

insport

Bronze

STANDARD

Objectives for achieving Bronze

1 PLANNING

- To commit to inclusion and awareness of insport at portfolio member level.
- The LA's commitment to the insport Development programme is clearly communicated to all Sports Development staff (full and part time development officers, not community coaches).
- To ensure that the LAPA makes explicit and detailed reference to inclusive and/or disability sport work.
- To ensure that inclusion and/or disability sport provision is explicitly referred to within all core programme areas (generic sports development, NGB work and 'Active Young People' Programmes),
- To ensure that Service Operational Plans (SOPs) incorporate inclusion and/or disability sport provision.

2 WORKFORCE DEVELOPMENT

- To ensure that all job descriptions and personal specifications include a responsibility for inclusion and/or disability sport provision.
- To implement UK Disability Inclusion Training for all Sports Development Officers (p/t and f/t internal team).
- All new staff receive UK Disability Inclusion Training and existing staff are refreshed accordingly (every 3 years).
- Establish training requirements for the wider network of staff relating to inclusion and/or disability sport provision e.g. community coaches.
- Establish the training requirements of all Leisure Service Personnel relating to inclusion and/or disability sport provision.
- To ensure that all Sports Development staff are up-skilled to support clubs engaging in insport Club.

3 PROGRAMME DELIVERY

- Disability sports clubs/sessions are supported within the Local Authority sports development framework.

4 FACILITIES AND PROGRAMMING

- All sports development staff are aware of the accessibility of Local Authority core leisure facilities (swimming pools and leisure centres).

5 MARKETING AND COMMUNICATIONS

- All marketing materials can be sourced in accessible formats.

6 PARTNER ENGAGEMENT

- Key stakeholders relevant to disability and/or disability sport are consulted about the future planning of sports provision within the Local Authority.

7 MONITORING AND EVALUATION

- ALL sport development staff are engaged in the collection of data around inclusion and/or disability sport provision.

Bronze Standard Guidance

1

PLANNING

1.1 To commit to inclusion and awareness of insport Development at portfolio member level

PROMPTS

- Do portfolio members have an understanding of, and commitment to, insport Development?

SUPPORT

- Case Officer to review a formal statement/letter of commitment/minutes from meeting where insport has been communicated to portfolio members.

1.2

The LA's commitment to the insport Development programme is clearly communicated to all Sports Development staff (full and part time development officers not, community coaches)

PROMPTS

- At Bronze level we are looking to see buy in from ALL sports development staff.
- How is this message shared with sports development colleagues?

SUPPORT

- Case Officer observes a meeting/provides a presentation to the Sports Development Unit communicating the intention of insport.

1.3

To ensure that the LAPA makes explicit and detailed reference to inclusive and/or disability sport work

PROMPTS

- Disability Sport Wales believes that all sports development work should be delivered inclusively. How does the LAPA reflect this ethos?

SUPPORT

- Case Officer has sight of the current LAPA, evidencing consideration for the disabled community throughout all programmes.
- Case Officer has sight of minutes of LAPA planning meetings demonstrating how the LAPA will be delivered inclusively.

1.4

To ensure that inclusion and/or disability sport provision is explicitly referred to within all core programme areas (generic sports development, NGB work and 'Active Young People'¹ Programmes)

PROMPTS

- Individual work programmes drawn from the LAPA should reflect each officers/programme areas responsibility for inclusive delivery/facilitation.

SUPPORT

- Case Officer observes samples of officer work programmes demonstrating inclusive practice. Individual work programmes should be selected at random by the Case Officer.

¹ This may not be referred to as a programme within all LAs.

1.5

To ensure that Service Operational Plans (SOPs)² incorporate inclusion and/or disability sport provision

PROMPTS

- SOPs (where relevant) should identify where additional resources (financial and time) are required to support inclusive and/or disability sport.

SUPPORT

- Case Officer to receive electronic copies of SOPs for file.

² Or equivalent (Core Aim 4; Integrated Sports Plan; etc).

2

WORKFORCE DEVELOPMENT

2.1 To ensure that all job descriptions and personal specifications include a responsibility for inclusion and/or disability sport provision

PROMPTS

- The audit conducted at Ribbon level is refreshed and used to identify gaps. All officers are formally given responsibility for inclusive and/or disability sport provision.

