



Operations Manual

2008-11

For all organisations/individuals who have a responsibility to deliver elements of the Step into Sport programme:

Education – Partnership Development Managers (PDMs), School Sport Co-ordinators (SSCos), School Mentors

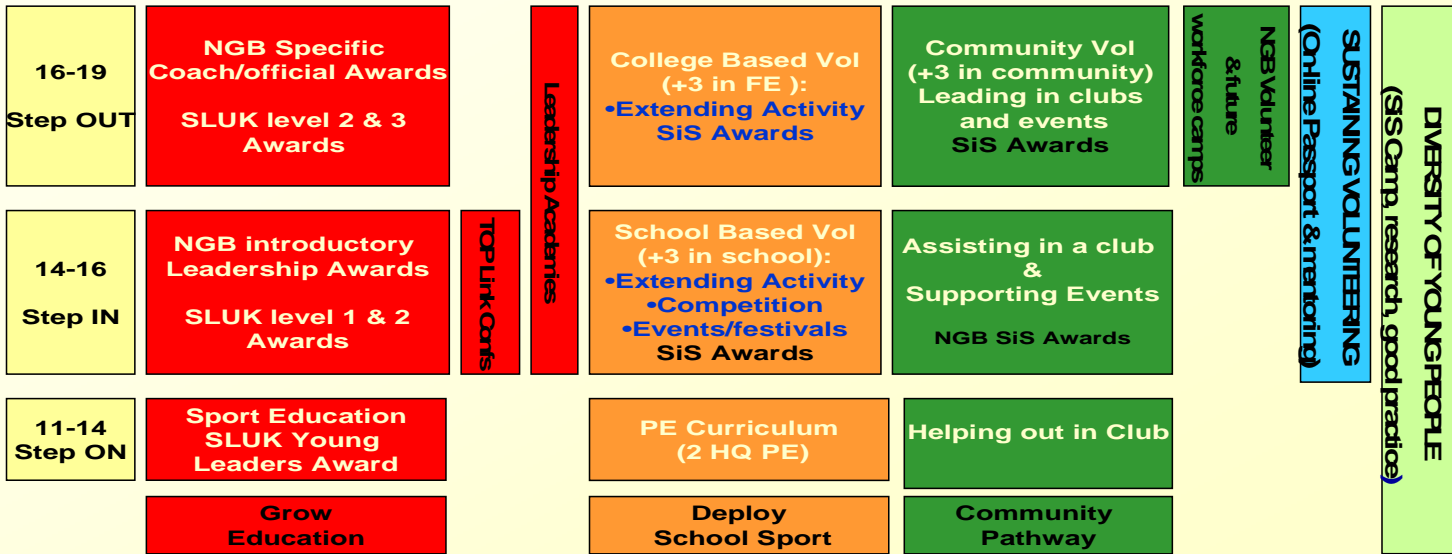
Community – County Sports Partnerships (CSPs), Local Authority Sports Development Officers, Club Volunteer Co-ordinators

National Governing Bodies of Sport

Step into Sport Pathway

Step into Sport Pathway 2008-11

**Pathways into careers and lifelong volunteering as a:
COACH, OFFICIAL, EVENT VOLUNTEER, TEAM MANAGER, SPORTS ADMIN, IT AND MEDIA**



Step into Sport 08 – 11 Roles & Responsibilities of the Network

Overall Targets:			
When the number of young people aged 14-19 from school sport partnerships actively involved in sports <u>leadership and volunteering has increased</u> from 18% in 2008 to 22% in 2010;			
When the number of young people aged 11-19 from school sport partnerships actively involved in sports <u>leadership and volunteering has increased</u> from 15% in 2008 to 18% in 2010 and			
When the diversity of those young volunteers is broadened, through implementation of the new Step into Sport model as a Leadership and Volunteering Pathway.			
	School Sport Partnerships	County Sports Partnerships	National Governing Bodies
Growing	To develop a suitable pathway which gives ALL young people the opportunity to enrich, extend and enable Leadership Skills from KS3 – KS5 (11 – 19yrs). Where appropriate this should build upon the growing of Leadership Skills in KS1 and KS2.	To utilise the existing CSP volunteering and workforce development programmes to support Step OUT Community Volunteers onto pathways into specific volunteering roles, careers and lifelong participation in volunteering.	To develop a framework of accessible awards and qualifications, that are aligned to the Sports Diploma, which support a young person from Step IN generic leadership skills to Step OUT Sports Specific roles.
Deploying	<p>To lead the provision of high quality opportunities for ALL young people to engage in volunteering in a school setting and support the CSP in brokering high quality volunteering opportunities within the community setting.</p> <p>08-09 KS4 = 64 Young People/SSP KS5 = 20 Community Volunteers/SSP</p> <p>09-10 KS4 = 80 Young People/SSP KS5 = 30 Community Volunteers/SSP</p> <p>10-11 KS4 = 100 Young People/SSP KS5 = 40 Community Volunteers/SSP</p>	<p>To broker high quality SiS placement opportunities for young people in community sports clubs, youth clubs and at sports events within the CSP area.</p> <p>08-11</p> <p><i>KS 5 - 75% of 16-19 year old young people from Leadership Academies, who state a demand for a community club and/or event – based placement, placed in a high quality SiS placement</i></p> <p>To support the community pathways being developed by NGBs into the SiS Pathway through the signposting of Young People volunteering in clubs into Step into Sport.</p>	<p>Support CSPs and SSPs to identify high quality clubs for placing young volunteers, by making connections to the Club Links Programme and in particular, clubs obtaining Clubmark.</p> <p>To develop a community pathway into SiS and work in partnership with the CSP to ensure these young people are connected into the SiS pathway.</p>
Supporting	<p>To lead the provision and development of regular high quality support for Step IN School-based and Step OUT Community-based volunteers through the provision of Leadership Academies and school-based mentors.</p> <p>- 40 new Young People per year/SSP</p>	<p>To support the development and provision of Leadership Academies in your County through effective communication with the LA Co-ordinators and attendance at least 2 SSP LA interventions per year.</p>	<p>To support young people undertaking volunteering roles within community clubs via the development of a NGB SiS pathway and workforce camps.</p> <p>To support the infrastructure of community clubs and young people involved in SiS.</p>
Diversity	To ensure that the young people engaged in Leadership and Volunteering are reflective of the diversity of their SSP.	To support the SSP in engaging young people in Leadership and Volunteering that are reflective of the diversity of their SSP/CSP.	To support the SSP in engaging young people in Leadership and Volunteering that are reflective of the diversity of their SSP

