**Safeguarding and protecting adults and children**

A checklist for the leisure sector

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| **Name of Facility/Organisation:** | **Checklist completed by:** | **Date:** | | |
| **Identify all the ways the facility provides services to children, young people and adults**  **(Children are under 18 years. Adults are over 18 years)** | | | **Yes** | **No** |
| Facilities (wet and/or dry) are open for public use | | |  |  |
| Facilities operating on different sites | | |  |  |
| Facility staff and/or volunteers provide activity sessions and/or coaching | | |  |  |
| Facilities are hired by third-parties (e.g., schools, clubs, individual coaches, care providers, charities, LGBTQ groups) to provide activity sessions, social events and/or coaching | | |  |  |
| Third-parties operate within the facility (e.g. private gym, creche, adult day care) | | |  |  |
| Facility includes bar or cafe area | | |  |  |
| Facility operates an onsite creche or adult day care services | | |  |  |
| Facility operates children’s play areas | | |  |  |
| Facility runs or facilitates specific events (e.g. holiday activities, play schemes, disability sessions, LGBTQ clubs) | | |  |  |
| Facility hosts children’s parties (e.g. in café or bar, swimming pool, sports hall etc) | | |  |  |
| Facility employs staff or volunteers who are under the age of 18 | | |  |  |

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| **Part 1 - Policies, procedures and guidance** | | | | |
| **(SOP: Standard Operating Procedure NOP: Normal Operating Procedure EAP: Emergency Action Plan)** | | | | |
|  | **Yes** | **No** | **Within SOP, NOP, EAP**  **or other** | **Action required/Comments** |
| * Does your facility have a stand-alone safeguarding/adult protection/child protection and procedures document? |  |  |  |  |
| * If relevant, is this adapted from the policy of a wider organisation responsible for the facility e.g. Local Authority, Leisure Trust, National Leisure Operator? |  |  |  |  |
| * Do the policy and associated procedures specifically apply to your facility? |  |  |  |  |
| **Are there safeguarding/adult protection/child protection policies, procedures and guidance that:** | **Yes** | **No** | **Within SOP, NOP, EAP** | **Action required/Comments** |
| * Have been revised (at least within the past 3 years) and updated in light of changes in legislation and government guidance, changes in the organisation’s role or structure, or information arising from safeguarding/adult protection/child protection cases * Include the date of the last policy revision * Been approved or signed off by the Board or Senior Leadership Team |  |  |  |  |
| * Are mandatory for all staff and volunteers in your organisation |  |  |  |  |
| * Apply to and are implemented across the organisation, including:  1. All activities delivered by facility staff onsite 2. Any activities delivered by staff off site 3. Third party hirers (e.g. junior clubs, teams, groups, classes) 4. Creche facilities 5. Cafes of bars 6. Privately run services operated on site (e.g. a privately owned gym) 7. Other (describe) |  |  |  |  |
| * Reflect Home Country legislation and guidance, where relevant (e.g. for UK wide operators) |  |  |  |  |
| * Reflect and link to local statutory safeguarding/adult protection/child protection/child protection agencies and procedures |  |  |  |  |
| **Confirm that safeguarding/adult protection/child protection policies, procedures and guidance include:** | **Yes** | **No** | **Within SOP, NOP, EAP** | **Action required/Comments** |
| * Safer recruitment and induction processes and guidance for any staff and volunteers with roles involving responsibility for or significant contact with children, young people or adults with care and support needs (to include references, criminal records check where eligible, job description and interview) |  |  |  |  |
| * A whistleblowing procedure for staff and volunteers to raise concerns about the organisation or colleagues |  |  |  |  |
| * Clear guidance on expected behaviour for relevant groups, e.g.  1. All staff and volunteers 2. Coaches, teachers or other casual or sessional staff employed by the facility 3. Coaches, teachers, instructors using or hiring the facility to provide activities 4. Customers/facility users including adults, children and young people, parents/carers and spectators |  |  |  |  |
| * Practice guidance:  1. Use of changing rooms 2. Entrance policy for admitting unaccompanied children 3. Digital communication and social media 4. Photography 5. Levels of adult supervision (for children and adults with care and support needs) 6. For employees operating on other sites (e.g. schools, care settings) 7. For third-party hirers and activity deliverers, outlining their responsibility to comply with the facility’s policies and procedures (or to operate their own, equivalent arrangements) 8. Conditions of hire to outside organisations that clarify safeguarding/child protection reporting procedures 9. Managing challenging behaviour 10. Event welfare planning |  |  |  |  |
| * Registration and consent arrangements for participants (to include emergency contact details, key medical information, consents etc) |  |  |  |  |
| * Arrangements are made to address the additional vulnerability of some groups of children or adults (e.g., disabled, LGBTQ+, talented and elite) |  |  |  |  |

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| **Part 2 - Organisational ownership of safeguarding/adult protection/child protection** | | | | |
| **Confirm that your facility/organisation:** | **Yes** | **No** | **Within SOP, NOP, EAP** | **Action required/Comments** |
| * Has appointed a Designated Lead Officer with a defined role for safeguarding/adult protection/child protection * Designated Lead Officer role is clearly identified within the organisational structure * There is a direct line of responsibility between the Lead Officer and Senior Management/Board |  |  |  |  |
| * Has robust arrangements for cover in the absence of the Designated Lead Officer |  |  |  |  |
| * Has Designated Lead officers with defined roles for safeguarding/adult protection/child protection (with detailed, not generic, job descriptions) in post at different sites or for different parts of the organisation (e.g. within specific services like a creche, or at national and local level for UK wide operators) * Arrangements include availability of a Designated Lead Officer whenever the facility or specific site is open |  |  |  |  |
| * Has appointed a Board or Senior Leadership Champion for safeguarding/adult protection/child protection with a clear remit/role |  |  |  |  |
| * Ensures that the Board or Senior Leadership group receives regular safeguarding/adult protection/child protection reports or updates, including progress against the safeguarding/adult protection/child protection implementation plan (e.g. a standing safeguarding/adult protection/child protection agenda item) |  |  |  |  |
| * Has included safeguarding/adult protection/child protection in the overall organisational governance arrangements including the Risk Register |  |  |  |  |
| * Reflects on, monitors and evaluates the outcomes, effectiveness and impact of safeguarding/adult protection/child protection actions (including case outcomes), across programmes and activities in the facility/organisation |  |  |  |  |

