

Framework Checklist for Clubs and Organisations



Documents that are required as evidence:

- A safeguarding policy that has been updated in the last 3 years and has been approved by the management board
- A statement of intent that demonstrates a commitment to safeguarding (this can be part of your safeguarding policy)
- A policy for safe practice of your art/sport as a duty of care for all participants protecting them from physical harm, especially head injury
- Procedure document for reporting concerns (this can be a flow chart)

Requirements Through Self Declaration

- The safeguarding policy is distributed to all participants, parents, staff and volunteers
- Public liability, professional indemnity and employer's liability insurance policies - current and with sufficient cover
- A welfare officer has been identified within the club/organisation
- There is access to a designated safeguarding person within your NGB, if you are affiliated to one and you know who they are and how to contact them. If not, you must have access to the safeguarding team at your local authority.
- A process for recording, acting on and safe storage of safeguarding incidents, concerns and referrals
- A process for dealing with complaints by parents/carers and all participants
- A safe recruitment policy and procedure including guidance on DBS
- Code of Conduct in place for
 - Children/young people
 - Coaches/volunteers
 - Parent
- Practical guidance available on
 - Events and away trips
 - Social Media
 - Photography
- "Help available to children" resources are distributed around your club/organisation and venue (e.g. how to contact ChildLine)
- Opportunities for basic safeguarding training are offered to all coaches, instructors and volunteers
- The club welfare officer has received appropriate safeguarding training (and update opportunities are available)
- You have a process in place for monitoring DBS, training and qualification renewals
- All coaches/instructors hold a recognised qualification. Where a qualification is not available through your governing body, minimum deployment standards must be met
- Specialist training for specific client groups has been undertaken. e.g. inclusive coaching
- You have risk assessments in place for events and training etc
- You have a process for refreshing your policies and procedures annually and reviewing them fully every 3 years