Contents

(Please press ctrl + click to follow the links)

Section 1 – Introduction	
1.1 About this Operations Manual	
1.2 Introduction.....	
1.3 Background to the Step into Sport Workstrand	
1.4 Launch of PE and Sport Strategy for Young People 2008-11	
1.5 Links to PESSYP workstrands	
1.6 Public Service Agreements and National Indicators.....	
Section 2 – Step into Sport Programme	
2.1 Aims.....	
2.2 Objectives.....	
2.3 Outcomes of the Step into Sport programme	
2.4 Management of the Step into Sport programme	
2.5 Step into Sport Targets and KPIs	
Section 3 – Delivering Step into Sport	
3.1 Step On – Sport Education and Young Leaders Award	
3.2 Step In - TOP Link and Sports Leaders Courses.....	
3.3 Step In - School-based Volunteering	
3.4 Leadership Academies	
3.5 Step Out - Community Volunteering	
3.6 Community Pathway	
3.7 Step into Sport On-Line Volunteer Passport (SiS VP)	
3.8 Step into Sport Camps (Diversity and Workforce)	
Section 4 – Roles and Responsibilities for the delivery of Step into Sport	
4.1 School Sport Partnerships.....	
4.2 County Sports Partnerships.....	
4.3 National Governing Bodies.....	
Section 5 Joint Ways of Working	
5.1 Working in Partnership	
5.2 Volunteer Centres	
5.3 V	
5.4 Runningsports	
5.5 Guidance on Child Protection: quality safeguarding in sport.....	
Step into Sport Resources and Guidance	

Section 1 – Introduction

1.1 About this Operations Manual

The purpose of this Operations Manual is to provide background information for the Step into Sport (SiS) programme for 2008-11 and act as a reference point for key partners in development and delivery at a local level. This document has been produced to:

- give you an understanding of the purpose of Step into Sport and the outcomes we want to achieve through it
- help you understand what Step into Sport is
- help you understand your role in relation to other delivery partners involved in Step into Sport
- provide guidance on how to best undertake your role to meet the needs of the programme locally, and ensure high quality delivery
- provide a range of useful resources to help you deliver Step into Sport

Please read this Operations Manual carefully before you begin your planning process.

This section provides detail on:

- what is SiS and where has it come from?
- how SiS links with PESSYP workstrands and with the Government's 5 Hour Children and Young People's Sports Offer
- links to Public Service Agreement (PSA) targets

1.2 Introduction

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.

1.3 Background to the Step into Sport programme

Step into Sport is part of the Government's PE and Sport Strategy for young people (PESSYP) - formerly known as the PE, School Sport and Club Links strategy (PESSCL).

The PESSCL Strategy went live in April 2003. Between 2003 and 2008 the Government has invested £1.5 billion to deliver PE and Sport for young people through the strategy.

The strategy has been developed by, and is the joint overall responsibility of, the Department for Children, Schools and Families (DCSF) and the Department for Culture, Media and Sport (DCMS).

Since the Prime Minister's announcement and subsequent extension of the strategy (see 1.4), DCSF and DCMS will also work closely with the Department for Universities, Innovation and Skills (DUIS) in relation to 16-19 year olds and develop strong links to Department of Health programmes.

The strategy's overarching aim is to create a world-class system for PE and sport for children and young people. This aim will support delivery of PSA 22 which will "Deliver a successful Olympic Games and Paralympic Games and get more children and young people taking part in high quality PE and sport."

Step into Sport is one of the eight original workstrands of the PESSCL strategy. Overall, Step into Sport has sought to increase the percentage of young people aged 14 to 19 from school sport partnerships actively involved in sports leadership and volunteering, from 9% in 2004 to 14% in 2006, and then to 18% in 2008.

The School Sport Survey results for 2006/07 indicated that 17% of young people aged 14 to 19 from school sport partnerships are actively involved in sports leadership and volunteering.

