



Delivering Sport and Physical Activity Online

Guidance to help with
policy compliance

In partnership with



Delivering Sport and Physical Activity Online Policy

Guidance to help with policy compliance

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Introduction

This Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) guidance expands on the key considerations and best practice outlined in the CIMSPA Delivering Sport and Physical Activity Online Policy. Both the policy and this guidance document are intended to outline the requirements to ensure the safe delivery of sport and physical activity services for participants in the online environment by members of CIMSPA in a practitioner role (referred to as sport and physical activity “practitioners”^{**}).

CIMSPA understands that there are benefits for practitioners and participants to being able to deliver and take part in sport and physical activity in the online environment. Sport and physical activity reduces risks of major illness by 50% and has proven benefits on mental wellbeing, reducing depression and anxiety whilst improving self-esteem and sleep quality (NHS, 2018). Sport and physical activity also contributes £39 billion to the UK’s economy and has the power to build stronger communities (Sport England, 2020). Whilst there are many benefits to participating, there are also safety considerations which should be made when delivering sport and physical activity online. This guidance outlines the requirements of practitioners operating in the online environment in order to help the implementation of correct safety measures.

The Delivering Sport and Physical Activity Online Policy can be found [here](#).

Agreed, sector-wide guidance

The Delivering Sport and Physical Activity Online guidance has been developed by CIMSPA within our remit as the chartered professional body and lead workforce agency for the UK sport and physical activity sector. CIMSPA is incorporated under its Royal Charter, with the permission of the Privy Council on behalf of Her Majesty The Queen to promote and advance sport and physical activity for the public benefit.

The guidance has been developed in consultation with [Active Partnerships](#), [EMD UK](#), [ukactive](#) and [UK Coaching](#), who have a common engagement with practitioners that this guidance relates to.

Explaining definitions

→ Compliance

The points outlined in the insurance section of this guidance are intended to support you to comply with your insurance cover, failure to do so may affect any claim you make, or which is made against you, and could result in your insurance being invalid.

→ Delivery methods

Delivery methods refers to the physical delivery of sport and physical activity sessions online, and does not include resource provision such as training plans or pre or post online delivery interactions. Delivery methods will vary depending on the activity, practitioner, participant and delivery platform. It is important to understand the different delivery methods and any implications that these may cause to your insurance policy compliance.

→ Indemnity

Indemnity is insurance that covers legal costs and expenses incurred in your defence as well as damages or costs that may be awarded.

→ Individual practitioner

Individual practitioner refers to sole traders, self-employed individuals or volunteers who are delivering sport and physical activity sessions online. Practitioners who are **operating within or on behalf of an organisation** should consult that organisation's internal policies and guidance as this policy may not be completely aligned to organisations policies (e.g. insurance or music licensing agreements).

→ Industry standards

Industry standards are the description of standards created by the sector for the sector. CIMSPA is the guardian of many of these industry standards which are often referred to as professional standards.

→ Online

Online delivery will include all virtual, internet-based and electronically delivered sport and physical activity sessions where you are in a different location to the participant. You can complete these in a one-to-one or group environment.

- **Online live delivery:** are sessions conducted in a live interactive environment in which you are seen by the participant(s) and you provide real time instruction and interaction through visual, audio and/or chat interfaces. You can complete these in a one-to-one or group environment.
- **Pre-recorded private delivery:** are sessions where participants have been given access by you to on demand sessions that have been pre-recorded by you. Your participants can engage with these sessions at a time of their choosing but will have no real time interaction, supervision and instruction with you.
- **Pre-recorded available – open social delivery:** are sessions which are on demand, pre-recorded by you and which you make publicly available to participants who can take part at any time but will not have any real time interaction with you.



→ Online platforms

There are a range of platforms available to support you when delivering online sport and physical activity sessions. This guidance does not endorse a single product but outlines some of the available platforms.

- Facebook
- Facebook Live
- Instagram
- Zoom
- Teams
- YouTube
- Twitch

→ Participants

Participants may include but is not exclusive to the following categories:

- Athlete
- Class Attendee
- Client
- Customer
- Member
- Player
- Rider

→ Participants user types

Participants user types are split into existing and new participants.

- **Existing participants:** Those who have previously engaged in a sport and physical activity session with the practitioner through online, face-to-face or other delivery methods. Activity pre-screening has already taken place and the practitioner has the knowledge required to make adjustments for the participants. Existing participants for which the practitioner has not previously obtained pre-screening will not be classified as “existing participants” and would fall under the category of “new participant”.
- **New participants:** Those participants who have not previously engaged in a

sport and physical activity session with the practitioner, through online, face-to-face or other delivery methods. Activity pre-screening will not have previously taken place and the practitioner will not have an understanding of the participant’s activity needs and capabilities. During instances where the participant has engaged in a sport and physical activity session with the practitioner, but an activity pre-screening did not take place, these participants **MUST** be considered as a new participant.

Whilst the Delivering Sport and Physical Activity Online policy and this guidance recognises different participant categories, the following content refers to “participants” as being inclusive of both existing and new participants.