SUPPORT

- Case Officer has sight of copies of correspondence with HR/personnel department. Minutes of meetings where changes to JDs are communicated to staff.
- Case Officer has sight of samples of interview questions relating to disability/inclusive sports development used for all roles.

2.2

To implement UK Disability Inclusion Training³ for all Sports Development Officers (part-time and full-time internal team)

PROMPTS

- As all officers are encouraged to take responsibility for inclusive/disability sport development within their work programmes, it is essential that ongoing support and training is provided. DSW would encourage LAs to use the UK DIT for Sports Development staff.

SUPPORT

- Training matrix identifying all staff, when training was completed and expiry dates.

³ Judgement needs to be made by the Case Officer as to whether other disability inclusion training packages are appropriate here. If an LA has invested in training their staff using an in-house training package, then the suitability of this should be assessed and if appropriate can be recognised against the above aims.

2.3

All new staff receive UK Disability Inclusion Training and existing staff are refreshed accordingly (every 3 years).

SUPPORT

- UK DIT (sports development) is added to the induction programme for all new officers.

2.4

Establish training requirements for the wider network of staff relating to inclusion and/or disability sport provision e.g. community coaches

PROMPTS

- The “on the ground delivery” of disability sport is often reliant upon volunteer coaches and community coaches. The UK DIT coaches and volunteers course provides a valuable resource to up-skill existing or new coaches to support delivery of quality inclusive sport for disabled people.

SUPPORT

- UK DIT (C&V) is part of the generic sports development coach education calendar.
- Case Officer has sight of a training matrix identifying coaches up-skilled via the DIT C&V course.

2.5

Establish the training requirements of all Leisure Service Personnel relating to inclusion and/or disability sport provision

PROMPTS

- It is likely that many of the facilities staff will already have attended a Disability Inclusion Training course. Explore how many have attended a training course, the detail of what the course was and how long that course is valid for. This course does not necessarily have to be the UK DIT LSP course.

SUPPORT

- Written or diagrammatic review of, or highlighted, staff training records, identifying attendance at disability inclusion/awareness training.

2.6

To ensure that all Sports Development staff are up-skilled to support clubs engaging in insport Club

PROMPTS

- Traditionally the DSWDO has taken responsibility for all disability/inclusive sports clubs within LA's. Where appropriate sport specific, community focused etc, development officer should be supported by the DSWDO to engage with ALL clubs within their remit.

SUPPORT

- Case Officer observes minutes of meetings where the DSWDO has accompanied colleagues to meetings with disability sport/inclusive clubs.

3

PROGRAMME DELIVERY

3.1 Disability sports clubs/sessions are supported within the Local Authority sports development framework

SUPPORT

- Examples of how clubs are being supported by sports development colleagues are provided as case studies to the Case Officer.

4

FACILITIES AND PROGRAMMING**4.1 All sports development staff are aware of the accessibility of Local Authority core leisure facilities (swimming pools and leisure centres)**

PROMPTS

- It is important that all colleagues are aware of where some local authority facilities may be more suited for catering for the needs of the disabled community (availability of hoists, hearing loops, lifts etc).

SUPPORT

- The Case Officer has sight of a basic audit of all LA facilities (wet and dry) which has been shared with sports development colleagues (minuted).

5

MARKETING AND COMMUNICATIONS**5.1 All marketing materials can be sourced in accessible formats.**

PROMPTS

- Fliers, posters, directories etc should be made available as required in alternative formats. The Local Authority should provide guidance around this in line with their equal opportunities policy.

SUPPORT

- Case Officer observes examples of marketing materials produced in alternative formats.

6

PARTNER ENGAGEMENT

6.1 Key stakeholders relevant to disability and/or disability sport are consulted about the future planning of sports provision with the Local Authority

PROMPTS

- Consultation with disabled people and partners regularly engaging with the disabled community will support the delivery of demand led provision.

SUPPORT

- The Case Officer has sight of minutes of LAPA planning, and consultative meetings with partners from disability organisations.

7

MONITORING AND EVALUATION

7.1 ALL sport development staff are engaged in the collection of data around inclusion and/or disability sport provision

PROMPTS

- The effective monitoring of data relating to the engagement of disabled people across all strands of sports development provision will provide invaluable management data to inform future practice.

SUPPORT

- The Local Authority provides a breakdown of data collected by all sports development officers relating to inclusive and/or disability sport provision.