

Guideline 16

Safeguarding Induction Process for Clubs

- Place copies of all Safeguarding documents onto the Club noticeboard.
- Have as an agenda item for discussion at every Club Committee Meeting.
- Agree the process for raising the awareness of Safeguarding to all club members, including coaches, volunteers, paid staff, parents of young children and those Under 18 members.
- On renewal of membership each year members sign the Code of Conduct relevant to them i.e. code of Conduct for Children.
- Club to review the Action Plan to check they have all the procedures and processes in place.
- These procedures and processes to be reviewed annually.

Raising the Awareness

- Provide coaches with copies of the Policy and Guidelines.
- Bring parents of those Under 18 together to share information and in particular to hand out copies of the flow charts which identify what needs to be done if there are concerns.
- Ensure the relevant people with a responsibility for Safeguarding attend appropriate training.