

# 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 and need to be uploaded

**Safeguarding Policies** (separate adult and child) that have been updated in the last 3 years this should include a statement of intent that demonstrates a commitment to safeguarding This should include 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 the following through Self Declaration

- 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
- 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)
- Welfare officer photo and contact details should be displayed on your website and/or social media
- 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"
- 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 have a process for dealing with complaints by parents/carers and all participants and this is made readily available to members
- You have a safe recruitment policy and procedure including guidance in relation to DBS checks

- You have Code of Conduct in place for
    - Children/young people
    - Coaches/volunteers\*
    - Parents/carers
- \*Please consider the new Positions of Trust legislation*
- You have 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
  - 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

## 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 describe how your coaches/instructors meet or how they are working towards our recommended minimum criteria with regards to qualifications for coaching and teaching
- 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 to ensure these remain updated
- 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*

## Help and Support

If you require any further information or help please [email us](#) and we will be happy to help you

Once you are ready to register and start your application [click here](#)

All information will be saved as you complete it, which means you do not need to complete the whole application in one go.