

Clubs and Organisations Checklist



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 – this should include a statement of intent that demonstrates a commitment to safeguarding - a template is provided in our “help and support” section on the website
- A Safe Practice Policy that demonstrates a duty of care in your art/sport for all participants protecting them from physical harm, especially head injury – a template is provided in our “help and support” section on the website

You will be required to confirm the following 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/organization and they have attended a face to face safeguarding workshop
- Welfare officer photo and contact details should be displayed on your website and/or social media outlets
- 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
 - Parents/carers
- Practical guidance available on
 - Events and away trips
 - SocialMedia
 - 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)

- All coaches/instructors hold a recognised qualification. If you/your workforce don't hold a recognised qualification from the list provided you will need to provide an overview of relevant experience and other qualifications
- If relevant - specialist training for specific client groups has been undertaken.
e.g. inclusive coaching
- You have risk assessments in place for events and training etc
- Procedure document for report concerns (this can be a flow chart and form part of the Safeguarding Policy)

Statements Required

- Outline the process you have in place for monitoring DBS, training and qualification renewals
- Outline the process you have in place for refreshing your policies and procedures annually and renewing them fully every three years.
- 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

Help and Support

If you require any further information or help please email info@nwgnetwork.org and we will be happy to help you

All relevant templates can be found in the Help and Support section of the website www.safeguardingcode.com/help-and-support

Alternatively visit our website www.safeguardingcode.com to register and start your application process today