→ Practitioners

Practitioners may include, but is not exclusive to the following categories:

- Activator
- Advanced Coach
- Assistant Coach
- Coach
- Coach Developer
- Group Exercise Instructor
- Gym Instructor
- Lifeguard
- Pilates Instructor
- Personal trainer
- Recreation Assistant
- Strength and Conditioning Trainer
- Swimming Teacher
- Yoga Instructor

→ Professional standards

Professional standards are the knowledge and skills required to undertake a sector job role. Created by the sector for the sector, CIMSPA is the guardian of these standards which can be found [here](#).

→ Pre-screening

Activity pre-screening is the collection and assessment of data from participants which is used to identify medical conditions, injuries or disabilities and those at high risk of an adverse event when undertaking sport or physical activity. The pre-screening will aid determining the participants suitability to participate in the activity. A common example of this is the completion of a PAR-Q.

Whilst the Delivering Online Sport and Physical Activity Policy does not require you to complete a pre-screening form with your participants (because of the practicality of doing this in an online environment), it would be advantageous for you to use methods to aid your determining of participants suitability to participate, via methods such as a PAR-Q.

Example pre-screening for adults can be found [here](#).

→ Public liability

Public liability is an insurance product which normally covers the cost for your legal action and compensation claims made against you if a third party is injured while participating.

→ Public liability and professional indemnity

Public liability and professional indemnity are required for you to deliver any sport and physical activity session online. You will need to hold valid insurance which is specific to your session content and audience.

→ UK Cover

The insurance points detailed in the insurance section of this guidance support your operation in line with insurance policies to which UK jurisdiction applies. For specific details of your insurance cover outside of the UK you should contact your insurance provider.

→ United Kingdom

This guidance does not cover delivery outside of the United Kingdom.





Qualified to deliver

You **MUST** hold a qualification in the **ACTIVITY** that you are delivering online that meets the sector-recognised professional standard, and demonstrate the correct knowledge and skills, within the scope of your role.

The **ACTIVITY** qualifications that you hold **MUST** meet either the CIMSPA professional standards, national occupational standards (the standards used previously as sector-

recognised standards) or be a national governing body of sport qualification.

You **SHOULD** hold a qualification specific to the **PARTICIPANT POPULATION** (for example children) that you are delivering to, and demonstrate the correct knowledge and skills, within the scope of your role. Where possible this qualification **SHOULD** meet the sector-recognised professional standard.

Examples

A personal trainer who wishes to deliver a physical activity session to an inactive population must hold a qualification that meets the sector-recognised professional standard for their occupational role ([personal trainer](#)) and should, where possible hold a qualification specific to the participant population that meets the corresponding sector-recognised professional standard ([working with the inactive](#)).

All sector-recognised professional standards can be found [here](#).

If there is not currently a professional standard relating to your occupational role e.g. Yoga Instructor, you must hold a qualification that meets CIMSPA eligibility criteria for membership. You can do this [here](#).

Insurance

When delivering sport and physical activity sessions online the practitioner must ensure that they hold valid Public Liability and Professional Indemnity insurance cover and must consult with their insurance provider (via their broker or directly as appropriate) to ensure they understand and retain in writing the specific confirmation of the cover provided by their individual policy and what steps the practitioner must take to be covered by their policy when delivering sessions online.

Prior to delivering an online sport and physical activity session the practitioner MUST:

- Obtain confirmation and evidence from the insurance provider, if there is a prescribed maximum number of participants permitted to participate in the session. (Only applicable to online live delivery.)
- Provide participants with a written or verbal disclaimer statement prior to the activity session, which **MUST** make participants aware that:
 - » They undertake and engage in the session without supervision at their own risk.
 - » The practitioner is not liable for any injury or harm the participant sustains as a result of the sport and physical activity session.
 - » That participants are encouraged to exercise common sense and always seek the guidance of a medical professional before undertaking any form of online sport and physical activity.
 - » Participants with pre-existing medical conditions, injuries or disabilities that may affect their ability to participate in online sport and physical activity sessions, should seek medical

advice and obtain confirmation for their suitability to take part before participating. This information **MUST** be recorded in accordance with General Data Protection Regulations (GDPR), 2018 which contain strict provisions regarding the use of sensitive personal data.

- » Participants must make the practitioner aware of any conditions, injuries or disabilities prior to participating in the online sport and physical activity session. (Only applicable to online live delivery and pre-recorded private delivery.)
- If the practitioner is in any doubt regarding the participant's ability to participate in the online sport and physical activity session, based on any disclosed medical conditions, injuries, disabilities or otherwise, the practitioner must ask the participant to refrain from participating until the participant has sought and evidenced that medical advice has been taken.
- For online live and pre-recorded private delivery sessions – practitioners should record notices of medical conditions or injuries from participants and maintain this data in accordance with the GDPR.
- Provide participants with a verbal reminder of the above disclaimer statement prior to the beginning of each session.

During/after the session the practitioner SHOULD:

- Record themselves delivering all online sport and physical activity sessions ensuring compliance with relevant music licensing and copyright laws and where possible, retain these recordings for up to 3 years from the date the session was delivered or published.