1.4 Launch of PE and Sport Strategy for Young People 2008-11

On July 13 2007 the Prime Minister announced the additional investment of £100m over 2008 – 11 into the National School Sport Strategy to give every young person (aged 5 to 16) the chance to do 5 hours of sport and high quality PE a week and the 16 to 19 age range 3 hours.

The strategy was re-launched as the 'PE and Sport Strategy for Young People' (PESSYP) 2008-11 on 1st April 2008. Step into Sport is an integral programme of the Leadership and Volunteering workstrand of this strategy and aims to support the targets for young people in Leadership and Volunteering in sport.

1.5 Links to PESSYP workstrands

Club Links: Its purpose is to strengthen the links between schools and high quality local sports clubs (accredited sports clubs) and in so doing, increase the number of children and young people who become members of accredited sports clubs. SiS is dependent on the creation of sports club opportunities for young people that are welcoming, safe, high quality and child friendly. SiS can also support the achievement of Club Links outcomes by providing extra capacity to clubs, in the form of young volunteers who in turn will be able to support more participation opportunities for young people. The 2008-11 Club Links programme is designed and implemented in complete alignment with the emerging 'Sport England Strategy' which will advocate supporting and building sustainable community sports clubs and the development of appropriate talent pathways.

Extending Activities: This is a new workstrand and forms an important part of the Government's 5 Hour Children and Young People's Sports Offer. This workstrand will provide a range of attractive and sustainable opportunities in sporting activities for Children and Young People from the '50% semi sporty population segment' to take part in during term time. The workstrand will implement precise plans targeting Children and Young People that are generated by County Sports Partnerships (CSPs) working at a local level in partnership with School Sport Partnerships (SSPs). Extending Activities will create additional high quality volunteering placements for young people in a wider range of community settings.

Competition Managers: Competition Managers are responsible for the strategic management and development of inter-school Competition in which young volunteers and leaders can play a huge part. In addition, young volunteers can also contribute significantly to intra-school competition that takes place within the school gates as part of a school's competition structure.

Further Education Sports Co-ordinators (FESCOs): This is a new workstrand to PESSYP and for the first time includes Further Education establishments and targets young people aged 16-19. The FESCO's role is to build a sporting FE infrastructure including supporting the transition of young people from Secondary Education into Further Education and the continued involvement in volunteering, and one of their key focuses is around support. The emerging network will allow us to target more young people aged 16-19 within the SiS workstrand.

Links with other leadership and volunteering work:

- **Young Ambassadors:** Support and preparation of 1000 young people aged 14-19 annually to become Young Ambassadors.
- **Young Officials:** The Young Officials Project funded by 'v', supports the specific development of a pathway for young people as technical officials in sport. The deployment of Young Officials supports high quality inter and intra school competition.
- **Event Volunteering:** The Youth Sport Trust (YST) enables approximately 100 young people per annum to volunteer at the UK School Games. YST is also developing plans to engage young people in local and Major Event Sports Volunteering in 6 major event host cities in England in a three-year project.

1.6 Public Service Agreements (PSAs)

In November 2007 the Government's Comprehensive Spending Review announced 30 new PSAs which set out the key priority outcomes the Government wants to achieve in its next spending period 2008-2011. Integral to the delivery of Step into Sport, within PESSYP is PSA 22 (see section 1.3). However, SiS will also support work to deliver a number of additional PSAs under the 'Fairness and Opportunities for All' agenda:

PSA 12: Improve the health and wellbeing of children and young people.

PSA 14: Increase the number of children and young people on the path to success

And contribute to:

PSA 21: Build more cohesive, empowered and active communities, (which will include young people in its overall targets, to increase the number of volunteers and the numbers of people participating in cultural and sports activities within communities).

Section 2 – Step into Sport Programme 2008-11

This section provides detail on:

- the aim and objectives of Step into Sport
- the expected outcomes of the programme
- the targets and KPIs
- the management of Step into Sport

2.1 Aim

The ultimate aim is to increase the quantity, quality and diversity of young people engaged in volunteering and leadership, with consequent benefits to schools, clubs, the community and the young people themselves. In essence the Step into Sport programme is the tool which enables schools to grow young people as leaders and deploy them as active volunteers both within the school and community settings.

2.2 Objectives

The objectives of SiS 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 inter-personal 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.

2.3 Outcomes of the Step into Sport programme

- A clearly defined pathway of leadership and volunteering in both school and community settings for KS3 – KS5 (aged 11-19).
- The National Governing Bodies’ sports specific qualifications and Sports Leaders UK generic leadership qualifications to be aligned to developments in the 14-19 curriculum, including the emerging ‘Sports Diploma’.
- Effective support for young people, at a local level is in place to enable them to become effective school-based and community-based volunteers
- There are a broad range of roles for young people to engage in as leaders and volunteers, with specific pathways where required. There will be six main roles: Coaching, Officiating, Event Volunteering, Team Manager, Sports Administration, IT and Media Roles. These roles are outlined in the ‘Creating High Quality Placements for Young Volunteers’ resource.

2.4 Management of the Step into Sport programme

Both the Youth Sport Trust and Sport England, with the support of Sports Leaders UK, manage the programme on behalf of the Department for Culture, Media and Sport and the Department for Children Schools and Families.

