

## 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.

<b>Check List (Insert Club Name) Has</b>	<b>Yes</b>	<b>No</b>	<b>Action Required</b>	<b>By Whom</b>	<b>By When</b>
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 <ul style="list-style-type: none"> <li>• NGB Safeguarding Officer</li> <li>• County Welfare Officer</li> <li>• Club Safeguarding Officer</li> <li>• Local Child Social Care</li> <li>• Local Adult Social Care</li> <li>• Local Police</li> <li>• NSPCC</li> </ul>					