Further information on compliance to copyright law can be found in the Music License section below.

- Retain evidence of where the practitioner has asked a participant to refrain from participating based on disclosed medical conditions, injuries or disabilities. Practitioners require consent from the participants to make such recordings and any personal data or sensitive personal data must be treated in accordance with GDPR.

How to access insurance cover

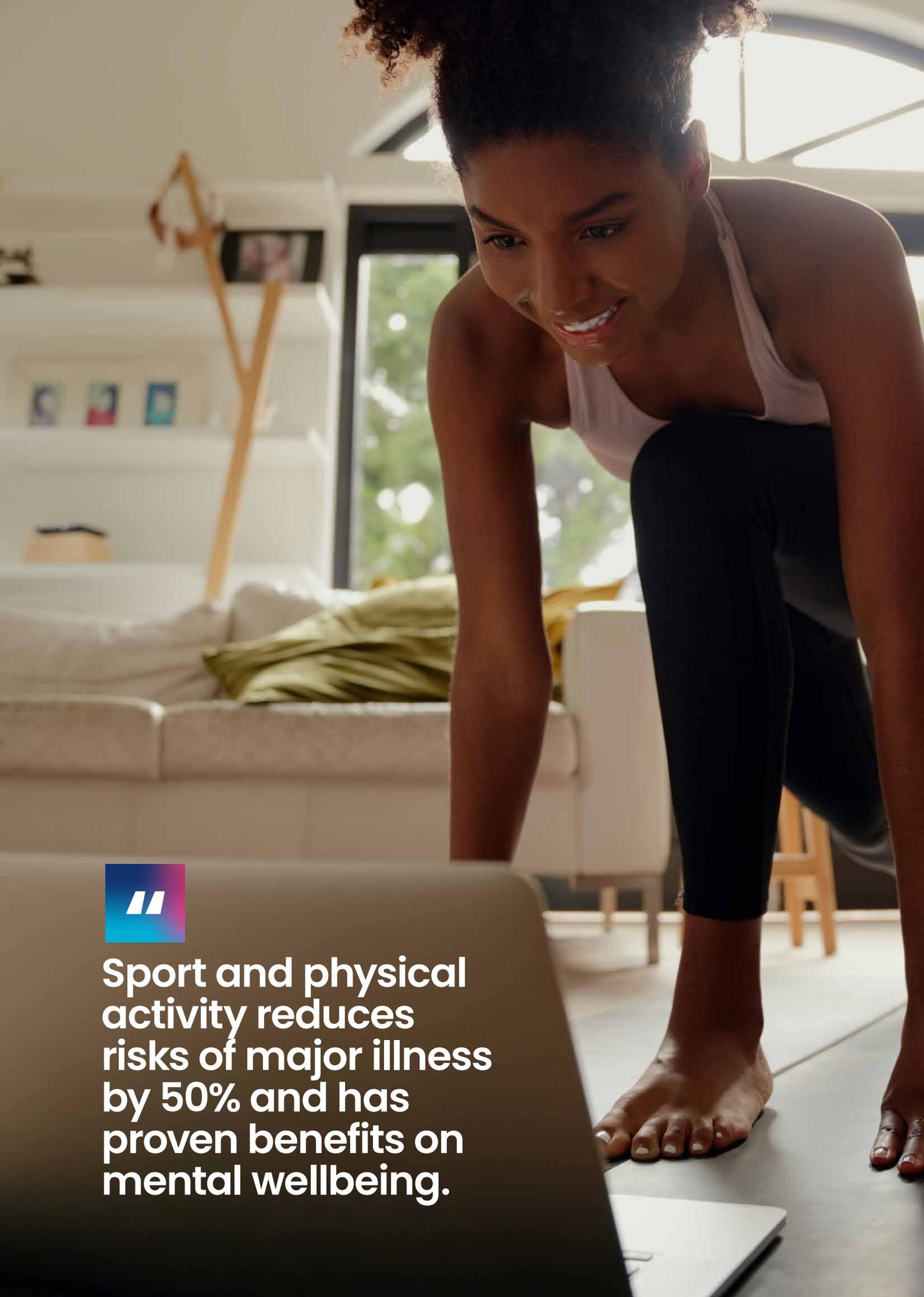
There are many insurance providers that will be able to provide you with quotes and insurance and whilst CIMSPA does not prescribe who practitioners must acquire insurance cover from, Exercise and Fitness professionals can access specialist insurance cover through UK Coaching which is accessible [here](#).

Working with specialist populations

If you are delivering sport and physical activity sessions intended for participation by specialist populations (e.g. working with people with long term conditions) then this will often require additional insurance cover, on top of your public liability and professional indemnity cover. If you are delivering sport and physical activity sessions online to specialist populations, you **SHOULD** hold a qualification in the specific area of instruction in order to meet the qualification criteria for insurance cover. If you are unsure if your specialist population qualification is sufficient, you should contact info@cimspa.co.uk and your insurance provider for further clarification.

Number of participants

When delivering online live sport and physical activity sessions in which you will be engaging with your participants in real time, there will be a maximum participant capacity as prescribed by your individual insurance policy. To ensure compliance with this policy, you should confirm the number of participants you are covered to deliver sport and physical activity sessions online to with your insurance provider.