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| **Part 3 - Responding to and managing safeguarding/adult protection/child protection cases** | | | | |
| **Confirm that your facility/organisation has:** | **Yes** | **No** | **Within SOP, NOP, EAP** | **Action required/Comments** |
| * A way to ensure that all stakeholders (including facility users/customers) are aware of how safeguarding/adult protection/child protection concerns should be raised with facility staff |  |  |  |  |
| * A clear process in place to respond to safeguarding/adult protection/child protection concerns arising at any level/part of the facility/organisation |  |  |  |  |
| * A process that includes access to safeguarding/adult protection/child protection expertise/experience within or outside the facility/organisation |  |  |  |  |
| * Clear operational links between the safeguarding/adult protection/child protection case management process, the facility/organisation’s disciplinary processes, and expectations of behaviour (e.g. codes of conduct) |  |  |  |  |

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| **Part 4 – Training and Learning** | | | | |
| **Does your facility/organisation:** | **Yes** | **No** | **Within SOP, NOP, EAP** | **Action required/Comments** |
| * Have a training plan for all staff and volunteers that includes safeguarding/adult protection/child protection requirements |  |  |  |  |
| * Require all staff and volunteers to undergo an induction that explicitly includes safeguarding/adult protection/child protection |  |  |  |  |
| * Require **face to face** basic safeguarding/adult protection/child protection awareness training for all roles that provide regular and/or significant responsibility for/contact with children and young people or adults with care and support needs |  |  |  |  |
| * Require specific training for designated safeguarding/adult protection/child protection roles including:  1. Designated Lead Officer 2. Other Designated Safeguarding/Child Protection Officers 3. Recruitment Risk Assessors |  |  |  |  |
| * Include safeguarding/child protection training/update to the Management Board/Senior Management Team * If so when did this this last take place? |  |  |  |  |
| Date: | | | |
| * Include arrangements to provide updates/CPD for designated safeguarding/adult protection/child protection leads |  |  |  |  |
| * Help staff recognise the additional vulnerability of some people (e.g. disabled, LGBTQ+, talented and elite) |  |  |  |  |

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| **Part 5 - Communicating messages and information to a range of parties, including users and customers** | | | | |
| **Confirm that your facility/organisation has:** | **Yes** | **No** | **Within SOP, NOP, EAP** | **Action required/Comments** |
| * A process in place to proactively clarify and communicate which safeguarding/adult protection/child protection processes will be followed whenever there are third party stakeholders (in addition to the facility operator) delivering services onsite |  |  |  |  |
| * Ensured that safeguarding/adult protection/child protection policies and procedures are easy to find and access |  |  |  |  |
| * Provided children and young people with child-friendly information about safeguarding/adult protection/child protection |  |  |  |  |
| * Provided other stakeholders, including staff and volunteers, parents/carers, partner organisations, with information about your organisation’s safeguarding/adult protection/child protection processes |  |  |  |  |
| * Provided information and guidance about minimum safeguarding/adult protection/child protection requirements to individuals, clubs, groups, or organisations (including schools and care providers) who hire facilities to provide activities for young people or adults |  |  |  |  |
| * Systems in place to monitor the application of these requirements by third party activity providers |  |  |  |  |
| **Safeguarding/adult protection/child protection implications of specific services or arrangements** | **Yes** | **No** | **Within SOP, NOP, EAP** | **Action required/Comments** |
| **Where relevant, does your facility/organisation specifically address the safeguarding/adult protection/child protection considerations involved in:** |  |  |  |  |
| **Operating a creche**  e.g. creche inspected by regulatory body, different staffing ratios for younger children outlined in policy, lost children procedure |  |  |  |  |
| **Providing residential accommodation for children/young people or adults with care and support needs**  e.g. guidance on room allocations, centre safety procedures overnight, procedures for reporting out of hours concerns |  |  |  |  |
| **Operating an onsite bar and/or cafe**  e.g. guidance on supervision requirements of children in these areas |  |  |  |  |
| **Operating a children’s play area**  e.g. supervision requirements of children in the play area; maximum capacity numbers, lost child procedure |  |  |  |  |
| **Staff providing offsite activities - in schools, care settings, other facilities, public spaces etc**  e.g. activity specific consent forms, agreement in place re: code of conduct and information sharing re: any safeguarding/adult protection/child protection concerns, clarity re: relationship between operator’s and third-party procedures, specific activity welfare/safeguarding/adult protection/child protection plan |  |  |  |  |

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| **Additional information** | | | | |
|  | **Yes** | **No** | **Within SOP, NOP, EAP** | **Comments or further information:** |
| Are there other specific safeguarding/adult protection/child protection challenges that your facility faces? |  |  |  |  |
| What further safeguarding/adult protection/child protection guidance or support would help your facility? | **Comments:** | | | |
| **Any other comments?**  SOP: Standard Operating Procedure  NOP: Normal Operating Procedure  EAP: Emergency Action Plan | | | | |