



CUB

SAFEGUARDING

OFFICER

CHECKLIST



CHECKLIST	COMPLETED
COMPLETE AN ENHANCED DBS CHECK FOR REGULATED ACTIVITY	
COMPLETE THE FAW SAFEGUARDING AWARD	
REGISTER ON THE COMET SYSTEM AS SAFEGUARDING OFFICER	
READ OVER THE FAW SAFEGUARDING POLICY	
SIGN UP AS ADMINISTRATOR TO THE CLUB DBS ACCOUNT	
READ OVER THE SAFEGUARDING OFFICER CODE OF CONDUCT	
IMPLEMENT OUR CODES OF CONDUCTS FOR PLAYERS, COACHES AND PARENTS	
PROMOTE YOURSELF AS SAFEGUARDING OFFICER	
READ OVER AND PROMOTE OUR BEST PRACTICE GUIDELINES	
IMPLEMENT CLUB SAFEGUARDING POLICY (SAMPLE PROVIDED ON WEBSITE)	
IMPLEMENT ANTI-BULLYING POLICY (SAMPLE PROVIDED ON WEBSITE)	
IMPLEMENT CLUB COMPLAINTS & DISCIPLINARY PROCEDURES	
ENSURE MEMBERS UNDERSTAND HOW TO RAISE CONCERNS	
UNDERSTAND HOW TO DEAL WITH LOW LEVEL CONCERNS	
UNDERSTAND HOW TO REPORT CONCERNS OF ABUSE	
REGULARLY CHECK OUR SAFEGUARDING WEBSITE FOR UPDATES	