DCMS and DCSF provide funding and monitor, control and assess the delivery.

The Youth Sport Trust jointly manages and leads the development of the programme. It provides communication, training and development support to the School Sport Partnerships to embed the programme into the curriculum and to ensure that there is a supply of young volunteers ready to take up mentored volunteer opportunities. They ensure that Step into Sport supports the delivery of high quality physical education and the national curriculum.

Sport England jointly manages and leads the development of the programme. It provides communication, training and development support to the County Sports Partnership and National Governing Body network. Sport England supports the development of sports volunteers, by providing funding and support to 49 County Sports Partnerships to develop and broker high quality opportunities in the community for the young volunteers. 23 national governing bodies of sport are also supported to implement volunteer support strategies and establish a network of volunteer co-ordinators for their respective sports to receive, develop, and deploy young volunteers.

Sport Leaders UK will ensure continuous improvement, development and modernisation of the Awards structure to ensure where possible, all levels are re-positioned in line with the relevant qualification framework. All Quality Assurance levels will be maintained (manage, accredit and verify) for all relevant courses, to ensure the required continued presence on the QCA Framework. To support this there will be an enhanced website and database providing customers with an online service.

Sports Leaders UK believes that everyone has the potential to make a meaningful contribution to their local community given the right opportunity and motivation.

2.5 Step into Sport Targets

The targets are:

- To increase the percentage of young people aged 14-19 from school sport partnerships actively involved in sports leadership and volunteering from 18% in 2008 to 22% in 2010, with a floor target of 12% per partnership by 2010.
- To Increase the percentage of young people aged 11-19 from school sport partnerships actively involved in sports leadership and volunteering from 15% in 2008 to 18% in 2010.
- To continue the work to encourage young leaders and volunteers are representative of the demographic profile of pupils within each school sport partnership by using research and development work to identify and target under-represented groups. (We will be assessing the success of take-up across local demographic profiles by using the Step into Sport Online Volunteering Passport).

Section 3 – Delivering Step into Sport

This section provides detail on:

- the detail of each element of the SiS Pathway

3.1 Step On – Sport Education and Young Leaders Award (11-14yrs)

Sport Education is a student-centred curriculum model, within which students learn to plan, manage and run their own sports ‘session’ as part of their physical education programme. This is achieved by creating a student centred learning environment where the teacher’s role is one of facilitator rather than director of activity and students adopt the role of coach, leader, official, administrator and manager as well as player/performer. By taking on these roles, pupils are given the chance to experience being a leader and an opportunity to grow their leadership skills.

Sport Education will be used to support the delivery of High Quality Physical Education at Key Stage 3 (11–14 years) and provide pupils with an introduction to leadership.

The Young Leaders Award will be an integral aspect of ‘Step On’. This is the first step towards leading sport and recreational activities for younger children. Assessments at this level are very informal and teachers are reporting a transformation in playground behaviours as young leaders provide activities for others.

3.2 Step In - TOP Link and Sports Leaders Courses (14-16yrs)

TOP Link focuses on how schools can utilise Key Stage 4 (14–16 years) young leaders in school-based volunteering; giving the young people the chance to take the first steps in to active volunteering. TOP Link will provide pupils with information and knowledge on how they can engage in areas of school sport including inter-school competition, extended activities such as Multi-skill Clubs and TOP Activity and of course how to plan, manage and deliver festivals of sport and dance.

The Sports Leaders Awards use the medium of sport to help young people learn essential skills such as working with and organising others, as well as communication and teamwork skills.

The Level 1 Award in Sports Leadership provides candidates that are 14 years plus with a nationally recognised qualification to lead others whilst under direct supervision. Most of this work takes place within SSPs.

The Level 1 Award in dance Leadership provides candidates that are 14 years plus to lead other people in basic dance related activities whilst under supervision. As well as learning generic leadership skills, students on this course will learn how to choreograph a short dance sequence for other students.

The Level 2 Award in Community Sports Leadership provides candidates that are 16 years plus with a nationally recognised qualification and the confidence to take their leadership skills beyond the school environment into wider community/sports club settings.

The Level 2 Award in Basic Expedition Leadership prepares candidates who can start their training at 17 years old, to lead others in safe outdoor walks and overnight camps in low level areas. This award is popular in 6th forms and in the FE sector.

The Level 3 Award in Higher sports leadership progresses the skills of level 2 leaders so that they concentrate on leading specific community groups. Candidates can start the award at 17 years old. This award now receives UCAS points so assists candidates' entry to University. Sports Leaders UK will prepare promotional material on the HSL for the new FESCO's so that there can be a logical progression in leadership qualifications for all young people 11-19.

Sports Leaders UK will distribute 150 small grants of £200 in 2008/09 to schools within school sport partnerships who target a particular group who otherwise may not access a leadership course.

SLuk will also develop a resource or training package to enable Key Stage 5 students to mentor other young people across Key Stage 2 and 3.

National Governing Bodies (NGBs) of sport have developed a range of leadership, helpers and officiating awards as detailed in the [SiS Resources](#) – Awards for Young Sports Leaders and Volunteers 2008. The awards and courses detailed in this resource are designed to support the development of young people in a variety of volunteering roles and help them on their pathway to becoming coaches, officials, event volunteers, team managers, administrators, or IT and media volunteers in sport. They are very much designed to be a first step on the ladder for a young person who has an interest in volunteering within sport. The awards cover a variety of age groups ranging from 8 and upwards.

