



Safeguarding Checklist form

The Outer North West Cluster works in partnership with all the primary and secondary schools to safeguard our children and young people. It has been agreed by each schools that NO leaflets, posters advertising your service will go out to families unless this form has been filled out. The safeguarding checklist provides an overview to all the schools and services within the Outer North West that your organisation has all correct policies and safeguarding procedures in place to offer a high quality and safe provision. We do not require copies of all your policies and safeguarding procedures as by signing this form you have assured us that all these are in place.

Please fill in the form below and return a signed copy to the appropriate cluster. Once the form has been filled in and we are satisfied that your provision offers quality and safe opportunities for **all** children and young people, including those with SEND, we will add you to our activity directory and inform all schools that you have successfully completed our safeguarding checklist form.

If you are unable to answer “yes” to all the questions below, please provide more information on an additional page.

SECTION 1: Organisation Information

Organisation Name	Contact name:
Address:	Postcode:
Email address:	Contact Details:

SECTION 2: Safeguarding Criteria

General Information	YES or NO
Are coaches, staff and volunteers appropriately skilled and qualified to undertake their role in providing the activity?	
Does your organisation have public liability insurance?	
Does your organisation have an Equal Opportunities policy to ensure your services/provision is accessible to all children and young people, including those with SEND?	
Does your organization gather data on the number of children and young people with SEND attending your activities?	
Child Protection/Safeguarding Policy	YES or NO
Does your organisation have an up to date child protection/safeguarding policy and attend training where appropriate?	
Who is your named lead child protection officer?	
Are there clear guidelines for reporting concerns where appropriate to external agencies such as Children's Social Care or Police and partner agencies (CSP) as well as internally through the organisation's management structure?	
Procedures	YES or NO
Do your procedures contain clear instructions on what to do in the event of an allegation, incident or suspicion of abuse or poor practice against those involved within the organisation?	
Do your procedures contain clear guidelines for recording and instructions on what to do in the event of concerns about the welfare or protection of a child attending your organisation?	
Are there complaints and disciplinary procedures to manage concerns about the behaviour of staff, coaches, volunteers, etc?	
Prevention	YES or NO
Are there procedures for recruitment and selection of staff and volunteers including safeguarding checks DBS (Disclosure Barring Services) for those working with children and young people?	
Are all DBS up to date?	
Are there codes of conduct and ethics for staff, coaches, volunteers, and participants?	

Signed:	Date:	Name (Please Print)	Position

Contact:
Aireborough Extended Services – Julia Whiteley 0113 250 6593 julia.whiteley@aireboroughxs.co.uk
Horsforth Children's services - Lucy Gaunt 0113 336 7724 info@horsforthchildrensservices.co.uk
Otle, Pool and Bramhope Cluster - info@princehenrys.co.uk