

Sports Club & Facility Provider Check and Challenge Tool

Partner Organisations

Facility Provider:	Club:
Facility Safeguarding Lead/Welfare Officer:	Club Safeguarding Lead/Welfare Officer:
Facility Provider Lead Contact:	Activity Lead Contact:

Initial Agreement Checklist (Safer Recruitment)		Agreed Points/Actions Required
Clubmark/NGB accreditation	<input type="checkbox"/>	
Coach qualifications/background/character	<input type="checkbox"/>	
Safeguarding training/awareness	<input type="checkbox"/>	
First Aid qualification	<input type="checkbox"/>	
Criminal Records (DBS) & Photo Identification	<input type="checkbox"/>	
Right to work	<input type="checkbox"/>	
References	<input type="checkbox"/>	
Public Liability Insurance	<input type="checkbox"/>	
Coach Code of Conduct	<input type="checkbox"/>	
Contract/Agreement	<input type="checkbox"/>	

We agree that the Initial Agreement checks have been completed

Facility Provider	Club
Signature:	Signature:
Name:	Name:
Date:	Date:

Pre-Delivery Checks		Agreed Points/Actions Required
Safeguarding Procedures	<input type="checkbox"/>	
Site Induction <ul style="list-style-type: none"> • First Aid & Accident procedures • Emergency procedures - exits and assembly points • Toilets and changing rooms • Additional Health & Safety requirements • Access to landline 	<input type="checkbox"/>	
Ratios/supervision	<input type="checkbox"/>	
Risk Assessments	<input type="checkbox"/>	
Promotion of Activities (including social media)	<input type="checkbox"/>	
Coach absence/replacement/cancellation	<input type="checkbox"/>	
Early arrivals	<input type="checkbox"/>	
Departures at end of session/late collection	<input type="checkbox"/>	
Raising Concerns	<input type="checkbox"/>	
Complaints Management	<input type="checkbox"/>	
Specific needs of participants	<input type="checkbox"/>	
Storage of personal data	<input type="checkbox"/>	
Parent/Carer Consent <ul style="list-style-type: none"> • Photo/video consent • Social Media 	<input type="checkbox"/>	
Codes of Conduct <ul style="list-style-type: none"> • Participants • Parents 	<input type="checkbox"/>	
Behaviour Management	<input type="checkbox"/>	
Payments	<input type="checkbox"/>	

Pre-Delivery Checks cont.	Agreed Points/Actions Required
School staff role and accountability	<input type="checkbox"/>
<i>We agree that the Pre-delivery Responsibility checks have been completed</i>	
Facility Provider	Club
Signature:	Signature:
Name:	Name:
Date:	Date:

Post-delivery Checks:

It is good practice for there to be a candid post-delivery discussion particularly around safeguarding.

Post-delivery Checks	Agreed Points/Actions Required
Evaluation <ul style="list-style-type: none"> • Participants' views • Facility Provider views • Coach/Club views 	<input type="checkbox"/>
Review successes and challenges	<input type="checkbox"/>
Review safeguarding arrangements	<input type="checkbox"/>
Sustainability of provision	<input type="checkbox"/>
<i>We agree that the post-delivery responsibility checks have been completed.</i>	
Facility Provider	Club
Signature:	Signature:
Name:	Name:
Date:	Date:

Action Plan

Action Points	Lead Responsibility	Timescale	Completed
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>