

Clubs and Organisations Checklist



In order to assist you with your application we have a suite of templates that are available for you to use and these can be found in the Help and Support section of our website. Alternatively, if you have your own documents or these are supplied through your NGB/Franchise or umbrella group/association, then please feel free to use them

Documents that are required as evidence with your application:

- **Safeguarding Policies** (separate adult and children) that have been updated in the last 3 years; this should include a statement of intent that demonstrates a commitment to safeguarding and guidance around the new Positions of Trust legislation
- 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

You will be required to confirm your compliance with the following mandatory elements :

- Your safeguarding policies are distributed to all participants, parents, staff and volunteers
- You have public liability and professional indemnity insurance policies which are current and sufficient
- Where relevant, a Welfare Officer has been identified within the club/organisation and they have attended a face-to-face safeguarding workshop or online classroom equivalent (and update opportunities are available)
- Where relevant, the Welfare Officer's photo and contact details should be displayed on your website and/or social media page
- There is access to a designated safeguarding person within your NGB, if you are affiliated to one, you know who they are and how to contact them. If not, you must know the name and contact number for the safeguarding lead at your Local Authority/ your "LADO" for escalation of concerns when required
- You have a process for recording, acting on and safe storage of safeguarding incidents, concerns and referrals and a procedure document for reporting concerns (this can be a flow chart and form part of the Safeguarding Policy)

- You must have a Complaints Process for dealing with complaints by parents/carers participants, coaches, officials, spectators and members of the public and this is made readily available to members. This should also welcome Appeals and outline timings for the process, who is responsible for managing the Appeal; considering the need for independent investigation where relevant
- You have a Safe Recruitment Policy and procedure including guidance in relation to DBS checks and eligible roles, viewing and risk assessing certificates and checking references etc
- You have a Code of Conduct in place for:
 - Children/young people
 - Coaches/volunteers*
 - Parents/carers

**Instructors are in a position of trust and, as such, it is vital that your workforce maintain professional relationships, appropriate boundaries and is compliant with legislation. Consider this when writing your Instructors' Code of Conduct*

- You have practical guidance available on:
 - Events and away trips
 - Social media
 - Photography

This information can form part of other policies
- Help available to children resources are distributed/posted around your club/organisation /venue (e.g. ChildLine posters)
- Opportunities for basic safeguarding training are offered to all coaches, instructors and volunteers
- If relevant - specialist training for specific client groups has been undertaken e.g., inclusive coaching, safeguarding adults
- You have a mandatory risk assessment in place for events and training

Statements Required:

- You are required to confirm if you, or a member of your workforce, have either been subject to a disciplinary process, have been/are currently under investigation by the Police or Local Authority safeguarding teams or have a criminal record
- You will need to outline the process you have in place for refreshing your policies and procedures annually and renewing them fully every three years. We will also need to know how you monitor DBS certificates to ensure these remain current

Strong Recommendations:

- *You will need to describe how your coaches/instructors meet, or how they are working towards, our recommended minimum criteria with regards to qualifications for coaching and teaching. These are not currently mandatory requirements but something we strongly suggest you adopt
- *You will need to explain how your club/organisation is currently compliant or working towards being compliant with our First Aid recommendations. These are not currently mandatory requirements but something we strongly suggest you adopt
- Your organisation should regularly consult with members, parents/carers through relevant channels, to listen to their views on taking part in activity in your club/s and how safe they feel. You should act on feedback from coaches and incorporate learnings from cases/concerns to update and revise processes. Listening to the voices of children and survivors is vital in creating an open and welcoming culture

**See Appendix 1*

Help and Support

If you require any further information or help, please [email us](#) and we will be happy to help
Once you are ready to register and start your application [click here](#)

Appendix 1

Current guidance in first aid and coaching qualifications:

Coaching Qualifications

The Safeguarding Code strongly recommends that you consider the following criteria as minimum requirements for your workforce:

- a) Ideally all coaches/instructors should hold or be working towards achieving a coaching/teaching qualification (a black belt alone does not necessarily provide you with coaching/ mentoring skills)
Contact your National Governing Body for more information or see the “Links” section below if you do not affiliate to an NGB.
- b) We would expect instructors to be able to demonstrate that their black belt has been issued by a recognised/ independent organisation
- c) Achievement of Dan grades should follow standard/ generally recognised time periods between grades. We recommend you contact your art’s NGB to understand this in more detail.
- d) The lead instructor, ideally, should have at least 5 years teaching experience

To complete this section please click on the highlighted title and scroll down to “Add Submission.” Please describe to us how your workforce fits, or is working towards achieving, this criteria.

First Aid

We strongly recommend the following as minimum requirements in this area:

1. A trained first aider should be present at every session - This person will have ideally taken an “Emergency First Aid at Work” course as a minimum. If your club teaches children, we also highly recommend that someone attends sessions who has taken a paediatric first aid course.
2. Every club should have an accessible, well stocked first aid kit containing ice packs, crepe bandages, conforming bandages, plasters, wipes, tuff cut scissors, tweezers, gauze, tape, triangular bandages, wound dressings of various sizes, eye wash pods. An AED is highly recommended. This kit should be regularly checked and topped up by a nominated member of the workforce.
3. Every club should have an accident book that is used to record near misses, incidents, and injuries thoroughly and accurately and injuries should be reviewed and monitored in advance of training sessions.
4. Competitions and events require further consideration in regards the number of those attending and participating and the levels of risk around the competition itself. Consider employing the help of trained paramedics and doctors in attendance at events as an example and review your insurance.

Please click on the highlighted title “First Aid” and go through to “Add Submission.”

Please explain how your club is currently compliant or working towards being compliant with these recommendations. These are not currently mandatory requirements but something we strongly suggest you adopt.