**Template 3**

**Club Action Plan Template**

This action plan can assist a club to identify where there are gaps in order to provide a safe and welcoming environment for children and vulnerable adults.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Check List****(Insert Club Name)****Has** | **Yes** | **No** | **Action Required** | **By Whom** | **By When** |
| Club Safeguarding Officer |  |  |  |  |  |
| Child Protection Policy  |  |  |  |  |  |
| Adults at Risk Policy |  |  |  |  |  |
| Recruitment Policy (staff, coaches & volunteers) |  |  |  |  |  |
| Health and Safety Policy |  |  |  |  |  |
| Equity Policy |  |  |  |  |  |
| Photography and Video Recording Policy |  |  |  |  |  |
| Anti-bullying Policy |  |  |  |  |  |
| “Whistle-blowing” Policy |  |  |  |  |  |
| Relevant Player Profile Forms |  |  |  |  |  |
| Guidelines on transportation of young people’ |  |  |  |  |  |
| Guidelines on the supervision of children & adults at risk |  |  |  |  |  |
| Established a late collection/pick up procedure |  |  |  |  |  |
| Codes of Conduct (parents/coaches/children) |  |  |  |  |  |
| Adopted the NGB Disciplinary Procedures or the club has its own |  |  |  |  |  |
| Undertaken a Risk Assessment both for adults and juniors |  |  |  |  |  |
| Made parents aware of the Child Protection Policies and Procedures |  |  |  |  |  |
| Ensure all club members, coaches and volunteers have access to appropriate training |  |  |  |  |  |
| Relevant contact details for all key people/agencies are displayed on the Club noticeboard• NGB Safeguarding Officer• County Welfare Officer• Club Safeguarding Officer• Local Child Social Care• Local Adult Social Care• Local Police• NSPCC |  |  |  |  |  |