

This checklist can be used by clubs, centres and coaches to assess whether they have all of the requirements to safeguard children, young people and adults in their organisation.

More advice is available <http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children>

Organisation Name

Date Completed

Does your club/centre/venue have the following?		Yes	No	Priority
1.	A safeguarding policy and/or adopted the NGB/ Member organisation's Safeguarding policy			
2.	Published procedures for what to do if there are concerns about a child/adult			
3.	A named Safeguarding Officer who has undertaken relevant training			
4.	A named Deputy Safeguarding Officer			
5.	Information for children, young people, parents and carers on safeguarding policies and procedures and where to access support			
6.	A whistle-blowing policy			
7.	An equality and diversity policy			
8.	Clear guidance on confidentiality and information sharing			
9.	Clear codes of conduct for staff, volunteers, riders and parents/carers			
10.	Health and Safety policies and procedures			
11.	A well published Anti-bullying policy			
12.	An E-Safety policy			
13.	Guidance on transportation			
14.	Photography and video recording guidance			
15.	Access to relevant safeguarding contact details			

BHS Safeguarding Team

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