Sport and physical activity reduces risks of major illness by 50% and has proven benefits on mental wellbeing.

Disclaimer

For the purpose of online delivery of sport and physical activity sessions all participants, irrespective of if they are new or existing should be interacted with as if they are a new participant and therefore the following guidance is applicable to all participants who engage in your sessions.

Where possible it is still recommended that you undertake pre-screening with your participants however CIMSPA understands that when delivering sport and physical activity sessions online this is not always possible. To support with online delivery of sport and physical activity sessions where pre-screening is not possible, you **MUST** issue a disclaimer. CIMSPA has provided guidance below as to what may be included in the disclaimer and how and when it may be communicated to participants.

It is important to note that these are guidelines only and it is strongly recommended that you liaise with your insurer regarding the wording of any disclaimer prior to issue.

Providing a written disclaimer

When preparing to deliver sport and physical activity sessions online you **MUST** provide participants with access to a written disclaimer prior to the session starting.

You **MUST** notify participants in advance of the session and aim to provide them with sufficient time to read and understand the disclaimer and its implications.

The guidance below provides specific examples of how you can achieve compliance with your requirements to provide a disclaimer with specific reference to your delivery method.

Online live delivery

When preparing to deliver online live sport and physical activity sessions you

MUST notify participants of the disclaimer in advance of the session. This could be achieved through methods such as issuing an email reminder, or notification on booking. The disclaimer prior to the session **MUST** also include information on how the participant can contact you in advance of the session, particularly if they need to disclose medical conditions, injuries or disabilities to you. You **MUST** keep a record of any disclosed information and advise participants to seek medical advice where necessary. You **MUST** also provide a disclaimer reminder prior to you starting the sport and physical activity delivery part of your online live session. This may be completed verbally or through an onscreen visual.

Pre-recorded private delivery

When providing participants with controlled access to your sessions you **MUST** notify participants of the disclaimer in advance of booking the session. This could be achieved through methods such as issuing an email reminder, or notification on booking. The disclaimer prior to the session **MUST** also include information on how the participant can contact you in advance of the session, particularly if they need to disclose medical conditions, injuries or disabilities to you. You **MUST** keep a record of any disclosed information and advise participants to seek medical advice where necessary. You **MUST** also provide a disclaimer reminder prior to you starting the sport and physical activity delivery part of your online live session. This may be completed verbally or through an onscreen visual.

Pre-recorded available – open social delivery

When posting sport and physical activity sessions for which access is not controlled, you **MUST** provide a disclaimer reminder prior to you starting the sport and physical activity delivery part of your online live session. This may be completed verbally or through an onscreen visual. At the start of your recording you **MUST** provide a verbal disclaimer reminder which refers back to your disclaimer and reiterates it to your participants, highlighting that if they have not already done so they should read and understand its terms prior to participating. The use of an onscreen visual displaying the disclaimer can be used to support this.

Example written disclaimer

CIMSPA and its sector partners have put together the following template for you to use as your disclaimer statement when delivering sport and physical activity online. Where possible it is still recommended that you undertake pre-screening however, where this is not possible the following disclaimer aims to provide an achievable alternative to support your online delivery of sport and physical activity. You will need to personalise this statement by entering your name where recommended. It is recommended that you compose this whilst considering the points included in your own insurance and contact your insurers or insurance broker for further information.

By choosing to participate in the <session name> online sport and physical activity session by <Practitioner name> the participant accepts that they undertake and engage in the session without supervision, at their own risk. Participants are encouraged to exercise common sense and always seek the guidance of a medical professional before undertaking any form of online sport and physical activity. Participants with pre-existing medical conditions, injuries or disabilities

that may affect their ability to participate in the online sport and physical activity session, should seek medical advice and obtain written confirmation for their suitability to take part, before participating. Where sessions are live or only accessible by participants at the discretion of <Practitioner name> it is the responsibility of the participant to make <Practitioner name> aware of any conditions, injuries or disabilities prior to participating in the online sport and physical activity session.

Providing a verbal reminder of the disclaimer

At the beginning of your online sport and physical activity session you must reiterate the written disclaimer and encourage participants to take the time to review this.

Example verbal disclaimer

To help you communicate your disclaimer to participants, CIMSPA has put together the following key points for you to follow. This **MUST** be communicated at the very beginning of every sport and physical activity

session you deliver: You **MUST** consult your insurer or insurance broker regarding the wording of any disclaimer.

- Start by introducing the session to participants and reiterate that they **MUST** have read and understood the written disclaimer. You **MUST** encourage participants who have not done this to pause participation and immediately consult the disclaimer. You **MUST** make it clear that participants should only take part in your session once they have read and agree to the terms and conditions outlined within the disclaimer.

