

Safeguarding Children Checklist



[E] – an essential element that must be in place

[P] – an element that should be in place or planned to be in place by the start of delivery

[G] – an element that is good practice

Children and young people have the right to be safe and enjoy the sports activities that they take part in; and parents and others have a right to believe that organisations provide a safe environment. This resource is designed as a *working tool* to enable you to be sure that key aspects of keeping participants safe are understood by all partners involved in delivering a project.

For each of the criteria, please tick [✓] to confirm that arrangements are in place.

Project:

| Criteria | In place? | Information, actions & lead responsibility | Notes |
|--|-----------|--|---|
| Safeguarding Policy & Procedures | | | |
| [E] There is a commitment to safeguarding participants | | | This could be an existing organisational policy |
| [E] There are clear procedures for recording, reporting and sharing concerns | | | Including reporting to social services or police, whistleblowing policy |
| [E] There are clear procedures for dealing with allegations against staff | | | This should include disciplinary procedures |
| [P] It is clear which organisation is responsible for implementing these procedures | | | This should be included in any partnership agreements |
| [G] The policy is promoted to everyone involved in the project | | | Consider how you can make this available to everyone |
| Education and Training | | | |
| [E] All staff and volunteers are appropriately skilled, qualified and insured | | | Including how to work with the specific target audience |
| [P] All staff and volunteers receive a full health & safety induction, including basic information on how to record and report safeguarding concerns | | | Including information about facilities, supervision, roles & responsibilities |
| [G] All staff and volunteers have access to training about safeguarding | | | See kentsport.org/WES for training opportunities |

Continued overleaf --->

Safeguarding Children Checklist

[E] – an essential element that must be in place

[P] – an element that should be in place or planned to be in place by the start of delivery

[G] – an element that is good practice



| Criteria | In place? | Information, actions & lead responsibility | Notes |
|--|-----------|--|---|
| Roles and Responsibilities | | | |
| [E] There are robust health & safety arrangements in place, including First Aid | | | Including who would contact emergency services |
| [P] All staff and volunteers have been subject to a safe recruitment process | | | This should include DBS checks where appropriate |
| [P] There is a named person with designated responsibility for safeguarding | | | Named person should have received safeguarding training |
| Prevention | | | |
| [E] The organisation has valid public liability insurance for the project | | | Ensure staff are insured to deliver the activity |
| [P] Risk assessments are undertaken that are specific to the activity and audience | | | Consider facilities, equipment, age, ability, supervision ratios, transport, e-comms, personal responsibility, positions of trust |
| [G] There are codes of conduct for all adults and children involved | | | For staff, volunteers, participants. Could include behaviour online |
| Review and Monitoring | | | |
| [E] There are processes for seeking, holding and sharing information, including disability, medical and consent for photography and filming | | | Including parental consent to participate for under 18s |
| [P] There are clear procedures for parents, children, staff and volunteers to voice their concerns or lodge complaints if they feel unsure or unhappy about anything | | | This could be an existing complaints policy but should be publicised to participants |
| [P] There are plans in place to capture and use participant feedback | | | Search for 'CPSU I'm involved e-learning' |

NB The arrangements for all aspects of safeguarding will look different, depending on whether your participants are children or adults.

If your activity is being provided for both adults and children, you will need separate arrangements for each – see more here:

<https://www.anncrafttrust.org/resources/why-have-different-policies-and-procedures-for-safeguarding-children-and-adults/>