

SAFEGUARDING CHECKLIST

PEOPLE		
<input type="checkbox"/>	Designated Safeguarding Officer (Club Welfare/ Safeguarding Officer, Regional Welfare/ Safeguarding Officer)	<p>A Safeguarding Officer) should be appointed as a key point of contact for any safeguarding concerns. They should have attended safeguarding training and have knowledge of procedures for referring a concern.</p> <p>A template CWO role description is available in the safeguarding resource library on the BWB website.</p>
<input type="checkbox"/>	Parental/personal consent and key information	<p>Parental/personal consent and key information should be collected for players at the start of each season. Coaches will need to have access to this for practical reasons, but this information should be kept confidential and held securely.</p> <p>Additional consent will be required for activities which are outside of the regular weekly training sessions.</p>
<input type="checkbox"/>	Coaches	<p>Coaches must have completed a wheelchair basketball coaching qualification and completed a DBS which is dated within three years of the end of the season they are registered in. They should have attended a certificated face-to-face safeguarding course within three years.</p>
<input type="checkbox"/>	First aider	<p>It is good practice to have a trained first aider available at training and games.</p> <p>Ensure procedures are in place should there be an incident where first aid is required and speak to your venue about their procedures.</p>

POLICIES		
<input type="checkbox"/>	Safeguarding policy and procedures	<p>You can adopt BWB's safeguarding policy and procedures with some adaptations to suit your club environment or create your own policies and procedures. The documents should outline:</p> <ul style="list-style-type: none"> • Roles and responsibilities • Procedures for protecting children and adults at risk • How to make a referral and who to contact <p>All affiliated clubs and members agree to adhere to BWB policies, procedures and guidance at the point of registration.</p>
<input type="checkbox"/>	Codes of conduct	<p>All members should sign up to a code of conduct which outlines the standards of behaviour your club expects.</p>
<input type="checkbox"/>	Disciplinary Policy	<p>The Disciplinary Policy should outline the procedures that will be taken in the event of a breach of a policy or guidance.</p>
<input type="checkbox"/>	Guidelines for social media and communicating with U18's	<p>An example social media policy can be found in the safeguarding resource library on the BWB website.</p>
<input type="checkbox"/>	Photography and filming	<p>Guidelines and consent for photography and filming should be in place for all club members under the age 18 years old.</p> <p>When seeking consent, you need to identify what the film/photograph will be used for.</p> <p>You should also communicate when photography and filming is taking place to all members.</p>

PROCEDURES

<input type="checkbox"/>	<p>Safer recruitment procedures</p>	<p>Procedures for recruiting volunteers and staff for the club should be in place and followed for every appointment.</p> <p>Safer recruitment guidance is available in the safeguarding resource library on the BWB website.</p>
<input type="checkbox"/>	<p>Risk assessments</p>	<p>Risk assessments should be carried out for all club activity and trips. The risk assessment should:</p> <ul style="list-style-type: none"> • Identify any unsafe conditions • Outline the actions required to resolve issues • Identify the person who is responsible for resolving the issue • Reassess to ensure corrective action was successful
<input type="checkbox"/>	<p>Event and Travel Plan</p>	<p>Your event and travel plans should include:</p> <ul style="list-style-type: none"> • Contact details for key staff • Information about medical support and the nearest hospital • Safeguarding procedures <ul style="list-style-type: none"> • Identify the Welfare Officer • Identify what to do if someone has a concern • Staff to participant ratio (U18's) • Arrival details • Travel details • Event details <ul style="list-style-type: none"> • Venue • Schedule • What is required from the individual: <ul style="list-style-type: none"> • Behaviours (code of conduct) • Kit/uniform • Water • Catering information <p>The event and travel plans should be shared with all members participating in the trip as well as parents and carers. They will need to be updated for each event.</p>
<input type="checkbox"/>	<p>Member registration Form</p>	<p>You should ask your members to sign up to your club annually or when they first join.</p> <p>Information that you should collect includes:</p> <ul style="list-style-type: none"> • The individual's contact details • Emergency contact information • Medical information • Confirmation or parent's consent
<input type="checkbox"/>	<p>Consent Form</p>	<p>A consent form tells the parent or guardian what the child or young person is going to be involved in and allows them to provide consent to take part in the activity.</p>
<input type="checkbox"/>	<p>Loco-Parentis Form</p>	<p>Loco parentis refers to the authority delegated by parents to another responsible adult. This may be required for events and overnight stays for example if a child needs to go to hospital.</p>
<input type="checkbox"/>	<p>Personal Emergency Evacuation Plans</p>	<p>Personal Emergency Evacuation Plans (PEEPS) are used to identify the specific needs of individuals with mobility impairment in the event of the need to evacuate a building.</p>
<input type="checkbox"/>	<p>Medical Forms</p>	<p>If this isn't collected as part of the member registration form, ensure you are aware of an individual's medical information by asking them to complete a form.</p>