- You **MUST** emphasise that any participants with underlying medical conditions, injuries or disabilities require confirmation from a medical professional before participating. Participants who have not gained this **MUST** cease to participate until such confirmation is acquired.
- You **MUST** clearly outline the target audience, the duration of the online sport and physical activity session and the nature of the session referring to aspects such as the intensity and participant requirements, prior to starting delivery.
- You **MUST** recommend that if participants sustain an injury or become unwell during your sport and physical activity session, they should cease to participate and seek medical advice before continuing in the remainder of the session.
- You **MUST** encourage participants to take regular breaks for rest and hydration.

What should my disclaimer include?

They undertake and engage in the session without supervision at their own risk.

Due to the nature of online delivery participants need to understand that they are participating at their own risk and are ultimately responsible for their own health and safety. As the practitioner you still have a duty of care to all participants which can be met through providing participants with access to the disclaimer statements and following the guidelines outlined in the Participant Safety section of this guidance.

That participants are encouraged to exercise common sense and always seek the guidance of a medical professional before undertaking any form of online sport and physical activity.

Encouraging participants to practice common sense can be implemented by following the guidelines on Participant Safety outlined below.

Participants with pre-existing medical conditions, injuries or disabilities that may affect their ability to participate in online sport and physical activity sessions, should seek medical advice and obtain written confirmation for their suitability to take part before participating.

If you have participants who have disclosed medical conditions, injuries or disabilities to you then you should suggest that they seek medical advice before participating in your session. When you have made this recommendation, you should keep a record, storing this information in line with GDPR*. Before allowing these participants to participate you should have proof of confirmation from their medical professional that they are able to take part and record this alongside your prior recommendation

If you are under any doubt with regards to the participants ability or readiness to participate you should not encourage them to take part and again suggest that they seek advice from a medical professional before engaging in your session.

Participants must make the practitioner aware of any conditions, injuries or disabilities prior to participating in the online sport and physical activity session.

It is the responsibility of the participant to disclose this information to you. Presenting them with a disclaimer prior to the online sport and physical activity session and reiterating this disclaimer at the start of every session will allow participants the opportunity to come forwards. Before allowing these participants to participate you should have proof of confirmation from their medical professional that they are able to take part

*When storing data relating to participants, you must ensure that this is recorded and stored in line with the General Data Protection Regulations (2018). To help you achieve this please see the 'Legislation' section of this guidance in which a GDPR checklist and guidelines are provided.

and record this alongside your prior recommendation.

Record the practitioner throughout the delivery ensuring compliance with relevant music licensing and copyright laws and where possible retain for up to 3 years from the date the session was delivered/published.

Where possible, record yourself delivering all online sport and physical activity sessions. You must ensure that you hold the appropriate music licence to use

copyrighted music or alternatively restrict your use to royalty free music.

Where possible you should retain copies of recordings for up to 3 years from the date the session was delivered or published. Where it is not possible to retain copies for up to 3 years you should retain copies for as long as possible as this may assist you in the event there is an insurance claim made.

For support with how to record and store your sessions, please refer to the recording online sessions section.



Recording Online Sessions

For support in achieving GDPR compliance please refer to the legislation section of this guidance. You must ensure that you comply with all copyright and music licensing laws when recording online sessions. For support in achieving this please see the music licence section of this guidance.

Online Live Delivery

- If the platform you are using to deliver your online live sport and physical activity sessions allows the sessions to be recorded, you **SHOULD** record yourself and store these recordings where possible for up to 3 years.
- If your software does not support the recording of online live sessions, you **SHOULD** use a second device to record your screen showing you delivering the session. When doing this you should ensure your whole screen is visible in your recording and audio is captured at a level that can be clearly received by the listener.
- Where possible in live sessions you should limit the recording to just yourself. In the event this is not possible you must obtain written consent from all participants, or a legal guardian where sessions are

delivered to children/young people, who will be on the recording and store both the recording and online consent forms in line with GDPR.

Pre-recorded private delivery

- Review the functionality on the platform you are using to identify if methods such as password protection will assist you in delivering controlled access.
- You **SHOULD** keep a recording of your pre-recorded private delivery session where possible for up to 3 years.

Pre-recorded available – open social delivery

- You **SHOULD** keep a recording of your pre-recorded private delivery session where possible for up to 3 years.



Measures to be Taken for the Safety of Participants

In order to deliver sport and physical activity sessions online safely you **MUST**:

Deliver content that is specific to the target audience with which you are qualified to deliver to.

You must only deliver to populations that are included in the scope of your role as defined by your qualification which meets a sector-recognised professional standard. For more information on delivering to specialist populations please see the Insurance and Safeguarding sections of this policy.

Outline to the target audience, the type of activity, who the activity is suitable for and the duration prior to starting the session.

You must outline your target audience providing reference to your target audience characteristics e.g. ability level, and experience, the duration of your online sport and physical activity session, and the nature and type of activity which the session will include prior to beginning your delivery. This will allow participants to make informed decisions around whether to participate in your session.

