vetting disclosure for that person.

Source: vetting.garda.ie

United States

Clubs that are members of USA Volleyball follow its SafeSport programme. Its Minor Athlete Abuse Prevention Policies (MAAPP) set training requirements and limit one-on-one interactions with minor athletes. Sexual misconduct is reported to the U.S. Center for SafeSport; child abuse is also reported to local authorities.

Source: usavolleyball.org/safesport

Emergency number in the EU

112 is the free emergency number everywhere in the EU, from landlines and mobile phones.

Source: digital-strategy.ec.europa.eu/en/policies/112

Checked in October 2026. This template is not legal advice.

In Koach, the volleyball coaching app, every message goes to the whole team as an Announcement, Poll or Task; there are no private messages between coach and player.

How we keep sport safe at our club

- At our club, everyone belongs.
- Nobody is allowed to hurt you, call you names, laugh at you or touch you in a way you do not want.
- You can always say no if something does not feel right, also to a coach.
- Your coach does not send you private messages. Messages go to the whole team or to your parents.
- Nobody takes photos or videos in the changing room.
- Is something bothering you? Tell someone you trust: your parents, your coach or our welfare officer.
- It is never your fault. When you tell someone, you help yourself or someone else.

Our welfare officer

Phone

Helpline for children

Phone

Appendix B · Recording a concern

Fill this in as soon as possible after the conversation or the incident. Write down what you saw and heard, not what you think. Give the form to the welfare officer and do not keep a copy yourself.

Date and time of conversation

Date and time of incident

Your name

Your role in the club

Which player is it about

Age (years)

Others involved

Place

What was seen or said? Use the player's own words as much as possible.

What did you do straight away?

Passed on to

Date

Signature

Appendix C · Overview of checks

Only record what is needed: that there is a valid check, the date and who saw it. Keep this overview secure.

Name	Role	Type of check	Issued on	Seen by	Renew on

Appendix D · Declaration for coaches and volunteers

I have read the club's safeguarding policy and code of conduct and I will follow them. In particular:

- I am not alone with a player who is a minor out of sight of others. If it does happen, I tell someone.
- I do not send private messages to players who are minors.
- I only touch players when the sport, safety or first aid requires it.
- I challenge behaviour that does not fit the rules.
- I report every concern to the welfare officer, even when I am not sure.

Name

Role

Team

Club welfare officer

Date

Signature

Appendix E · Risk check

Go through these situations once a season with the committee, the welfare officer and a few coaches. Fill in what could go wrong at your club, what you agree and who keeps an eye on it. Add situations that belong to your club.

Situation	What could go wrong?	What do we agree?	Who keeps an eye on it?
Changing rooms and showers			
Driving to away matches			
Camps and overnight stays			
One to one: extra training, injury or a talk			
Messages and social media			
Photos and video			
Who comes into and around the gym			
Selection, playing time and dependence			