

## Step into Sport Online Volunteer Passport

### Programme information and Parental Consent form

Dear Parent / Guardian and Passport User,

The following letter provides a short summary to the background of Step into Sport programme and outlines the changes made to improve the Step into Sport Volunteer Passport (SISVP).

As a parent / guardian or Passport User it is important that you are made aware of the SISVP, understand the organisations involved and the processes we follow, to ensure that young people using the SISVP have the very best experience. Furthermore, it is imperative that through using the SISVP, this experience adheres to both child and data protection best practice.

We strongly recommend you take time to read this information so you remain informed about the SISVP and understand that your child(ren) intend to use the SISVP, as an existing or new member, and what is required of you as a parent / guardian .

Dependant on the age of your child(ren) as their parent / guardian you may be required to provide written consent for them to use the SISVP. Consent requirements are based on the age of the young person and as best practice we recommend that every NEW and EXISTING user follows the best practice as outlined below. Please note, this process is explained fully as part of the online registration system and requires your child's nominated School Mentor to take the following actions.

- **18-19 year olds** - Can be treated as adults and do not require consent for using the SISVP.
- **16-18 year olds** - Do not require written consent. However, we recommend young people share this letter with their parent / guardian. Your child's online registration will become active once the School Mentor confirms that they have printed this letter, and given it to your child.
- **14-15 year olds** - Written consent is required. The School Mentor will print this letter and give it to your child, who in turn should have given it to you. Your child's online registration will only become active once a signed consent form has been returned to the School Mentor. If your child is in the 14-15 year old category, and you agree to them using the SISVP system, please sign the consent form and return it to the School Mentor.

We hope that this note provides enough insight into the background to Step into Sport and the people and processes involved in the SISVP.

With effective communication, planning and organisation, all good skills of leadership, the SISVP can only seek to enhance the positive experience for volunteers and those in school and community settings to help and support them.

### **What is Step into Sport?**

Step into Sport targets 11-19 year olds by providing a simple framework of co-ordinated opportunities at a local level, to enable young people to begin and sustain an involvement in leadership and volunteering in sport.

The principles of Step into Sport are to develop leadership through sport and leadership in sport with the overall aims of the programme being to drive 'personal change' in young people by supporting the development of interpersonal skills, self-confidence and a sense of responsibility and 'structural change' through our work with key agencies to offer broader opportunities for young people to make a formal and valued contribution to the delivery of sport.

### **What is the Step into Sport Volunteer Passport (SISVP)?**

The SISVP is the online portfolio for 14-19 year olds to participate in school and community volunteering programmes that are involved in Step into Sport. The new online system allows every young volunteer to log hours and manage their volunteering online whilst allowing organisations who are involved in the programme the opportunity to monitor the young volunteers they are working with.

- The SISVP has been operating successfully since September 2007.
- Currently, there are over 14,000 young people logged on and using the SISVP.
- Over 650,000 hours of school and community volunteering have been logged by young people!

### **The new and improved SISVP website**

Following feedback from all users, the SISVP website has recently been re-developed, it:

- Is more intuitive to use;
- Has a number of improved functions;
- Provides greater support for schools, clubs and young people in logging their volunteering hours to gain the national certificates at 50, 100, and 200 hours in school and community settings.

### **Which organisations are involved?**

The lead organisation is the **Youth Sport Trust**. The Youth Sport Trust manage and lead the development of the programme and provide communication, training and development support to the School Sport Partnership network. This site is also open and shared with 49 County Sport Partnerships (managed by Sport England) who have the opportunity to be involved in the SISVP to support community volunteering.

The YST ensure that Step into Sport supports the delivery of high quality physical education and the national curriculum.

**Sport England**, is the government agency responsible for building the foundations of sporting success by creating a world-leading community sport environment of clubs, coaches, facilities and volunteers, they currently support 49 County Sports Partnerships.

And, the **County Sports Partnerships (CSPs)** are networks of local agencies committed to working together to increase participation in sport and physical activity. Their partners include National Governing Bodies of Sport and their clubs, school sport partnerships, local authorities, sport and leisure facilities, primary care trusts and many other sport and non-sporting organisations.