Outline to the target audience the requirements of a safe environment relative to the session.	Before beginning delivery, you must outline key features of a safe environment to your participants. You should consider factors such as sufficient space to complete the session, removal of any obstacles/hazards that may affect participation and make this specific to the nature of your session.
Outline to the target audience the equipment required for the session and demonstrate its safe use.	If your sessions require the use of equipment you must only encourage use of equipment that has been designed suitably for the activity which you are delivering. Due to current circumstances many participants will not have access to specific purpose-built equipment, so where possible you should consider how you can adapt your sessions to achieve the same benefit and results without requiring equipment.
Deliver instruction and coaching points relative to the activity.	You must deliver instructions to participants that is specific to the sport or physical activity session that you are delivering within the scope of your role.
Deliver sessions that highlight correct technique throughout.	You must highlight how participants can achieve correct technique throughout your online sport and physical activity session.
Accommodate participants' abilities (for disclosed medical conditions, injuries or disabilities) within activities or sessions by providing adaptations where applicable¹.	Only when you have received confirmation from a medical professional that an individual with disclosed medical conditions or injuries is able to take part in your sessions, must you offer adaptations or alternative exercises, within the scope of your role, to allow to their safe participation within the boundaries dictated by their ability and condition. This is only applicable to online live and online pre-recorded private delivery where you are able to engage with participants prior to them taking part in your sport and physical activity session.
Deliver advice on suitable warm-ups and cool downs.	Although is it not mandatory that your online sport and physical activity sessions contain a warm up and cool down you should encourage participants to ensure they have warmed up and are only taking part in your sessions if they are physically prepared to do so to reduce the risk of injury. At the end of your sessions you should offer guidance on appropriate cool down techniques to reduce the risk of injury.

In order to deliver sport and physical activity sessions online safely you **SHOULD**:

Allow for time breaks where applicable.	You should include scheduled breaks in your session to allow for rehydration and recovery. You should also encourage participants to take breaks when needed at any point during the session and highlight they should only recommence participation when they are ready to do so.
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¹ Only applicable to delivery of online live and online pre-recorded private delivery.

Support participants to participate within the limits of their own capabilities. Alongside making the content of your sessions specific to your target audience, you must also encourage participants to only complete elements of your online sport and physical activity session with which they are comfortable and confident to do so, within their own individual capabilities.

Outline to the target audience, pointers and adaptations where practical. If there are adaptations of elements of your online sport and physical activity session that can be completed by participants to create different difficulty levels, you should explain these during your delivery.

Measures to be Taken for the Safety of Practitioners

In order to deliver sport and physical activity sessions online safely you **MUST**:

Create a safe environment from which you will deliver the session. You must ensure the area in which you are delivering your online sport and physical activity session is suited to the session content and free of hazards/obstacles which may cause you harm. You should also refer to your scope of practice and professional standard to understand if you are required to undertake risk assessment (e.g. group exercise instructors delivering an online class). EMD UK have created a checklist which you can use before delivering your online sport and physical activity sessions to check the conditions of your environment.

Operate within your professional boundaries as defined by the sector's professional standards. You must only deliver online sport and physical activity sessions in the occupation, environment, population and technical area in which you hold a qualification that meets the sector recognised professional standards and adhere to the scope of your role.

Demonstrate safe use of equipment which has been suitably designed for the activity. Where your sessions require equipment, you must only advocate the use of equipment that has been designed suitably for the activity which you are delivering. Encouraging the use of equipment that is not purpose built and approved for use during your sport or physical activity may affect any insurance claim you make, or which is made against you.

Display correct technique. You must display correct technique to participants to follow throughout.

Deliver the content within the boundaries of your own capabilities. You should not complete any activities that could cause harm to you during the online sport and physical activity session.

In order to deliver sport and physical activity sessions online safely you **SHOULD**:

Allow for time breaks during and between sessions, where applicable.

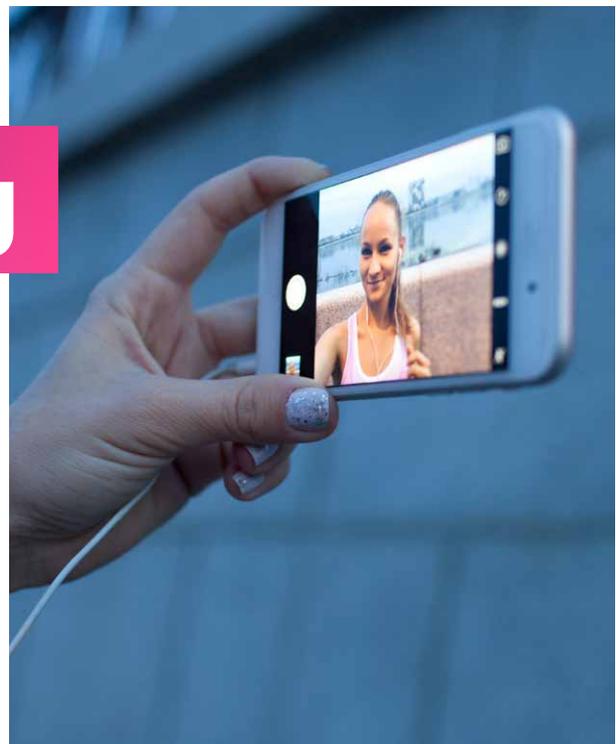
You should include scheduled breaks in your session to allow for rehydration and recovery. You should allow yourself time for breaks between online sport and physical activity sessions to ensure you are physically prepared to deliver.

