

A CWO/ CLUB 'TICK LIST' ACTION PLAN (copy as required for each club)

(NB this is not intended to be an exhaustive list – it's just a method of getting you started in the CWO role)

Have you?

- Downloaded a copy of the 2009 BAB Safeguarding and Child Protection Policy for your own reference – and ensured that all club members and parents know about it and how to obtain a copy.
- Read the policy and understood what you need to do to ensure your Club and its members are compliant with the policy requirements (remember that compliance with the policy is mandatory as a condition of membership of the BAB)
- Established a robust method of ensuring that all those working with Under 18s have a CRB check which is renewable every 3 years
- Got recruitment process in place for all staff and volunteers (this process should be compliant with the 2009 BAB Safeguarding and Child Protection Policy)
- Made provision for the launch of the Independent Safeguarding Authority which will require all those working with Under 18s to be registered, (Remember that it will be a criminal offence for an organisation to employ/use any person who is not registered or who is barred)
- Arranged for your contact details (as CWO) to be publicised to club members
- Ensured that the children in the Club know you, and know that you are the CWO -- and what this means. They need to know when and how to contact you.
- Ensure that parents and carers also know how to contact you.
- Attended (or made arrangements to attend) the Sports Coach UK Safeguarding and Protecting Children workshop (scUK SPC). (This should be renewed every 3 years). You must attend this workshop within 6 months of taking up the CWO role
- Read through this document, completed the contacts section and watched the accompanying DVD
- Made arrangements to gather feedback from the children in your club so that they are actively involved in the running of their club
- Ensured that all coaches and helpers are fully aware of the 2009 BAB Safeguarding and Child Protection Policy and their obligations, and that coaches have attended (or made plans to attend) the scUK SPC workshop (renewable every three years).
- Arranged (via your Club) for your details along with safeguarding information to be included on your Club or Association web site.

You should be able to tick off the above within 2 months of receiving this pack. Then sign and date below and return a copy of this form to your Association CPO

CLUB: _____ **CWO NAME:** _____

SIGNED _____ **DATE** _____