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**Principles and processes regarding under 18s (u18s) partaking in uea+sport activity**

* Under 18’s will only be allowed to join clubs, the UEA TASS programme and societies if they are current students at UEA, INTO or one of UEA Partner colleges – see [entitlements matrix](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fueasport.co.uk%2Fclubs%2Fclub-documents%2F&data=05%7C01%7CJ.Skeet%40uea.ac.uk%7C5ea5d8d51b834eec8d7f08dba8a8fa1b%7Cc65f8795ba3d43518a070865e5d8f090%7C0%7C0%7C638289215928331745%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=v6XUFqEPi25ozW84umVM9r9Ut8Ao7xjf48KBgHDA64s%3D&reserved=0), unless agreed otherwise\*.
* \*Currently permitted for Basketball for non-student U18s and U18 TASS athletes
* uea+sport is also starting to work with u18s in performance sport activity to aid recruitment (these 18s are not at UEA yet).
  + - American Football – u19s affiliated club
    - Netball summer camps
    - Other performance sport outreach/recruitment activity with u18s
* Under 18’s who are students at other institutions will not be permitted to join a club or society until they are 18.
* No u18s will not be allowed to engage in the uea+sport Active Campus programme, unless it is a £2 Group Exercise that takes place at the Sportspark (SP instructors have DBS checks).
* For more information on under 18’s in clubs and societies, please see [here.](https://www.ueasu.org/pageassets/opportunities/committee-hub/policyhub/U18-Guidance-Student-Groups.pdf)

**What steps need to be taken when an u18 is approved to take part in uea+sport activity**

* The UEA Student Performance Sport Manager, during the contracting process, will request that coaches/practitioners send copies (dated within 3 years) of the individuals DBS and Safeguarding certificates to [performance.sport@uea.ac.uk](mailto:performance.sport@uea.ac.uk).
  + If uea+sport are notified that an u18 wishes to join a UEA Sport Club and the coach does not have an in date DBS and Safeguarding certificate uea+sport will work with the coach to obtain these documents, at a cost to uea+sport. The number of these requests will be reviewed each year to see if uea+sport continues to cover the cost for an expected small number of coaches. Individuals who are u18 should be aware that there may be a delay in the coaching obtaining these qualifications so they can only join the club when the appropriate requirements are met.
  + If as part of their role they require a DBS (e.g. TASS practitioner) the individual practioner will be required to request a DBS through the UEA Sport programme ([studentsport@uea.ac.uk](mailto:studentsport@uea.ac.uk)) at their own cost.
* All full-time members of uea+sport staff and performance sport coaches will be required to undergo the UEA safeguarding training as they will be engaging in recruitment and outreach activity – bespoke sessions can be arranged through the UEA outreach team, by contacting the UEA Outreach Manager, currently Steph Copsey [s.copsey@uea.ac.uk](mailto:s.copsey@uea.ac.uk).
* If an u18 is to join a club then the club/programme risk assessment document to be updated with the below information and shared with relevant committee members, club coaches, programme organisers (e.g. TASS).
* All programme leads/club committee members, coaches should receive Safeguarding Training before an u18 is allowed to attend sessions – this will be delivered by the Students’ Union.
* U18s cannot attend any social based activity – they can only attend training, matches, individual practitioner sessions, and performance analysis/tactical sessions (e.g. sport-based activities).
* The parent/guardian must be added to any communication to the U18– e.g. Whatsapp/Facebook chats etc – for club group chats it no u18s should be added to these group communications – communication should take place in a chat that includes the u18 and their parent/guardian.
* If we don’t have these for coaches/practitioners that are at sessions the U18 member cannot attend or if a coach/practitioner is not going to be present then the u18 cannot attend.
* Coaches, club committee members and practitioners must seek out and adhere to their relevant National Governing Body (NGB) safeguarding policy before delivering any session to u18s.
* Coaches, club and practitioners must adhere to Sportspark safeguarding policy:  [https://www.sportspark.co.uk/wp-content/uploads/2019/04/Sportspark-Safeguarding-Policy.pdf](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.sportspark.co.uk%2Fwp-content%2Fuploads%2F2019%2F04%2FSportspark-Safeguarding-Policy.pdf&data=05%7C01%7CJ.Skeet%40uea.ac.uk%7C5ea5d8d51b834eec8d7f08dba8a8fa1b%7Cc65f8795ba3d43518a070865e5d8f090%7C0%7C0%7C638289215928488017%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=hffpiNmOBV0JCM4GdvMUcVocXM30YrPVUKicIxWkzec%3D&reserved=0).
* Parents/guardians must be informed to contact [studentsport@uea.ac.uk](mailto:studentsport@uea.ac.uk), [union.opportunties@uea.ac.uk](mailto:union.opportunties@uea.ac.uk) and Mark Heazle (as Sportspark safeguarding lead) [m.heazle@uea.ac.uk](mailto:m.heazle@uea.ac.uk%E2%80%AF) if any concerns or queries relating to the U18s membership of the club/programme.
* U18s members are still bound by University and Students’ Union code of conduct behavioural policies.
* Any other queries should be directed to [performance.sport@uea.ac.uk](mailto:performance.sport@uea.ac.uk)

**Process for u18s requesting to join sports clubs.**

* U18s from INTO need to join a club through SU as an associate member but with additional £50 fee waived – the UEA SU Student Communities Coordinator. ([union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk)) and uea+sport need to both ([studentsport@uea.ac.uk](mailto:studentsport@uea.ac.uk)) action this when steps below are followed.
* Non-student U18s (approved as above) need to still pay the [additional £50 fee](https://www.ueasu.org/opportunities/memberships/#associate).
* U18s need to get parental consent to join and attend sessions, the UEA SU Club and Society Administrator ([union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk)) can be contacted for this form. Both the UEA SU Student Communities Coordinator and uea+sport Student Performance Sport Manager and Student Sport Operations Manager ([studentsport@uea.ac.uk](mailto:studentsport@uea.ac.uk)) to be kept in loop at all times re u18s joining clubs – as permission needs to be granted by both parties for an u18 to join a club – all information on the Student Union elements of u18s joining clubs can be found here: <https://www.ueasu.org/pageassets/opportunities/committee-hub/policyhub/U18-Guidance-Student-Groups.pdf>
* The uea+sport Student Performance Sport Manager will take the appropriate steps if u18s are enrolled on the UEA TASS scheme.
* All instructors that deliver on the Sportspark group exercise programme will be required to have a DBS check.