3.3 Step In - School-based volunteering (14-19 yrs)

At 14 years of age young people are able to sign up with the Step into Sport programme and become an active volunteer; whether this is in the School or the Community. The young volunteers will have the duration of their education (whether leaving at 16 or 19 years old) to accrue hours both within the school and within the community setting.

Schools are encouraged to deploy Key Stage 4 (14 – 16 years old) volunteers within the School gates and Key Stage 5 (16 – 19 years old) in the Community, but we accept that some young people at Key Stage 4 may well be totally equipped and ready to work within the community setting and equally some who are over 16 years old may want to remain as a school volunteer.

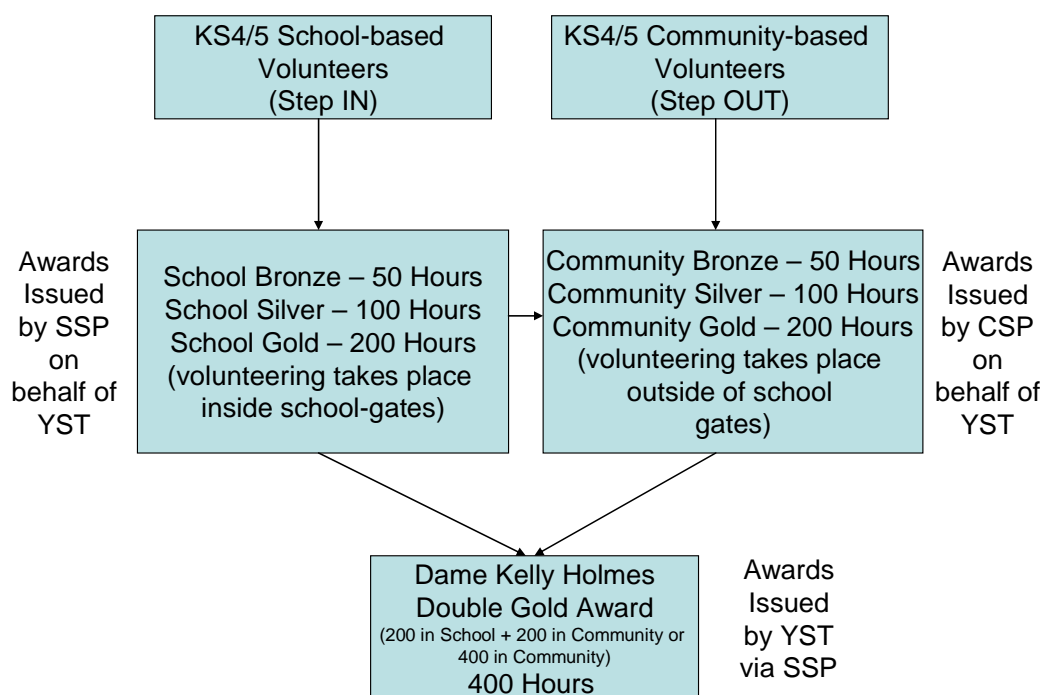
What counts as a School-based volunteering hour?

This is aimed at young people who are 14-16 years old who are volunteering within a school environment and may include the following:

- Intra-school Competitions
- Publicity
- After-school Clubs
- Festival Organisation
- Roles such as Administration, Coaching and Team Manager

All volunteering hours accrued will be rewarded and recognised through the Step into Sport programme – please see the following outline of SiS Awards:

Step into Sport Volunteering Awards



3.4 Leadership Academies (14-19 yrs)

Leadership Academies provide localised support for young leaders within School Sport Partnerships. Managed by the School Sport Partnership, a Leadership Academy may take on a variety of forms but the outcomes remain the same;

- Provide mentoring support to young leaders on a group and individual basis.
- Signpost young leaders on to appropriate qualifications and awards.
- Provide the opportunity for young leaders to learn from their peers.
- Support young leaders to source appropriate placements and volunteering experiences.

More information can be found in the Leadership Academy Guide (to be published in the next few months).

3.5 Step Out – Community Volunteering (14-19 yrs)

Since the onset of Step into Sport more than 16,000 young people have participated in Community Volunteering and given over 1,600,000 hours to community sport.

This aspect of Step into Sport is based on the movement of young people from school-based to community-based volunteering through the provision of volunteer placements in high quality community clubs. Young people are supported by their school mentor and County Sports Partnerships to source a community placement in which they can volunteer. Young people take on a variety of roles from coaching and officiating through to web-design and administration.

What counts as a community volunteering hour?

- Each Community Volunteer can gain 25% of their award through training that is linked to their volunteering experience.

- Volunteering time at one or more community placements, for example sports clubs, community organisations or leisure centres.
- School-based volunteering that is contributing to out-of-school-hours learning and is linked to the community, for example, Multi-Skill Clubs, TOP Activity Clubs, developing inter-school competition.
- Event-based volunteering, for example acting as a Team Manager or Official at the County Youth Games.

