



Club Safeguarding Self-Assessment Framework

Name & Address of Club:

Name of Contact Person:

Name of Relevant Person:

Date:

Type of Club:

Phone Number:

Are you a provider of a relevant service? Yes No

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1. Key Safeguarding Roles

1.1 All key Safeguarding roles have been filled, including a Relevant Person, Club Children's Officer (CCO), Designated Liaison Person (DLP)/Deputy DLP (where needed).

Fully Met Partially Met Not Met Not Applicable

Evidence

1.2 In line with our NGB's guidelines, we clearly outline the role & responsibilities of the CCO & DLP/Deputy DLP.

Fully Met Partially Met Not Met

Evidence

1.3 Our CCO & DLP are known throughout the club & their contact details are available.

Fully Met Partially Met Not Met

Evidence

1.4 Our DLP has access to external advice, information and support i.e. National Designated Liaison Person, Tusla Child & Family Agency, & An Garda Síochána.

Fully Met Partially Met Not Met

Evidence

1.5 We have a written Child Safeguarding Statement (CSS) that is publicly available and prominently displayed.

Fully Met Partially Met Not Met

Evidence

1.6 When engaging or contracting other service providers, we ensure compliance with our NGB's Safeguarding requirements is mandatory.

Fully Met Partially Met Not Met Not Applicable

Evidence

ACTIONS - Key Safeguarding Roles

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

2.

Safeguarding Training

2.1 We ensure all relevant volunteers attend the appropriate Safeguarding training before taking up a role with the club.

Fully Met Partially Met Not Met

Evidence

2.2 We follow our NGBs requirements with regard to keeping a secure record of all volunteers who have completed Safeguarding training.

Fully Met Partially Met Not Met

Evidence

ACTIONS - Safeguarding Training

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

3. Child Safeguarding Policies & Procedures

3.1 We have a comprehensive Safeguarding policy, which includes a clear statement on the importance of Safeguarding children & young people and their right to be protected.

Fully Met

Partially Met

Not Met

Evidence

3.3 Our reporting procedures provide step-by-step guidance on what action to take if there are concerns about someone working or volunteering with children/young people, including how to report these concerns.

Fully Met

Partially Met

Not Met

Evidence

3.2 Our reporting procedures provide step-by-step guidance on what action to take if there are concerns about a child or young person.

Fully Met

Partially Met

Not Met

Evidence

3.4 Our Safeguarding policies & procedures are easy to interpret/access and are available on request.

Fully Met

Partially Met

Not Met

Evidence

ACTIONS - Child Safeguarding Policies and Procedures

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

4. Additional Policies, Procedures & Guidance

The question below refers to the specified procedures contained within a club's Child Safeguarding Statement AND essential areas such as disciplinary procedures, anti-bullying policy, code of conduct for best practice, transport & general supervision, overnight & away trips, and safety etc.

4.1 We have signed up to or implemented all relevant NGB Safeguarding policies & procedures. (If not complete, please expand)

Complete

Not Complete

Expand

5.

Volunteer, Recruitment & Support

5.1 In line with our NGB's Safe Recruitment policies & procedures all persons in relevant roles engaging with children have attended safeguarding and any other necessary qualifications/skills workshops for their role(s).

Fully Met Partially Met Not Met

Evidence

5.2 Those responsible for recruiting/appointing volunteers in relevant roles are aware of our NGB's safe recruitment practices.

Fully Met Partially Met Not Met

Evidence

5.3 Where required, volunteers must complete the vetting process as per the National Vetting Bureau/Access NI.

Fully Met Partially Met Not Met

Evidence

5.4 We adhere to re-vetting procedures in line with our NGB's Vetting policy.

Fully Met Partially Met Not Met

Evidence

5.5 We have a process to risk assess concerns arising from vetting returns in line with our NGB policy.

Fully Met Partially Met Not Met

Evidence

ACTIONS - Volunteer Recruitment & Support

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

6.

Behaviour & Equality

6.1 We have specific Codes of Conduct that all of our volunteers & young people must sign up to.

Fully Met

Partially Met

Not Met

Evidence

6.2 We have a comprehensive disciplinary process for all our members in place, in line with NGB policy.

Fully Met

Partially Met

Not Met

Evidence

6.3 We have guidance, in line with our NGB, about the unacceptability of discrimination on the grounds of a person's gender, ethnicity, sexual orientation, disability, or religion.

Fully Met

Partially Met

Not Met

Evidence

ACTIONS – Behaviour & Equality

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

7.

Communication

7.1 We promote the importance of Safeguarding policies and procedures to all our members, including contact details for Statutory Agencies.

Fully Met Partially Met Not Met

Evidence

7.2 Our policies and procedures inform children & young people of their right to be protected, consulted & treated with respect.

Fully Met Partially Met Not Met

Evidence

7.3 The information we provide is age appropriate and available in different formats if required, for example, for those with specific communication needs.

Fully Met Partially Met Not Met

Evidence

ACTIONS - Communication

Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When
Action	Lead	Action	Lead
	By When		By When

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