Be physically prepared to participate in the session.

You should complete a warm-up before delivering your online sport and physical activity session to reduce the risk of injury.

Safeguarding

The shift from in person to online delivery of sport and physical activity does not lessen your safeguarding responsibilities. There are several factors you will need to consider before completing your online sport and physical activity session. The following points aim to provide clarity and resource to help you do this.



Remote Delivery

The Child Protection in Sport Unit have built on the safeguarding guidance for schools who have introduced remote teaching offered by NSPCC to provide additional information specific to practitioners delivering sport and physical activity online which can be found [here](#).

The switch to online sport and physical activity delivery is a great time to promote the adoption of a [code of conduct](#) by your participants which clearly outlines what is expected and what will not be tolerated

when taking part in your online sport and physical activity session. It is important to ensure that your participants if of legal age or their guardian (when delivering to children and/or young people), understands and fully complies with your code of conduct and is aware of the consequences of failing to do so.

Where you wish to limit your participant audience you should use an online platform which allows you to password protect your session.

Due to COVID-19 there have been changes made to the Disclosure and Barring Service (DBS) guidelines and processes which may affect your delivery of sport and physical activity sessions online. To find out more you can visit the [CPSU website](#) or the [government website](#). When delivering a regulated activity with adults or children/young people you must hold a DBS. For further information on what this means for your online session you should access the [Government DBS guidance leaflets](#).

Adult Safeguarding

The Ann Craft Trust guide for sports clubs and organisations helps outline the Adult Safeguarding responsibilities during this period. This new resource includes an overview of actions that can be taken to ensure as much support as possible is provided for participants. For resources and information to support you with safeguarding adults you should visit the [Club Matters website](#) or download the new guide [here](#).

Safeguarding Children and Young People

When delivering in a one-on-one environment with a child or young person you should have a parent or guardian present throughout the session. For clarification on the definitions of a child specific to your home nation please click [here](#). Sessions should be delivered with you and the child/young person in a communal space e.g. living room.

According to the CPSU and NSPCC parental involvement is critical to ensure you have parental consent for involvement in the activity when delivering to children. It is important to ensure that when delivering to children and/or young people the parent or guardian gives consent for the child or young person to participate in your online sport and physical activity session. It is also important that they understand and comply with your code of conduct and is aware of the consequences of failing to do

so. You can access the [CPSU guidance](#) which covers topics such as consent, contacting children at home, child protection concerns, online safety and mental health and wellbeing to support your safe online delivery.

When delivering to children and/or young people you should have an [online safety policy](#) and [acceptable use policy](#).

Kent Sport have developed a [safeguarding children checklist](#) to support your online delivery of sport and physical activity sessions.

NSPCC's Child protection in sport elearning course will help you to gain an understanding of your role in protecting children from abuse or harm and what to do when concerns arise. You can access the course [here](#).

NSPCC are temporarily offering FREE safeguarding awareness training which aims to support you to recognise the signs of abuse and neglect and know what to do to protect a child during this challenging time if you enter or visits people's homes. You can access this free training [here](#).

The [UK Safer Internet centre](#) support the children's workforce by offering free and independent advice on any number of online safety issues.

If you are delivering sport and physical activity online to audiences in Scotland you should demonstrate vigilance to safeguard children and young people. To support you with this children1st have released [guidance](#) highlighting key considerations and actions for you to take.

If you are delivering sport on behalf of a national governing body you should consult your specific NGB for guidance around standard operating procedures for safeguarding and protecting children/young people.

Further information can also be found through the [Working Together to Safeguard Children](#) (2018) guidance.



Government

It is important that when interacting with children online, you continue to look out for signs a child may be at risk. There are still key safeguarding considerations that you will need to be aware of and understand to deliver sport and physical activity in the online space. This [guidance](#) was issued to schools, however, can support you with

your planning and delivery of online sport and physical activity sessions.

For further information on the safeguarding measures undertaken by schools and colleges that you may be able to implement into your operation and delivery please click [here](#).

Legislation

Guide to the GDPR

[Access the guide to the GDPR here.](#)

GDPR compliance checklist

[Access the GDPR compliance checklist here.](#)

The Data Protection Act 2018

[Access the Data Protection Act 2018 here.](#)

UK copyright law: An introduction – The Copyright, Designs and Patents Act 1988

[Access the UK copyright law Act 1988 here.](#)



Music Licensing

Practitioners delivering sport and physical activity online, are required to obtain TheMusicLicense covering the relevant tariffs for playing music during classes in licensed premises to be able include PPL controlled music in online streamed classes. You should keep note of all sessions in which music was used in online delivery and declare this during your annual review. Further information regarding music licensing when delivering sport and physical activity online can be found through PPLPRS [Temporary Fitness and Dance Home Streaming Policy](#).