The essential aspect to the Community Volunteering programme is that the young volunteer is actively volunteering in a community placement on a regular and sustained basis, for example for a minimum of once a week. If this placement is in place then the young volunteer can also accrue other volunteering hours such as school-based volunteering and event volunteering.

3.6 Community Pathway (11-19yrs)

It is recognised that many young people who are already part of a community sports club or organisation, often start to take on leading and volunteering roles before they are 16 years old. NGBs will develop the Community Pathway to encourage clubs and organisations to support their young leaders and volunteers through giving them access to a range of leadership, helpers and officiating awards. They will also offer them a variety of volunteering opportunities that will help to further develop their skills and experiences and will then signpost them to Step OUT Community Volunteering (SiS) so that they can be further supported by the SSP and CSP and gain recognition for their volunteering.

A number of NGBs have also developed their own sport specific Leadership Academies which aim to provide support and development to their young volunteers. See [SiS Resources](#) for more information.

3.7 Step into Sport On-Line Volunteer Passport (SiS VP) (14-19yrs)

The SiS Volunteer Passport is the online portfolio for the Step IN – TOP Link and Step OUT Community Volunteering Programmes involved in Step into Sport. The system allows every young volunteer to log and manage their volunteering on-line and ultimately will allow all organisations who are involved in the programme the opportunity to monitor and track the young volunteers who they are working with. It will ensure that each young person who registers as a community volunteer will be insured in their placement.

Access to the site is via the Youth Sport Trust website at www.youthsporttrust.org; just click on the SiS VP tab to access the on-line tutorial videos that will help you to get started.

3.8 Step into Sport Camps (Diversity and Workforce)

The outcomes of the Step into Sport Camp (led by the YST) are to;

- Create young role models and leaders, reflective of the diversity of young people.
- Learn through sport – building a journey through these people which uses sport as the vehicle for personal change/development.
- Use the camp as an opportunity to directly engage with young people. This will drive targeted development work and influence structural change in the

work of YST, Sport England, NGBs and other partners involved in supporting the delivery of PE and sport for young people.

The camp will be attended annually by 200 young people aged 16–19 years from across the country. The young people will represent the diversity of young people across the Country. The target groups of young people will be communicated in due course.

Key Principles

- The four day camp alongside the whole Step into Sport programme allows sport, in particular leadership and volunteering, to be used to engage with, inspire and motivate young people from a diverse range of backgrounds to become positive role models to others, develop as people and continue with a lifelong investment in sport.
- It provides an opportunity to further develop the leadership skills of these young people which will have a long term impact on the development of them as individuals and the future of sport.
- The Camp aims to recognise and reward the outstanding contribution that young people are making to PE and Sport through leadership and volunteering and to encourage more young people to get involved.
- It is a celebration of all the young people that are engaged in the Step into Sport leadership and volunteering pathway.

NB - A number of NGBs are also holding *Workforce Camps* and events for young leaders and volunteers and more information about these will be available in the next few months.

Section 4 – Roles and Responsibilities for the delivery of Step into Sport

This section provides detail on:

- The key roles of the organisations in the Step into Sport programme

Partners receiving funding from The Youth Sport Trust for Step into Sport	
<p>4.1 School Sport Partnerships – to include Partnership Development Managers and School Sport Co-ordinators. (supporting 11-19yr olds)</p> <p>Target: 08-09</p> <p>KS4 = 64 Young People/SSP</p> <p>KS5 = 20 Community Volunteers/SSP</p> <p>09-10</p> <p>KS4 = 80 Young People/SSP</p> <p>KS5 = 30 Community Volunteers/SSP</p> <p>10-11</p> <p>KS4 = 100 Young People/SSP</p> <p>KS5 = 40 Community Volunteers/SSP</p>	To set key priorities for their SSP with respect to young leaders and volunteers in the Evaluation and Priorities Document.
	To complete the annual School Sport Survey data collection; reporting the percentage of young people actively engaged in Leadership and Volunteering in their SSP.
	To develop a suitable pathway which gives ALL young people the opportunity to enrich, extend and enable Leadership Skills from KS3 – KS5 (11 – 19yrs). Where appropriate this should build upon the growing of Leadership Skills in KS1 and KS2.
	To lead the provision and development of regular high quality support for Step IN School-based and Step OUT Community-based volunteers through the provision of Leadership Academies and school-based mentors.
	To lead the provision of high quality opportunities for ALL young people to engage in volunteering in a school setting and support the CSP in brokering high quality volunteering opportunities within the community setting.
	To support 14-19 year-olds to access the SIS Online Volunteer Passport and ensure verification of school-based volunteering hours.
	To ensure that the young people engaged in Leadership and Volunteering are reflective of the diversity of their SSP.

