

Task	Detail	Evidence
<p>Section 1.</p> <p>A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children</p>	Detail the model and communicate to staff	1.1 Club Safeguarding structure
	Identify senior member of SMT or board with overall responsibility for safeguarding	1.2 Vice-chair job description 1.4 Board minutes showing safeguarding reported back at every board meeting 1.5 Example of safeguarding log provided to board on monthly basis (password protected) 1.6 Example of safeguarding report given to board each month
	Quarterly meetings for working group	1.3 Meeting schedule
	Job descriptions for CPO / assistants	
<p>Section 2.</p> <p>Adequate policies and procedures must be in place to detailing the club's commitment to safeguarding</p>	<ul style="list-style-type: none"> • Safe recruitment of staff / volunteers • Child Protection policy • Reporting poor practice, concerns / allegations of disclosures of abuse • Code of conduct (ethics) • Equal Ops Policy • Anti bullying policy • Confidentiality statement • Whistle Blowing policy • Complaints procedure • Complaints against staff policy • Information sharing policy • H&S policy • Late collection of children policy • Parental consent form • Photography / images policy • Social Media policy 	2.1 Equal Ops policy 2.2 Code of Conduct for a) academy, b) working with children, c) Parents d) Staff 2.3 Safeguarding policy including social media 2.4 Bullying & Harassment policy 2.5 Academy players welfare 2.6 Child protection 2.7 Anti bullying policy 2.8 Transport policy 2.9 Welfare policy 2.10 Whistleblowing 2.11 Health & Safety 2.12 U18 matchday policy 2.13 Recruitment & Selection policy 2.14 Accommodation policy CRC policy to follow

<p>Section 2 continued</p>	<ul style="list-style-type: none"> • Accommodation providers guidance • Transport policy 	
	<p>Endorse policies (minuted) by the board / SMT</p>	<p>To be completed</p>
<p>Section 3 Safe Recruitment procedures for club staff and commissioned services</p>	<p>At minimum, any staff recruited who will be working with children should include</p> <p>Job Specification</p> <p>Advertisement of roles in line with club policy</p> <p>Interviews process</p> <p>Clearance from FA to work in football</p> <p>Verification of identification and qualifications</p> <p>Two written references</p> <p>Probationary period</p>	<p>3.1 Recruitment policy including commitment to safe recruiting</p> <p>3.2 Example job advert stating that full DBS check required</p> <p>3.3 DRFC Application form requesting written references and qualifications</p> <p>3.4 List of staff passing the FA Clearance to work in football</p> <p>3.5 Contract of employment showing standard probationary period</p> <p>3.6 Staff induction checklist prompting update on CRC/DBS check</p>
	<p>Induction process including outline of safeguarding procedures</p>	<p>3.6 Staff induction allows time for meeting with safeguarding officer</p>
<p>Section 4 Training on safeguarding and promoting welfare of children for all staff working with, or in contact with, children and families</p>	<p>Training should include:</p> <p>Induction covering club's safeguarding commitment</p> <p>Recognising indicator and signs of abuse</p> <p>Procedure for reporting concerns</p> <p>Contact of CPO</p> <p>Info on specialist advice / support services</p>	<p>4.1 Staff induction requires time with safeguarding officer to outline all policies and responsibilities of new staff</p> <p>4.2 Academy induction examples of structure of evening. Proposal for session on safeguarding and codes of practice.</p> <p>4.3 Example of monitoring training and qualifications held by employees</p>

	<p>FA Safeguarding children workshop where applicable</p> <p>Opportunities for CPD / attendance at workshops provided by the football league</p> <p>Safeguarding an Inclusion for Club Doncaster Board Members.</p>	
<p>Section 5</p> <p>Club's should demonstrate effective inter-agency working to safeguard and promote the welfare of children</p>	<p>Clubs to notify Football League of safeguarding structure</p>	<p>5.1 Form 1 to be completed for football league for relevant contacts</p>
	<p>Club to notify Football league if any allegations / incidents involving children in an activity at the club</p>	<p>5.2 Example of reporting to Ann Hussey of Football League</p>
	<p>Notify FL if any member of staff or volunteer is suspended as a result of a concern in respect of their role with children, young people or vulnerable adults</p>	<p>5.2 Example of reporting to Ann Hussey of Football League</p>
<p>Section 6</p> <p>Ensure all relevant staff are vetted with the FA DBS and registered on the FA members services as cleared to work with children, young people and vulnerable adults (as applicable)</p>	<p>Audit of current staff force and determine which roles are eligible for enhanced disclosure</p>	<p>6.1 example of audit of workforce to see who requires checks and to what level – Needs updating</p>
	<p>Ensure all staff, where relevant, are cleared to work with children by the FA</p>	<p>6.2 Example of monitoring training and qualifications held by employees</p> <p>6.3 CRC central records for Club Doncaster to show eligibility</p>
	<p>Detail any roles who the club decide require a basic check e.g. stewards, mascot etc</p>	<p>6.1 example of audit of workforce to see who requires checks and to what level</p> <p>6.4 Club Safeguarding showing levels of training</p>