

Safeguarding should always be an agenda item and topics of discussion could include:

The below template is an example of the types of things to be discussed as part of a Safeguarding agenda item at your venue committee/management meetings. This list is not exhaustive and venues should identify topics relevant to them.

- **Coaching – new programme term approaching**
 - Review risk assessments (including safeguarding considerations)
 - Review safeguarding information that is shared with parents/carers and children/young people
 - Ensure L2 and above coaches are accredited
 - Ensure L1 assistants and volunteers have relevant valid criminal record checks

- **Holiday camps – dates confirmed**
 - Review risk assessments (including safeguarding considerations)
 - Review safeguarding information that is shared with parents/carers and children/young people
 - Ensure L2 and above coaches are accredited
 - Ensure L1 assistants and volunteers have relevant valid criminal record checks

- **Events and competitions at the venue – dates confirmed**
 - Review risk assessments (including safeguarding considerations)
 - Review safeguarding information that is shared with attendees
 - Ensure age of supervision has been communicated
 - Ensure appropriate valid criminal record checks in place for relevant volunteers

- **New season approaching – membership renewal**
 - Review membership information and ensure safeguarding information is up to date and communicated within renewals and new memberships

- **NSPCC CPSU Keeping Your Child Safe in Sport Week – first week in October**
 - How can the venue promote this – activities, social media, comms etc

- **Feedback from venue users and voice of the child**
 - Explore opportunities for feedback of venue provision
 - Review the feedback and identify actions.
 - Ensure actions are communicated to venue users – you said, we did.