Partners receiving funding from Sport England for Step into Sport	
<p>4.2 County Sports Partnerships and Step OUT (supporting 16-19yr olds in Community Volunteering)</p> <p>Target: 08-11</p> <p>75% of 16-19 year old young people from Leadership Academies, who state a demand for a community club and/or event – based placement, placed in a high quality SIS placement</p>	To broker high quality SiS placement opportunities for young people in community sports clubs, youth clubs and at sports events within the CSP area.
	To support the development and provision of Leadership Academies in your County through effective communication with the LA Co-ordinators and attendance at least 2 SSP LA interventions per year.
	Work in partnership with SSPs to ensure that young people, who have committed to Step OUT Community Volunteering, are registered on the SIS Online Volunteer Passport.
	Use the SIS Online Volunteer Passport to track and monitor young volunteers and also to monitor the maintenance of the high quality placements.
	Co-ordinate local training for Club Volunteer Co-ordinators, and ensure they can use and log on to the SIS Online Volunteer Passport.
	Make connections to the roll out of the Extending Activities work strand by identifying additional providers from the commercial and youth club sectors to provide high quality volunteer placements and creating pathways within them.
	Make connections to the NGBs and the Club Links Programme by encouraging the development of high quality Step into Sport Placements as part of a 'school-club link' agreement.
	Support the Community Pathways being developed by NGB's into the SiS Pathway through the signposting of Young People volunteering in clubs into Step into Sport
	Develop local volunteer support strategies (and/or Workforce Development Plans) and be responsible for supporting Community Volunteers onto pathways into specific roles, careers and lifelong volunteering within community sport. It is helpful to create links with Volunteer Centres to provide an additional level of support and information with particular reference to sustaining volunteering post 19 years old.
	To support the SSP in engaging young people in Leadership and Volunteering that are reflective of the diversity of their SSP/CSP.
<p><i>NB - Where a County Sports Partnership uses a Third Party (e.g. Local Authority, Contracted Supplier, Sports Agency) to deliver the SiS programme on its behalf, a Service Level Agreement should be implemented which transfers the 'Roles & Responsibilities' to the third party.</i></p> <p><i>This ensures the consistency and integrity of the programme and the requirement to achieve the original KPI's as established.</i></p>	
CSPs to support Placement	Identify possible placement opportunities in a wide range of roles within the club/organisations and liaise with CSPs and

<p>Providers - Community Clubs and Organisations</p> <p>Step OUT (16-19yr olds)</p> <p><i>See also 'Step Out Community Volunteer Mentor and Volunteer Co-ordinator Guide'</i></p>	SSPs to find appropriate volunteers.
	To ensure that all appropriate policies are in place to provide a safe and positive experience, and that accreditation is either in place or being worked towards.
	Identify a volunteer coordinator who will be the main contact for the volunteer and provide on going support throughout the placement, and will communicate with the school-mentor on placement progress if needed.
	Volunteer coordinator to attend locally delivered training and briefing session run by the CSP.
	Ensure volunteers have the opportunity to experience a wide range of roles within the club/organisation.
	Verify volunteer hours on the on-line passport system.
<p>4.3 National Governing Bodies (11-19yr olds)</p> <p>Targets: 08-09</p> <p>Number of club Volunteer Co-ordinators (tbc).</p> <p>Number of young people undertaking NGB Young Leaders Awards (tbc).</p> <p><i>See SiS Resources for NGB Reporting Template.</i></p>	To support the infrastructure of community clubs and young people involved in SiS. Specifically - develop and implement national volunteer support strategies, with a key focus on young people, and establish a network of club volunteer co-ordinators (See SiS Resources for milestones and targets).
	Support CSPs and SSPs to identify high quality clubs for placing young volunteers, by making connections to the Club Links Programme and in particular, clubs obtaining Clubmark.
	Develop sport specific guidance, support and training for clubs and ensure support for young people undertaking volunteering roles within community clubs via the development of a NGB SiS pathway and workforce camps.
	Develop a tailored Young Leadership and Volunteering programme (Community Pathways) within each sport to be delivered in clubs and work in partnership with CSPs to ensure these young people are connected into the SiS pathway. A template model for delivery is in the SiS Resources .
	Develop a framework of accessible awards and qualifications, that are aligned to the Sports Diploma, which support a young person from Step IN generic leadership skills to Step OUT Sports Specific roles.
	To support the SSP/CSP in engaging young people in Leadership and Volunteering that are reflective of the diversity of their local area.

Section 5 – Joint Ways of Working

This section provides detail on:

- Ways to encourage partnership working for Step into Sport, amongst the networks of SSPs, CSPs and NGBs
- Other programmes/organisations that can support Step into Sport

5.1 Partnership working and top tips

Here are some suggestions from the SiS network:

- Each year – hold a joint planning day with SiS and Club Links as the key focus. All stakeholders and organisations are brought together to discuss future planning, focus activity and clubs, joint ways of working and common goals and objectives.
- Have one identified person in each organisation who acts as the stakeholder in the SiS programme, and keep in a ‘virtual loop’ with these people.
- Some organisations have fostered great relationships with local contact in the sport development units that have a remit for volunteering and school-club links. Funding agreements over the past few years have been set up to form partnership working with joint targets and responsibilities. It supports the prioritisation of the SiS targets and presence in common work programmes.
- Think about what happens after Step into Sport! For example in Yorkshire both Humber Sports Partnership and West Yorkshire Sport have support young people to progress into employment as coaches and club support assistants. Step into Sport gives a great experience and starting point to do this and CSPs are encouraged to support and track their volunteers post 19 years old.