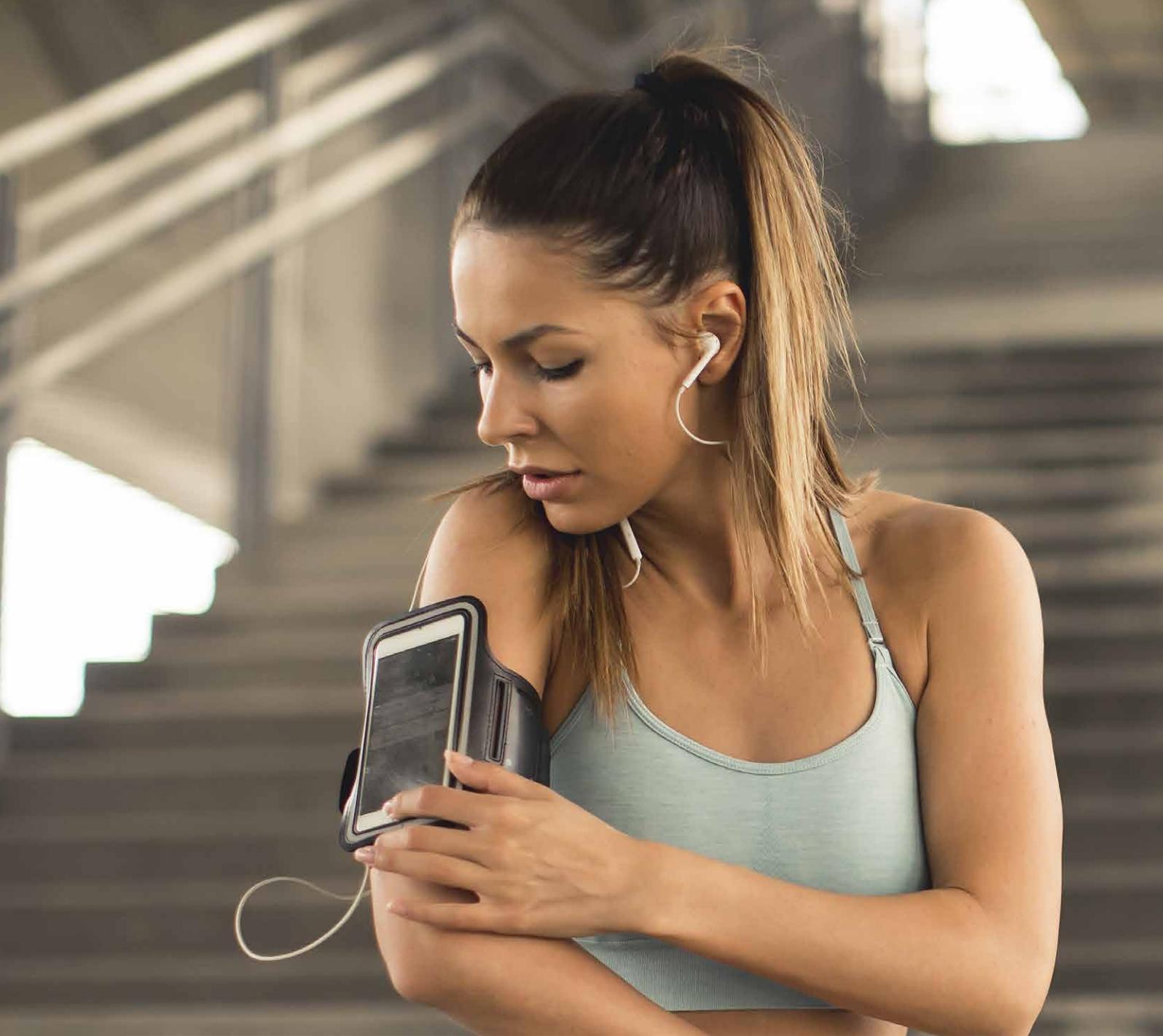
When delivering and recording online sport and physical activity sessions if you do not hold a music license to use copyrighted tracks then you must refrain from including these in your sessions. You are able to use royalty free tracks in your content as these do not infringe copyright law.

If you do not have the capacity to obtain TheMusicLicense or limit your use to royalty free tracks, then you must not include music in your online sessions.



Guidance compliance

This guidance document has been developed to provide you with the knowledge and tools to comply with the requirements of the CIMSPA Delivering Sport and Physical Activity Online Policy. You must deliver in accordance with the boundaries outlined in the CIMSPA delivering sport and physical activity online policy and your own insurance policy. Non-adherence may affect any insurance claim you make, or which is made against you, and could result in your insurance being invalid.



→ Review

This guidance will be reviewed by CIMSPA in consultation with sector representative bodies in April 2021 unless a change in policy, guidance or governance or other circumstances require a review prior to this date.

→ Version

The delivering sport and physical activity online policy and guidance is subject to review and amends in line with changes in policy, governance or other circumstances, the latest published version will replace all previous iterations of the policy. You will need to adhere to the latest version of this policy and guidance. Previous iterations will become invalid on the date of the latest public version which can be found [here](#).

**For more
information**



E info@cimspa.co.uk
T 03438 360200

Chartered Institute for the Management
of Sport and Physical Activity,
SportPark,
Loughborough University,
3 Oakwood Drive,
Loughborough,
Leics. LE11 3QF

cimspa.co.uk

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