## **Explaining the validation process - a quick overview of people working with your child and processes involved in their volunteering placements**

There are a number of key organisations and individuals involved in supporting young people to achieve their school and community volunteering hours through the SISVP. This section explains the roles, the relationships between them and the processes involved to ensure that young people are fully supported and protected, depending on the child and the appropriate best practice in data protection, at each stage of the SISVP process.

### **How are individual schools involved? And who is responsible?**

- All schools within the School Sport Partnership network are eligible to be involved in Step into Sport and have access to the SISVP.
- The YST has a list of every eligible school and invites membership of School Mentors, through their school postcode and password to fulfil the School Mentor role.
- School Mentors support your child(ren) in their volunteering activity. They verify school and community placements and the number of hours volunteered by your child(ren).
- School Mentors must be an employed member of teaching or support staff at the school and must be verified in their role by their line managers before they assume responsibility for their cohort of young leaders.
- Young people register on the site (having been approved by their School Mentor) and can then pursue volunteering placements in both school and community settings.
- Young people can then volunteer and use the SISVP to log their volunteering hours and are eligible to receive certification to reward and acknowledge their volunteering hours at stages of 50, 100 and 200.

Volunteer placements can be undertaken on a school site or through school however they must be approved and verified by the School Mentor before a young volunteer can undertake any volunteering.

### **Who is involved at Sport England, the County Sport Partnerships and local sports club?**

Sport England currently support 49 County Sports Partnerships. In the majority of cases, CSPs have a Step into Sport lead officer responsible for workforce development which includes volunteering. They support community club development and have been given access to the SISVP to approve local clubs and help facilitate placements for young people. In some instances, where the CSPs do not use the SISVP system the School Mentors will fulfil this role.

### **Are local sports clubs approved? Who is responsible for this?**

Local sports clubs ('Community placements') can register to provide volunteering placements for young people through the SISVP. All community placement applications have to be approved, by the CSP lead or the School Mentor, to ensure they meet the minimum operating standards. Young people will not be able to log hours to a community placement unless the sports club meets minimum standards.

### **Can young volunteers find their own placements in local sports clubs?**

Young volunteers can be proactive in finding suitable local sports club to host them and secure their own community placement. As above, the sports club has to be reviewed and approved in meeting the minimum standards by the CSP lead or School Mentor before volunteering hours can be logged.

### **How long is the young people's data on the SISVP website for?**

Young people are eligible to have their whole school life (from 14-19 years of age) to use the SISVP to help them achieve their Step into Sport awards. However, it is imperative that their account is used, as a minimum, once every quarter. The SISVP will automatically 'archive' their account if it is not regularly accessed. Young people will have to re-new their account should this occur.

### **SISVP insurance for young people**

As soon as young people are logged onto the SISVP and consent has been received and approved by the School Mentor (if required) young people will be insured for undertaking volunteering and leadership activity through Step into Sport. This is managed through Perkins Slade insurance company and a copy of the current policy is available on the SISVP website.



**Step into Sport Volunteer Passport Consent Form**

Dear Parent / Guardian or Passport User,

I hope you have taken the time to read the accompanying letter and now understand the people and the processes involved in delivering the SIS Volunteer Passport.

As School Mentor, to allow me to open an individual user account, I would be grateful if you can return this signed consent to me (the approved named School Mentor) as soon as possible. Once signed and returned, as I will then action the SISVP account to become 'live' so the user can start logging volunteering hours.

I wish you the best of luck with your future leadership and volunteering activity and use of the SISVP.

Should you have any additional queries about the site, please feel free to contact me below.

Contact details of the School>>>

Name of school>>>

Address>

Post code>

Telephone contact number>

Name of school mentor>

SIGNED>>

As parent/ guardian of \_\_\_\_\_ (insert the name of the young volunteer)

I consent to have read and understand the background to the Step into Sport Volunteer Passport and understand the people and processes involved.

I give my consent for you as the appointed School Mentor to now action the SISVP account for the named child(ren) above and understand that this consent will allow them access to the SISVP to log their future school and community volunteering hours.