5.2 Volunteer Centres

Volunteer Centres can provide

- Volunteering support for community sport including sport clubs, youth clubs and sporting events.
- Information about ways to keep volunteers happy
- Good practice information
- Training in volunteer management

See below for ways that Volunteer Centres can help to improve delivery of Step into Sport:

For volunteer co-ordinators in clubs / local groups

- Volunteer Centres can support you in your role by helping you:
- Keep your volunteers happy
- Think about where your club needs volunteers
- Get ready for new volunteers
- Know all the latest legal issues when involving volunteers

Local authority SDOs

- Get support in volunteering for your local clubs and sport groups
- Agree with your CSP how your area will work with Volunteer Centres on SIS
- Find out how other local authorities are working with Volunteer Centres for ideas

PDMs/ SSCo's

- Volunteer Centres can support the Leadership Academies – see appendix
- Talk to your CSP about how your local Volunteer Centre network can improve the delivery of SIS

CSPs

- Volunteer Centres can help to place young volunteers into community settings
- Volunteer Centres are able to support individuals, clubs and Local Authorities as well as your wider volunteering work.

NGBs

- Volunteer Centres can support your clubs and groups at a local level – see above.
- Volunteer Centres are increasingly working with sport clubs and groups because all CSPs now have links with Volunteer Centre networks across England
- Update your SIS information with guidance and links to finding a local Volunteer Centre, so your clubs are more aware of them too

FAQs

Where are Volunteer Centres? There are 49 sub-regional networks of Volunteer Centres (made up of individual Volunteer Centres). These correspond with CSP areas. Find your nearest Volunteer Centre at www.volunteering.org.uk/volunteercentres

Will Volunteer Centres charge for my organisation to work with them? It depends – there may be a charge if you are asking them to get involved in a big piece of work but they are less likely to charge if you are an individual club. Talk to your local Volunteer Centre about how you can work together.

What kind of opportunities do Volunteer Centres have? Volunteer Centres often have links with youth organisations that use sport in their work and also with sport clubs and organisations. These sport-specific links are growing every month

What about www.do-it.org.uk? All the opportunities that Volunteer Centres have are inputted to this website too, so you can see what opportunities are in your local area by logging on. You should consider working with both the website and the local network of Volunteer Centres – the extra support that clubs need when welcoming new volunteers is only provided by Volunteer Centres.

Visit the [website](#) for more information about Volunteer Centres

5.3 'v'

v is the name of an independent charity championing youth volunteering in England. v exists to inspire a new generation of young volunteers (aged 16-25) in England and enable lasting change in the quality, quantity and diversity of youth volunteering. V can compliment Step into Sport by providing extra opportunities for those community volunteers who identified as part of this programme.
www.wearev.com

5.4 'runningsports'

runningsports is dedicated to providing skills and support for volunteers working in sport. Specifically they can provide appropriate courses throughout England that will

assist clubs with their work around welcoming and providing a high quality placement for SiS community volunteers.

www.runningsports.org

5.5 Guidance on Child Protection: quality safeguarding in sport

Children and Young People have the right to be safe and enjoy the sports activities that they take part in and parents and others have a right to believe that organisations provide a safe environment.

All organisations participating in the Step into Sport workstrand should be able to demonstrate the steps they are taking in order to establish and maintain safeguarding practices.

Further information is available in the Step into Sport and Welfare and Child Protection Minimum Standards in [SiS Resources](#).

The Child Protection in Sport Unit

The [Child Protection in Sport Unit](#) (CPSU) was established in 2001 through a joint partnership between the NSPCC and Sport England in response to an increasing body of evidence that sport provides easy access to someone who wants to harm children.

The CPSU works on the PE and Sport Strategy for Young People and believes that all stakeholders involved in the delivery of this strategy should be able to fulfil their duty of care towards children and young people.

National Safeguarding Standards

The Standards for Safeguarding and Protecting Children in Sport are based on good practice and are informed by legislation and guidance, evidence from research and experience of what works drawn from the fields of child protection and from sport. The Standards provide a national benchmark of good practice for sports organisations to work towards. Their implementation by an organisation helps to raise awareness among staff and volunteers and minimise avoidable risks. When the Standards are fully implemented, this is likely to increase confidence among parents and carers about their children's safety.

The CPSU publication [Standards for Safeguarding and Protecting Children in Sport](#) gives full details of the standards, including their purpose, principles, use, and relevant information resources.

Step into Sport Resources and Guidance:

Here is a list of available SiS resources and guidance, which will either be available on request or will be available to download at the following websites:

www.youthsporttrust.org

www.sportengland.org

www.sportsleaders.org

SiS Overview Leaflet (available July 2008)

Step Out Community Volunteer Mentor and Volunteer Co-ordinator Guide (available July 2008)

SiS Volunteer Passport Booklet

SiS Volunteer Passport FAQs for PDMs

SiS Volunteer Passport Downloadable information (e.g. placement checklist)

SiS Leadership Academies Guide (available July 2008)

SiS Awards for Young Sports Leaders and Volunteers 2008-09 (NGB Awards)

NGB Young Leadership and Volunteering programme model (Community Pathways)

NGB Reporting Template (milestones and targets)

NGB Leadership Academy Case Studies

Creating High Quality Placements for Young Volunteers

SiS Minimum Welfare and Child Protection Requirements

Summary of Insurance Cover provided for Step into Sport Volunteers

Standard presentation for introducing Step into Sport

Frequently Asked Questions

CSP Roles - Examples

School Club Link Agreement

