**Safeguarding Checklist For Clubs**

The following checklist is a guide to the policies, procedures and practices you should have in place to maximise safeguarding efforts in ice skating.

**Policy**

Is the NISA safeguarding policy in place?

Has the policy been endorsed by the local child protection agency such as the Local Safeguarding Children Board (LSCB)?

Is it clear when the policy was implemented and by whom?

Is the policy promoted and made available to all stakeholders?

Are all the club’s policies and documents clearly titled, branded and controlled?

Do you have review dates scheduled for all policies?

Do you have a recorded acknowledgement that all staff have read and understood the policy?

**Procedures**

Do staff and volunteers know where procedures are kept?

Do the procedures provide clear instructions on what to do in the event on an incident within your club?

Do the procedures provide instruction on what to do if concerns are raised about the welfare of a young person outside of the sporting activity?

Are there clear guidelines for reporting concerns about a child’s welfare? This includes recording the reasons for concern and the action taken by the club to resolve the issue.

Are there clear guidelines for reporting concerns to external agencies, such as the police or Children’s Social Care, as well as to the club’s management?

Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches and volunteers?

Is there information about how support can be accessed following an accident?

Are policies available in different formats?

**Prevention**

Have you a designated the responsibility for safeguarding and protecting children (e.g. club welfare officer) to a member of staff?

Is there a job description for this role?

Are there procedures for the recruitment and selection of staff and volunteers, including Disclosure and Barring Service (DBS) checks, references from previous employers etc?

Are there codes of conduct and ethics for staff, coaches, volunteer and participants?

Are there procedures in place for the duty of care of young people, including registers, emergency contact details and medical consent forms?

Is guidance available for transporting children or taking them on trips or competitions?

Do you have a checklist of issues to be considered for all activities and events?

Do you have a whistle-blowing policy?

**Communication and Partnership**

Have all stakeholders – including staff, parents, young people and carers – been informed about the policy and procedures?

Do all stakeholders know how they can raise a concern?

Are there processes for holding and sharing information?

Are contact details known to staff and volunteers for agencies such as Local Safeguarding Children’s Board and Local Authority Designated Officer?

**Education and Training**

Is there clear induction documentation and guidance?

Have all staff and volunteers undertaken safeguarding training?

Are staff and volunteers responsible for running activities for children given opportunities to learn about safeguarding and protecting young people?

Are staff and volunteers appropriately skilled and qualified to undertake their role?

Is training available to those responsible for dealing with complaints and grievances?

Are children aware of where or who to go to for support or advice?

**Review and Monitoring**

Is it clear how, when and by whom the implemented policy will be monitored and reviewed?

**Confidentiality**

Do you have a Data Protection Policy?

Do you have procedures on information sharing?

Does your Data Protection Policy have guidelines on the safe use of social media, videos and photographs?

Are staff aware of how and where to store records securely?

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| **Ref** | **Policy & Procedures** |
|  | Safeguarding |
|  | Health & Safety |
|  | Safer Recruitment |
|  | Equality, Diversity & Inclusion |
|  | Data Protection |
|  | Code of Conduct |
|  | Grievance & Disciplinary |
|  | Disciplinary, grievance and appeals procedures |
|  | Smoking Policy |
|  | Risk Assessments |
|  | Expenses |
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