**Assessment Form - BRONZE**

**Please note:** Templates

are available

where you see this symbol

**T**

Please complete the requirements for the criteria below. Guidance Notes are available to help you with what is required. All information supplied must apply to the current season in progress.

**2. Duty of Care and Welfare**

It is the duty of every club to take steps to ensure that participant, visitors and volunteers can enjoy the sport offered by the club in a safe environment. It is important that the club has rules, policies and procedures relating to safety and best practice.

**2.1 Your club has access to First Aid equipment and a telephone at all coaching sessions and competitions**

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| --- | --- |
| **Location of First Aid kit** |  |
| **Person responsible for bringing First Aid kit** |  |
| Location of telephone or person responsible for bringing a fully charged mobile  |  |

**2.2 Your club has emergency procedures for dealing with serious injuries/accidents including ensuring contact through telephone/radio to emergency services and a qualified first aider**

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| **2.2.1 Please provide details of your clubs emergency procedures**  |
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| **2.2.2 How are the club’s emergency procedures communicated to members, club volunteers and any workforce?** |
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**2.3 Your club collects and safely stores contact details of emergency/alternative contacts and medical/disability information on player registrations**

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| **2.3.1 How does the club inform appropriate club personnel of any required additional needs of the players?** |
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| **2.3.2 How do you ensure that all the member data you collect is safely and securely stored?** |
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**2.4 The club has robust reporting and responding procedures for indicators or allegations of poor practice or abuse within the club**

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| **Please confirm the clubs reporting and responding procedures to report a safeguarding concern or concern of abuse or poor practise** |
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**2.5 The club effectively communicates all of its own and England Netball adopted policies (including the England Netball Codes of Conduct) clearly with players, parents and carers, coaches, volunteers and workforce.**

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| **How does your club communicate the Codes of Conducts with the following groups and ensure** **they are adhered to?**  |
| 2.5.1 All Players  |  |
| 2.5.2 Parents, Carers and Other Supporters |  |
| 2.5.3 Coaches, volunteers and workforce |  |

**2.6 Your club adopts the England Netball Safeguarding Policy and ensures that all volunteers, coaches and workforce receive a suitable induction to Safeguarding and Welfare at the club.**

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| **How do you ensure your workforce receive an induction that includes information about safeguarding responsibilities, policy and procedures?** |
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**Evidence Checklist**

Please ensure that you have prepared the following evidence to submit for your CAPS assessment. When the evidence is ready, tick the box to show that it is present.

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| --- | --- | --- |
| **2.7** | A copy of the clubs complaints and disciplinary policy which is hand signed and dated by 2 committee members | **T** |
| **2.8** | A copy of evidence to demonstrate that the club shares safeguarding information with members and/or parents/carers |  |
| **2.9** | Ensure all volunteers who are taking part in regulated activity with children or vulnerable adults have a DBS check (to include all lead coaches and Club Safeguarding Officer as a minimum).  |  |
| 2.10 | A copy of the latest England Netball Safeguarding & Protecting Young People in Netball policy – hand-signed and dated by 2 committee members  | **T** |
| 2.11 | A completed Safeguarding Checklist to confirm the club is compliant with the relevant safeguarding policies available to support the club- hand signed and dated by two committee members  | **T** |
| 2.12 | A copy of the Club Safeguarding Officers Time to Listen certificate |  |
| 2.13 | A copy of a UK Coaching Safeguarding & Protecting Children or ‘renewal: spc in sport’ e-learning course certificate for all lead coaches. |  |
| 2.14 | Copy of the venue’s risk assessment for the club’s training venues for the current season  |  |
| 2.15 | An example of a completed checklist to check for potential risks prior to each coaching session  |  |
| 2.16 | A copy of the club’s accident / incident report form | **T****T** |
| 2.17 | A copy of a valid First Aid certificate for the person responsible for provision of first aid**T** |  |
| 2.18 | A copy of the Clubs Health and Safety Policy which is hand signed and dated |  |
| 2.19 | An example of a player registration form which includes space for medical details, disability information, parental consent, contact details and emergency contacts  | **T** |