# SafegUArding pre season checklist

Prior to the season, please ensure you have completed all actions on the checklist.

* No coach or manager should be working with young people unless all DBS checks have been completed, the form viewed personally by the DSL and any arising concerns actioned with the Regional Safeguarding Lead.
* Only the DSL in the club should be handling, processing, or checking DBS forms.
* Where coaches and managers or other volunteers are joining from other clubs no assumptions should be made about their DBS. Whilst these may be in date do not assume the DBS is “clean’. A risk assessment may have resulted from previous checks. Having a DBS does not mean it does not contain information of a safeguarding nature.

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| **ACTION**  | **NOTES AND ACTIONS**  | **DATE COMPLETED**  |
| **DSL has full list of coaches for season for action re safeguarding checks.**  |   |   |
| **DSL has full list of managers for season for action re safeguarding checks.**  |   |   |
| **DSL has full list of other off ice volunteers requiring a DBS check for action re safeguarding checks.**  |   |   |
| **Check existing DBS forms for anyone new to roles or joining from other clubs.**  |   |   |
| **Completed DBS checks for those out of date or those requiring new checks.**  |   |   |
| **Confirm managers & coaches’ safeguarding training is upto date, including your own.**  |   |   |
| **In conjunction with the management committee ensure all players and parents have signed the Junior Player Code of Conduct. Signed copies are held on file.**  |   |   |
| **In conjunction with the management committee ensure that all volunteers, players and parents understand the Changing Room Policy.**  |   |   |
| **In conjunction with the management committee ensure that players and parents have understood and signed the Player Use of Social Media Policy.**  |   |   |
| **In conjunction with the management committee ensure that parents have understood and signed the Parent Code of Conduct.**  |   |   |
| **In conjunction with the management committee ensure that parents have understood and signed the Parent Use of social media Policy.**  |   |   |
| **Issue parents with clear guidelines of where they can or cannot enter including corridors and changing areas bespoke to your own rink.**  |   |   |
| **Issue Role of Club DSL to all club members for clarity of expectation of your role and responsibilities plus contact details.**  |   |   |
| **Ensure all adults working with any personal data have completed their GDPR introduction and have their certification as evidence.**  |   |   |
| **Liaise with the management committee to agree club  communication methods which ensure children and adults are not put at risk. e.g Team App.**  **WhatsApp groups containing juniors and adults are NOT advisable.**  |   |   |
| **Check changing room usage and requirements for adult groups such as seniors and recreational teams. Then use these to produce a changing room schedule which separates adults and juniors.**  |   |   |
| **Ensure Changing Room Consent Forms have been completed by all Under 18s who may change with over 18s at any point in the season. This includes if a team member will turn 18 during the season.**  |   |   |
| **Ensure club has storage arrangements for confidential documents and information which are GDPR compliant.**  |   |   |
| **Ensure that your Regional Safeguarding Lead has your details and that you know how to contact them.**  |   |   |