



Framework Checklist for Individuals

Documents that are required as evidence:

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

Requirements Through Self Declaration

- The safeguarding policy is distributed to all children, young people, adult participants, parents, staff and volunteers
- Public liability and professional indemnity insurance policies – current with sufficient cover
- 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 know the name and contact number for the safeguarding lead within your Local Authority/ social services.
- 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
- A statement declaring if you have a criminal record, been subject to any disciplinary process or been under investigation by the Police or other statutory service
- Code of Conduct 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)
- You must complete basic safeguarding awareness training
- You must 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