

# Safeguarding Template

## Safeguarding Checklist



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 [www.bhs.org.uk/safeguardingchildren](http://www.bhs.org.uk/safeguardingchildren)

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.                                              | Relevant training for staff and volunteers.                                                                                     |     |    |          |
| 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.                                             | Anti-bullying guidance.                                                                                                         |     |    |          |
| 12.                                             | An E-Safety policy.                                                                                                             |     |    |          |
| 13.                                             | Safe recruitment practices.                                                                                                     |     |    |          |
| 14.                                             | Photography and video recording guidance.                                                                                       |     |    |          |
| 15.                                             | Access to relevant safeguarding contact details.                                                                                |     |    |          |